

College Road Primary School
Minutes of meeting – Finance & Personnel Committee
Thursday 8th June 2017

Present

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

	Action
<p>1. Apologies for absence Mrs S Lees and Mr N Head.</p> <p>2. Minutes of previous sub-committee meeting SFVS was submitted to Devon Audit team. Minutes were approved and signed by Chair.</p> <p>3. Progress through the School Improvement Plan Learning and Teaching (work schemes) – social enterprise will have a larger emphasis next year, we have also received a grant towards social enterprise from the big lottery fund. Lots of external visitors to the school. Staff are settled, the additional 0.6 teacher in year 6 was a huge help this year. SAT results awaited with interest. Purchasing – maintaining a best value approach. Target to achieve more grants is a priority. Maintaining safety – this is extremely positive and condition surveys have taken place, part of these surveys cover compliance and we have had extremely good feedback. Equal ops and G&T programme – this took place and is still happening via links Mrs Harvey has made with Marjons.</p> <p>4. Items 4 and 6 (combined) class organisation and staffing 2 teachers have decided to leave at the end of the summer term. Successful appointment made for a KS1 teacher and increased a part time teacher to full time to cover year 4. Class organisation will be announced to staff later in the year – governors discussed class allocation.</p> <p>5. Annual report on staff CPD Teaching and non-teaching staff has been matched to performance management targets, less external courses this year, lots of internal training and CPD has taken place. This has been effective in maintaining 87% of teaching at good or better.</p> <p>6. Staffing update a. Teaching – covered above</p>	

b. non-teaching
PE apprentice has been given a second year apprenticeship, Miss O'Connor now has a contract after her successful 2 year apprenticeship. Mr Weeks has achieved HLTA status. Cleaning hours have been increased to allow additional time for the KEEP. Mr Wallace asked Governors for permission to employ on a part time basis, after school club staff from September 17, there will be a charge to parents. There is a need for this afterschool club, this is due to there being limited childcare within the area. This was approved by Governors.

7. End of year

- CFR report
Governors were briefed on CFR reports and carry forward was shown to Governors.
- Year-end return submission
This was approved prior to the meeting by F&P governors and submitted ahead of the deadline.

8. Budget Monitor return feedback (January 17)

Governors felt the return feedback was positive and Mrs Brown was thanked for her efforts.

9. Catering trading statement

Feeding on average 73% (minimum) of the children. Trading statement was explained to Governors. Depending on the recent election outcome, there will be possible future changes. One school has recently left CaterED which is disappointing, however 3 schools have joined.

10. Policies:

- Finance Policy 2017/2018
No major changes.
Policy was approved and signed by Chair.
- School support staff pay policy
No changes.
Policy was approved and signed by Chair.

11. Business brought forward by the chair

None

12. Correspondence

None

Meeting finished at 4.30pm

Next meeting 5th October 2017 at 3.45pm