

College Road Primary School
Minutes of meeting – Finance & Personnel Committee
Thursday 5th October 2017

Present

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

	Action
<p>1. Apologies for absence None</p>	
<p>2. Minutes of previous meeting SATs results update was given by Mr Wallace. All results are above national average. Mr Wallace has resigned from his post as Director of PSSC and CaterED.</p>	
<p>3. Budget</p> <ul style="list-style-type: none"> • July monitor return 1 and feedback sheet (July 17 position) Feedback sheet was presented to Governors. Comments now come from PCC not PLP. • October monitor return 2 (October position – to be tabled) The October return was passed to Governors for approval. Return was approved by all and will be submitted before the deadline on 31st October. • School fund update A written report was provided to Governors with the current position of the school fund. 	
<p>4. Appoint auditor for school fund Governors agreed for Mrs Muldoon to independently audit the school fund.</p>	
<p>5. School meal take-up 2016/2017 academic year A graph was presented to Governors from CaterED. College Road has a 75% take up for attending pupils which is above city average.</p>	
<p>6. Pupil Premium Report which is also displayed on the school website was provided to Governors. The report has been expanded and shows the PP strategy. Broken down to show pupil premium, service and looked after children. School improvement partner has seen the report and is happy with the content.</p>	

<p>A spreadsheet was also provided detailing the planned spending. There is a PP action planned which is available to Governors if they wish to see it.</p> <p>7. PE and sports funding Report provided which is also available on the school website, meets statutory requirements. Sports funding is due to double waiting on confirmation.</p> <p>8. Progress through the school improvement plan No items to review, Governors were invited to discuss any areas if they wished.</p> <p>9. Performance management – Staff & Headteacher Observations for teaching staff are now complete, meetings have nearly taken place. Personal development plan to be finalised once process is complete. Teachers seem happy in the workplace. Headteachers performance management is due after half term, governors agreed for Mr Crispin to support. Sarah Lees, Jim Warwick and Jacquie Wain will act as supporting governors this year.</p> <p>10. Staff updates 2 new full time teachers have made an excellent start with children, parents and other staff. Temporary staff for afterschool club are in place however numbers are very low, this will be reviewed. One HLTA has resigned and left, replaced by a TA on a temporary contract. The school is facing particular issues with absence of staff members, support is in place for these staff. Overall staff is positive across the school and of a high standard.</p> <p>11. Policies:</p> <ul style="list-style-type: none"> • Staff Disciplinary • Allegations of abuse against staff • Governor’s expenses • Teachers pay <p>All of the above policies were signed and approved.</p> <p>12. Business brought forward by the chair None</p> <p>Meeting finished at 4.30pm</p>	
<p>Next meeting 1st February 2018 at 3.45pm</p>	