

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

Thursday 8th October 2015

Present

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

1. Apologies	Action
None received.	
<p>2. Minutes of previous meeting Lettings - 2 new permanent weekly lettings are now in place with regular birthday party lettings still ongoing.</p> <p>Staffing update given at item 10.</p> <p>Minutes were approved and signed by Chair.</p>	
<p>3. Budget</p> <ul style="list-style-type: none"> • July monitor return 1 and feedback sheet (June position) <p>The July return and feedback was given to Governors. There was a large amount of pick up points on the feedback which were mainly concerned with coding. Coding within the schools financial management system was set up by previous Admin and PAPH finance. Everything has now been recoded and green queries are waiting to be actioned by Plymouth City Council. Another comment was regarding money being allocated which exceeded the Headteachers approval limit although this is incorrect as it was under the Headteachers approval limit.</p>	
<p>Governors requested that they point out the poor quality of feedback and inaccurate comments are corrected. They also re-affirmed confidence in the Senior Administrator and Headteacher in relation to the process.</p>	Clerk
<ul style="list-style-type: none"> • October monitor return 2 (September position – to be tabled) <p>The October return was passed to Governors which shows the predicted carry forward for the next financial year. All of the points from the feedback from the July return are now in place although allocations are currently being moved around which shows some cost centres as temporarily overspent.</p>	
<p>Governors have requested that PLP finance attend the next F&P</p>	Clerk

meeting to talk through the new Financial reporting system.

- **School fund**

School fund is still showing a healthy balance and income is due in from the uniform sales through July and September.

Letter from Mr Wallace about the Schools Funding Consultation finance paper 2015/2016.

Mr Warwick read Governors the letter which was sent from the School; reference the remodelling of the school budget monitoring group reference the proposed funding cuts. Equivalent amounts of the Pupil Premium income may be redirected to other schools to help with the deficit in their budgets. The Trust as a whole will lose a huge amount of funding. Governors felt that those schools that managed their budgets more effectively were being penalised.

4. Appoint auditor for school fund

Pam Maher from Drake completed the last audit and Governors agreed for her to complete this year's audit.

5. Schools Financial Value Standard – Individuals assessment form

Governors with Financial responsibility are required to complete an SFVS annually. These were completed and handed to the Clerk to be held on file.

6. Pupil Premium

A planned spend report was handed to Governors which shows that the school budget heavily subsidises from (its own budget towards) pupil premium spending. Mr Wallace ran through the abbreviations and what services they provided. A report is on the school website as required by the Government.

7. Governing Body Re-constitution

A proposal was produced by Mr Warwick which all Governors agreed with. The new Governing Body are required to reconstitute so the following has now been agreed:

- 3 x Parent Governors
- 2 x Foundation Trust Governors
- 1 x Staff Governor
- 1 x Local authority Governor
- 1 x Headteacher
- 4 x Co-opted Governors

Mr Jim. R. Warwick(Chair)	LA
Mr Jim Wallace	Headteacher
Mrs Sam Brown	Clerk to Governors
Mrs Lindsey Clements	Co-opted Governor
Miss Leah Corbett	Staff Governor

Clerk

Mrs Sarah Lees	Foundation Trust Governor
Mr Keith Finch(Vice chair)	Co-opted Governor
Mrs Jacquie Wain	Co-opted Governor
Mrs Victoria Eccles	Parent Governor
Mrs Urszula Korzeniowska	Parent Governor
Mrs Liane Cvetanovic	Parent Governor
Mrs Alex Blom	Foundation Trust Governor
Mr Nick Head	Co-opted Governor

8. Progress through the school improvement plan

No items were due to be reviewed at this meeting.

9. Performance management – Staff & Headteacher

Teacher's observations and reviews are due to take place which are linked to the school improvement plan and individual training needs. They will all be completed by 31st October 2015; payroll will be adjusted as required once completed.

Headteachers Performance Management will be done by the same external advisor, Mr Crispin and this will be held in December 2015.

Non-Teaching staff also receive appraisals in the Autumn term.

10. Staff updates

One member of staff is due to return from Maternity leave but under part time working hours as the Pupil Premium teacher.

One other teacher has returned from Maternity in September and the other teacher is due back from maternity after half term. One teacher's temporary maternity contract has been terminated and she was wished luck in finding another job. She will be used as a supply teacher until she finds full time work

Restaurant Manager has now left and one MTA has handed their resignation in. One TA has been appointed in Year 1, a PE apprentice and Admin apprentice have also been appointed.

11. Policies:

- Staff Disciplinary
Reviewed and signed by Chair of Governors
- Allegations of abuse against staff
Reviewed and signed by Chair of Governors
- Governor's expenses
Reviewed and signed by Chair of Governors
- Teachers pay
This is a new policy which the whole trust will follow, the salary scales have been updated in line with the new 2015 salaries.

<p>Governors have asked for a list to be produced of the statutory policies and the staff handbook policies.</p> <p>The Governors involved with the recent staff appeal were thanked for their involvement.</p> <p>12. Business brought forward by the chair: None.</p> <p>Meeting finished at 5pm</p>	
<p>Next meeting 4th February 2016.</p>	