

**College Road Primary School
Minutes of meeting – Finance & Personnel Committee
Thursday 6th October 2016**

Present

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

1. Apologies	Action
Received from Mrs Lees.	
2. Minutes of previous meeting	
Minutes were signed and approved by Chair.	
3. Budget	
<ul style="list-style-type: none"> • July monitor return 1 and feedback sheet Shows a healthy carry forward and the strength of our financial management. Good feedback was received from PLP Finance. 	
<ul style="list-style-type: none"> • October monitor return 2 Governors were provided with the October monitor return, and given the predicted end of year carry forward position. The savings that have been made were explained to Governors. 	
<ul style="list-style-type: none"> • School fund update We currently hold a large stock of uniform along with a healthy balance. 	
4. Appoint auditor for school fund	
The school fund has previously been audited by Ms Maher however PLP finance have advised the Senior Administrator that Mrs Muldoon who has previous experience working in the Devon Audit Office can audit the school fund.	
The Governors have approved for Mrs Muldoon to audit the school fund and a thank you to be sent once complete. Agreed that 2 governors should sign off these to confirm accuracy.	
5. Pupil Premium	
Statement provided to Governors which is also available on the school website. Impact of spending and how we measure it is included. Mr Crispin our external advisor felt that how we use our Pupil Premium funding is a great example. Our provision is effective as the children achieve along with their peers.	
6. PE and sports funding	
Statement provided to Governors on PE and Health at College Road	

which is also included on the school website. One of the schools priorities this year is PE and Health.

7. Building project update

The project has been delayed due to the planning department at Plymouth City Council. They have requested additional reports which the school have purchased; the reports are due to go to the council however we predict this will delay the project to later in the term.

We are delighted to confirm that the school has received a grant from The Garfield Weston Association towards the Eco Community Building project. A thank you has been sent to Garfield Weston.

8. Progress through the school improvement plan

No items to be reviewed at this meeting, however Mr Wallace welcomed any questions from Governors.

9. Performance management – Staff & Headteacher

Teacher's observations, performance management and appraisal meetings have now taken place.

Term 2 - support staff performance management will take place. Headteachers will take place later on in the year.

10. Staff updates

2 new really positive appointments were made 1 PE & Health apprentice and 1 teacher. The apprentice is very professional and fitted in very well.

There are no staff changes. Staff are very settled and working well.

11. Policies:

- Staff Disciplinary – policy was approved and signed by Chair.
- Redundancy & Selection Policy - policy was approved and signed by Chair.
- Allegations of abuse against staff - slight update made policy was approved and signed by Chair.
- Governor's expenses - policy was approved and signed by Chair.
- Teachers pay –includes updated pay scales. Policy was approved and signed by Chair.
- Debt Policy – policy was approved and signed by Chair.

Business brought forward by the chair - None

Meeting finished at 4.30pm

Next meeting 4th February 2017 at 3.45pm.