

**College Road Primary School**  
**Minutes of meeting – Finance & Personnel Committee**  
**Thursday 1<sup>st</sup> February 2018**

**Present**

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

<b>Minutes</b>	<b>Action</b>
<p><b>1. Apologies for absence</b>            Mrs Massey and Mrs Cox.</p> <p><b>2. Minutes of previous meeting</b>            Minutes from 5<sup>th</sup> October 2017 meeting were circulated ahead of the meeting, no comments or questions from Governors.            Minutes were approved and signed by Chair.</p> <p><b>3. Progress through the School Improvement Plan</b>            There are no actions to monitor as of the spring term, Mr Wallace was happy to comment or answer any questions.            Social Enterprise class activities have now ceased, RIO project has been postponed, continue to work with RIO.            Best value continues.            Income stream - there is planned income from Grants which will be reduced.            LPS delay for 18 months whilst Senior Administrator is on maternity leave.</p> <p><b>4. Finance returns:</b></p> <ul style="list-style-type: none"> <li>• <b>Monitor return feedback October 2017</b>              Feedback provided from Plymouth City Council.</li> <li>• <b>January 2018 monitor return 3 submission</b>              Plan to carry forward maximum amount to next financial year. Waiting on 2018/2019 allocation of budget. Pension contributions are due to go up, funding changes which will hugely affect the schools budget. Aiming to carry forward the maximum amount to support the children in the next financial year. Return was approved by F&amp;P Governors.</li> </ul> <p><b>5. Plan Budget setting meeting 2018/2019</b>            Agreed date of 22<sup>nd</sup> March at 3.45pm.</p> <p><b>6. Agree Services 4 Schools 2018/2019</b>            Payroll has been contracted to DELT services from April 2018. Planning to keep a lot of the core services, dependant on the budget allocation.</p> <p><b>7. Schools financial value standard approve (SFVS)</b></p>	

Completed, signed and approved.

**8. Governors skills matrix**

Governors to complete individual forms and return to clerk.

**9. Devon Audit partnership recent audit report**

Devon Audit suggested to reconsider the routine for auditing the school fund. Our current Auditor is appropriately qualified, therefore the schools finance policy wording to be changed and the school fund to be signed off by the Governing Body annually after audit completion.

**10. Benchmarking**

- Guidance for accessing website was produced for Governors that wish to access it.
- Benchmarking data – data was not available, Clerk to ensure it is on the agenda for the summer term meeting.

**11. Staffing update**

Mr Wallace provided a verbal update:

Mrs Winchester has now started in Foundation, she has made an excellent start. Mrs Brown is due to go on Maternity in the summer term, duties to be covered by Mrs Muldoon, Miss O'Connor with monthly support from PLP finance officer.

Mrs Jewell has requested to work part time from September, suggest adjusting other existing staff hours to cover internally by increasing hours. Governors agreed for Mr Wallace to make the arrangements.

Miss Corbett is due to see Mr Wallace regarding the sabbatical request for September 2018.

**12. Headteacher performance management update**

Successfully completed in December 2017 by Jim Warwick, Sarah Lees and Jacquie Wain. Mr Wallace was congratulated on his previous year's performance by Governors.

**13. School fund: update and recent audit**

Audit was complete and signed by 2 F&P governors.

**14. Policies**

- Leave of absence - approved and signed.

**15. Correspondence**

None

**16. Business brought forward by the chair**

None

Meeting finished at 4.50pm

**Next meeting 7<sup>th</sup> June 2018 at 3.45pm**