

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

Thursday 4th June 2015

Present

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

	Action
<p>1. Apologies for absence Received from Mrs Lees.</p> <p>2. Minutes of previous sub-committee meeting Purchase of external services – Mr Warwick informed Governors that the School has purchased additional Governor support from Karen Powell as part of the trust. A decision will be made next year as to which Governor support the school will buy into next year.</p> <p>No negative comments were received from staff or Governors on the new leave of absence policy, so it is approved.</p> <p>Minutes were approved and signed by Chair.</p> <p>Finance meeting minutes were approved and signed by Chair.</p> <p>3. Progress through the School Improvement Plan The whole social enterprise approach has been hugely successful and is helping with the improvements in maths. The Multicultural day social enterprise element was also very successful.</p> <p>Pupil Premium children are performing at the same level as the other children within the school and making progress, our resource TA has extended her hours which should impact on this.</p> <p>Organisation – admin teams within trust are working together well and formal meetings will be arranged to continue making improvements.</p> <p>Lettings within the school is still an area that needs ongoing improvement.</p> <p>Health and Safety continues to improve and staff training on working at heights has taken place.</p> <p>Equal ops – KS1 and KS2 assessments have still not been confirmed</p>	

as they are not available. The Trust schools link area is now being led by Mr Wallace. More work will take place next year.

4. Briefing on possible class organisation 2015-2016

See item 6 (combined).

5. Annual report on staff CPD

Training is in line with the improvement plan, some attendance at external training courses has taken place, staff training is up to date, additional learning is taking place, 2 TAs are working towards HLTA, NQT time is being completed, First Aid is ongoing and further child protection training has taken place.

6. Staffing update

a. Teaching

Miss Curtis has gone on maternity leave early and will possibly return end of term 1. Mrs Mackie and Miss Knight will cover Year 1 until Miss Curtis returns. Mrs Rolfe is still on Maternity leave and due to return in September; Mrs Cox is still on maternity leave and will look to return towards the end of the year. Mrs Visick will cover Year 4 until her return and is no longer an NQT. Mrs Harvey is helping to cover classes as and when required. Mrs Francis-McLeod was appointed as Deputy Headteacher. Mrs Allen will be leaving at the end of the Summer term to work at Longcause.

Possible 2015/2016 class structure:

Miss Corbet – Foundation

Miss Curtis/Miss Mackie – Year 1

Mrs Copp – Year 2

Mrs Dinham – Year 3

Mrs Visick/Mrs Cox – Year 4

Mrs Rolfe – Year 5

Mrs Francis-McLeod – Year 6

There is a vacancy for a pupil premium teacher.

There have been a number of part time working hour requests from members of staff which are currently being looked into.

2 TLR positions (standards and inclusion) have been filled and accepted.

b. non-teaching

All appraisals and observations are complete. Mrs Blom is now full time and there has been a part time working hour's request.

7. End of year CFR report

Carry forward was what was expected and showed a healthy closedown and end of year balance.

8. Budget Monitor

Due to the new financial year a balance was not yet available although the budget report showed that the budget has been set and commitments showing although the school are still waiting on PCC to allocate some funding for this financial year. Miss Bigmore was congratulated for the clarity of her report.

9. Financial benchmarking

Data was produced against the other schools within the trust. This shows how well we manage our budget. Resources were high in comparison to most SWPET schools due to purchase of additional ICT equipment in the 2013/2014 financial year.

10. Catering trading statement

The school is now part of CaterED and Mr Wallace is a director. A £6,000 saving was made and the take up of schools meals is very high in comparison to last year. The school is amongst the highest school meal take up within Plymouth.

11. Policies:

Finance Policy – approved and signed.

School support staff pay policy – approved and signed.

Whistle Blowing – There was also a whole staff training session from LA designated Officer on the non-pupil day in April 2015 – policy approved and signed.

Redundancy – approved and signed.

Probation policy (new policy)

This is a model PLP policy, Mr Wallace and Miss Bigmore attended a workshop on the policy and this policy will apply to all new support staff. Policy was agreed, adopted and signed.

12. Business brought forward by the chair

None.

Meeting finished at 4.40pm.

Next meeting 8th October 2015