

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

Thursday 5th February 2015

Present

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

	Action
<p>Vacancies - There was no interest from Governors prior to the meeting to stand as Chair therefore Mr Warwick was nominated by Mrs Cvetanovic and Mrs Lees which he accepted.</p> <p>Mrs Bloms term in office as a parent Governor has expired therefore Governors voted for Mrs Blom to take the position of Foundation Trust Governor. Due to Mrs Blom increasing her working hours within the school she was no longer eligible to stand as a parent governor.</p> <p>1. Apologies for absence No apologies although Miss Corbett was delayed due to teaching commitments.</p> <p>2. Minutes of previous meeting Page 2 Item 9 - all observations and reviews have been completed by the Headteacher.</p> <p>Minutes were signed by Chair.</p> <p>3. Progress through the School Improvement Plan There was only one item that required attention: The performance relating to pupil premium children. Letters from David Law and Judith Harwood were received congratulating the school on its progress. Mr Wallace explained it is very difficult to assess the progress now, although the school is currently working on ways to separate data to show Governors. Mr Wallace was unable to provide data for Governors but will work to improve this area. New grading will be in place for informing parents of their child's current levels which will start next term. Mrs Lees showed concerns for the staff with the new assessing procedure, Mr Wallace has assured Governors that support is in place within the Trust and guidance is going to be produced to help Teachers approach the new assessment guidelines. A pupil premium teacher is also in place along with a HLTA.</p>	

<p>4. Monitor return feedback October 2014 Monitor return - Governors were pleased with the return.</p> <p>5. Financial Management report (replaces monitor) Governors were shown the new financial reporting system which replaced monitor. This is a new system in place. The main problem with the budget is the LA are currently sending charges through to the schools budget on incorrect codes which has caused overspends in various areas. The Senior Administrator has been working on an updated budget planning routine which should help improve the next budget. Carry forward will not be the figure shown on the report as there are 2 projects ongoing although there will be a very healthy carry forward for the next financial year. Governors were asked for approval to replace flooring areas within the school and furniture in Foundation. Governors approved both projects within the current financial year.</p> <p>Savings have been made due to staffing changes. Any additional budget will be put into Capital for the future community project.</p> <p>6. Budget setting 2015/2016 The budget setting date of 26th March was difficult for some Governors to attend. Clerk to send email to confirm a date.</p> <p>7. Review purchase of external services Ed Phys Will Roberts is a new service which the school has purchased and the service is extremely positive. Speech and Language support has been increased. Mr Wallace explained the Media Management service which we have previously purchased. The service is good at blocking negative press although it does not gain much positive coverage for the school. A private company will be looked into to help publicise the school. Governors agreed to pay into the PCC media service.</p> <p>Mr Wallace brought the Governor development support service package to the attention of Governors and questioned if we required the service. Mr Warwick wanted to look into a Trust Governor support package. A meeting will be arranged with Governor support for the Headteacher, Chair and Clerk to discuss what services are required. An email will be sent to Governors to ask for feedback about the Governor Development service.</p> <p>8. Schools financial value standard SFVS has been updated and signed by the Chair.</p> <p>9. Staffing update All performance management, appraisals and meetings have taken place for all staff.</p> <p>Mrs Rolfe has now had her baby and is currently on maternity leave,</p>	<p>Clerk</p> <p>Clerk</p>
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<p>Mrs Mackie is now in Year 2 cover Maternity and being supported through her NQT time. Mrs Cox is now also on maternity leave and Year 4 are being taught by Mrs Visick who is also an NQT. PPA time is currently being covered by existing staff members. There are 3 NQTs within the school who are all receiving support from Mr Wallace.</p> <p>The Deputy Headteacher recruitment process has now commenced and visits have taken place from potential candidates. Mrs Francis will cover Mr Wallace after half term and Year 6 will be covered by Mr Jones. Non-teaching - there are still staff off long term sick, a temporary TA has been recruited to assist with one to one help with pupils.</p> <p>Leave of absence policy – This is a policy which Mr Wallace would like to adopt and Governors were given a copy to take away and read to confirm if they were content by Monday 9th February.</p> <p>10. Headteacher performance management Headteachers PM has been completed successfully with the support of Mr Crispin, Mr Warwick and Mrs Wain.</p> <p>11. School fund: Update and recent audit Governors were given a copy of the audit and an update of the school fund which they were pleased with.</p> <p>12. Best value statement* (no policies) Signed by Chair.</p> <p>13. Correspondence No correspondence</p> <p>14. Business brought forward by the chair None.</p> <p>Meeting finished at 4.55pm.</p>	<p>Clerk</p>
<p>Next meeting 4th June 2015</p>	