

**College Road Primary School**  
**Minutes of meeting – Finance & Personnel Committee**  
**Thursday 2<sup>nd</sup> February 2017**

**Present**

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

	<b>Action</b>
<p><b>1. Apologies for absence</b> None received.</p>	
<p><b>2. Minutes of previous meeting (6<sup>th</sup> October 16)</b>            Item 7 – There is a delay however the building is due to commence Monday 6<sup>th</sup> February and complete by 5<sup>th</sup> April or towards the end of the Easter holiday.            No further questions or updates.             Minutes were approved and signed.</p>	
<p><b>3. Progress through the School Improvement Plan</b>            No items to be reviewed today, however Mr Wallace welcomed any questions or comments.</p>	
<p><b>4. Monitor return feedback October 2016</b>            Monitor return showed a healthy carry forward and the PLP finance officer's comments were positive. Pupil premium and sports funding information has been checked on the schools website. Suggested feedback has been actioned for the Jan 17 return. Pupil numbers have changed which affected our funding.</p>	
<p><b>5. January 2017 monitor return 3 submission</b>            Monitor return was approved by Governors and submitted to PLP Schools finance for analysis.            The return is extremely detailed with useful comments. The savings made were explained.</p>	
<p><b>6. Plan Budget setting meeting 2017/2018 – 23<sup>rd</sup> March</b>            3.30pm budget meeting date was agreed by F&amp;P governors.</p>	
<p><b>7. Services 4 Schools 2017/2018</b>            Suggested services for the school to purchase in the next financial year were proposed by Mr Wallace. The cost to some services have increased however the school have prioritised</p>	

<p>its requirements and needs. We are now responsible financially for maternity cover, safeguarding support and FSM administration.</p> <p><b>8. Schools financial value standard (SFVS)</b> Governors were provided with the SFVS assessment form in advance of the meeting to provide any feedback and comments that they wish should be included. The SFVS was approved and signed by the Chair, which will be submitted to Devon audit by 31<sup>st</sup> March 2017.</p> <p><b>9. Benchmarking</b> Benchmarking was compared with 6 other local/similar sized schools in Plymouth. Devon audit have suggested in the future Benchmarking will be compared against schools in the wider country rather than just Plymouth.</p> <p><b>10. Staffing update</b> Mr Wallace briefed Governors on the staff which is currently settled. Staff are performing well, external comments received about the staff team are very positive. Training for all staff has taken place and is ongoing. One temporary teaching contract has been extended until the end of the summer 2017. Mrs Cvetanovic requested an update on the additional teaching support in year 6, which Mr Wallace explained has been worthwhile and has made a positive impact, it has made a big difference to the children's attitudes to learning.</p> <p><b>11. Headteacher performance management update</b> This was completed in December 2016, with the guidance of Mr Crispin. Mr Wallace thanked Governors for their support. All other staff performance management has now taken place and pay related changes are complete.</p> <p><b>12. School fund: Update and recent audit</b> Audit was approved and Mrs Muldoon was thanked for her efforts in the audit.</p> <p><b>13. Best value statement</b> Updated as required by DFE. Statement approved and signed. No policies to be reviewed.</p> <p><b>14. Correspondence</b> None</p> <p><b>Business brought forward by the chair – None</b></p> <p>Meeting finished at 4.35pm</p> <p><b>Next meeting 8<sup>th</sup> June 2017 at 3.45pm.</b></p>	<p>Clerk</p>
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