

**College Road Primary School  
Minutes of meeting – Finance & Personnel Committee**

**Thursday 5<sup>th</sup> June 2014, 3.45pm**

**Present**

Mr J Warwick (Chair)  
Mr J Wallace (Headteacher)  
Mrs L Cvetanovic  
Mrs S Lees  
Miss L Corbett  
Mrs A Blom  
Mrs K Wood  
Miss S Bigmore (Clerk to Governors)

<b>1. Apologies for absence</b>	<b>Action</b>
None	
<b>2. Minutes of previous meeting – Thursday 13<sup>th</sup> February 2014</b>	
<p>Item 4 – Trust costs are still ongoing but waiting on the invoice. Item 5 – Budget meeting took place 20 March and Governors signed off the 2014/2015 budget.</p>	
<b>3. Progress through school improvement plan</b>	
<p>Increasing income from grants and awards - target has not been met due to regular lettings cancelled as there was no take up. Lettings were not pushed due to School administrator post being vacant. Slimming and health clubs are a growing market so that area will be investigated and advertised.</p>	
<p>Safety was graded at outstanding and remains the same. New fire equipment has been installed and safety within the school is a priority.</p>	
<p>Learning and teaching – work skills are a project for the school business group and has a very positive effect on the curriculum and the school. If the plant pot project takes off it should be really encouraging. Food is also going to be sold through the school pea pod.</p>	
<p>Relating to staff development – appraisals of teaching assistants took place and a lot of staff felt it was useful and it will be repeated next year.</p>	
<b>4. Schools Financial Value Standard</b>	
<p>The SFVS was signed off in the previous Governors meeting as recommended by the Schools Finance Officer. A copy was provided to Governors as a reminder. The SFVS was updated in February 2014 in line with the new Senior Administrator joining.</p>	
<b>5. Brief on possible class organisation 2014-2015</b>	
<p>Item 5 and Item 7 are linked so Mr Wallace briefed Governors on both.</p>	
<p>Teachers – Mr Arundell has confirmed he will be moving on after his</p>	

secondment and not returning to College Road Primary School. Congratulations were passed to Mr Arundell and his notice was accepted by Mr Warwick, who will be writing to him on behalf of the Governing body. Following on from this, working patterns of other teachers within the current SLT has taken place. Recruitment of a new deputy will be delayed, due to a busy period for the school. The school will look to recruit a new Deputy in the Summer term 2015 at the earliest, dependant on performance and circumstances, Governors agreed. This will be reviewed regularly by Governors.

The school have recently appointed a Pupil Premium teacher, Mrs Harvey has achieved her SENCO award, and 3 NQTs within school are being mentored by Mr Wallace and signed up for NQT support. Mrs Dinham's temporary position is due to end in the Summer and Governors agreed for her to have a permanent position.

Support staff - Mrs Wong resigned before Easter and Mrs Pollard replaced her helping in R and Yr1 as a Teaching assistant. An advert for a restaurant manager is currently being advertised to support the change in dinner numbers, an ICT technician will be shared with Drake and will start in September, part time.

#### **6. Annual report on staff CPD**

All CPD both for teaching assistants and teachers are tied in with school improvement plan. The planned CPD has taken place, there is a mentoring scheme in place within the trust which has been extremely beneficial, health and safety training takes place for all staff. Governors were invited to look at the training plan.

#### **7. Staffing update**

As above in item 5

#### **8. End of year CFR report**

Governors were talked through the CFR report and closing down of the 2013/2014 budget, which was successful.

#### **9. Budget monitor**

Monitor shows Governors the planned budget for this financial year which was agreed. Governors were talked through the monitor notes which were straight forward as the budget has only recently been allocated. From September 2014 Mr Wallace has proposed to increase the cost of breakfast club which will have an impact on the income.

#### **10. Financial benchmarking**

In comparison with the other schools within the trust we are performing well. SEN funding is due to rise. The school's investment in SEN funding is high with extra staff and external purchased support is growing. The school's financial benchmarking will be looked at in more detail focussing on statically similar neighbours for future meetings.

Clerk

Clerk

<p><b>11. Policies</b></p> <p>Finance Policy – Changes were made to signatories and a few amendments were made to reflect the new school administrator joining. Policy signed by Mr Warwick and Mr Wallace.</p> <p>Pay Policy support staff – this is a new policy from PAPH and it has been adopted within the trust. Policy signed by Mr Warwick</p> <p><b>12. Increase to living wage ‘top up’</b></p> <p>Letter received 21 May 14, governors were given the cost impact for the Living wage and the top up was adopted. Staff affected will be informed by a standard letter signed by the Headteacher.</p> <p><b>13. AOB</b></p> <p>None</p> <p>Meeting finished at 4.50pm.</p>	<p>Clerk</p>
<p><b>Next meeting 9<sup>th</sup> October 2014</b></p>	