

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

**Thursday 9<sup>th</sup> June 2016**

**Present**

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

	<b>Action</b>
<p><b>1. Apologies</b> Mrs S Lees.</p> <p><b>2. Minutes of previous sub-committee meeting</b> F&amp;P 4<sup>th</sup> February minutes were signed and approved.</p> <p>Budget setting meeting minutes were signed and approved although an update has been given at item 7.</p> <p><b>3. Progress through the School Improvement Plan</b> Learning and teaching – work skills. Social enterprise is still ongoing and the Eggstravaganza event is an example of this working well. This was a very positive event which was attended by parents and community members, the children raised considerable income for their social enterprise projects.</p> <p>Organisation – purchasing and finance. There have been a large number of examples where money has been saved through purchasing and switching contracts. Timings for ordering are very good, items arrive quickly. Income for lettings has improved due to regular hall lettings and good advertising. A defibrillator has been installed and 8 members of staff have been trained how to use it.</p> <p>Equal opportunities – Gifted &amp; Talented events are currently taking place within the trust.</p> <p><b>4. Brief on class organisation for school term 16/17</b> No staff changes are currently due to take place for the new school term at present.</p> <p><b>5. Annual report on staff CPD</b> 2 members of staff are currently undertaking their NPQSL. Individual CPD takes place as well as in house training. The school is compliant with all H&amp;S CPD. Some of the CPD linked with the trust schools has not taken place due to unavailability within the trust.</p>	

The standard of Teaching and TA support is still excellent.

#### **6. Staffing update**

a. Teaching – This has been stable we are recruiting a temporary 0.6 teacher for boosters in year 6 to commence in September.

b. non-teaching

One TA has been given a permanent contract.

2 hours on the non pupil day was spent on wellbeing and health for all of the staff.

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

CFR report was produced to show Governors our end of year position. Due to a system error the school have exceeded its allowable proportion. A case has been submitted to the Schools finance team requesting to move the additional budget into capital towards to the building project. An answer should be received by the end of the summer term.

A statement from the PLP Finance lead Finance Officer was produced for Governors explaining the issues and the school now currently have new finance support.

Due to the concerns regarding Finance support a change to expenditure allocation was signed by the Chair to change the new (2016/2017) budget regarding staffing.

#### **8. Budget Monitor return feedback**

Governors were presented with the feedback from the return and were extremely happy.

#### **9. Financial benchmarking**

Benchmarking comparison charts were provided to Governors to show how we compare to our 6 trust partner schools.

#### **10. Eco Building project update**

3 quotes were given to the Governing body from TG Escapes, Schoolhouse (UK Energy partners) and the Stable Company. After discussions of the plans and how each company will work the Governors agreed to use TG Escapes for the building project. This is due to the design of their building and the value for money.

Library quotes were discussed and dependant on the schools financial situation SWS Facility services have been chosen to complete the work. A final decision will be made in the Autumn term.

<p><b>11. Catering trading statement</b>  CaterEd is working very well at College Road and across Plymouth. Something the school will look to work on is the take up for paid meals which need improving.</p> <p><b>12. Policies:</b></p> <ul style="list-style-type: none"> <li>• Finance Policy 2016/2017  No changes – policy was signed and approved.</li> <li>• School support staff pay policy  Policy was signed and approved.</li> </ul> <p><b>13. Business brought forward by the chair</b>  None</p> <p>Meeting finished at 4.45pm</p>	
<p><b>Next meeting 6<sup>th</sup> October 2016 at 3.45pm.</b></p>	