

**College Road Primary School
Finance & Personnel Committee Meeting
Autumn Term Thursday 4th October 2018 – 4.25pm**

Present:

Mr J Warwick (Chair F&P)
Mr J Wallace
Mrs S Lees
Mrs V Eccles
Mr M Coomber (Acting Clerk)

Action

MINUTES	Action
<p>1. Apologies for absence Apologies were received and accepted from Mr N Head, Mrs A Blom and Mrs E Cox</p> <p>2. Minutes of previous meeting The Minutes were approved with no matters arising and signed by the Chair.</p> <p>3. Budget</p> <ul style="list-style-type: none"> • July monitor return 1 and feedback sheet (July 18 position) • October monitor return 2 (October position) <p>Mr Wallace apologised for the lack of the October return. Finance Officer cover from PLP had been brought in for Mrs Brown's maternity leave however two officers in succession had been recruited by MATs. As each Officer required induction this had made completion challenging however the July return showed the school was on target.</p> <p>Detail on the end of year was requested and the meeting learned that:</p> <ul style="list-style-type: none"> • The carry forward in Fund 8 remained unspent • Fund 13 now held the equivalent of two years income • Governors had approved not filling vacancies to make savings • The last was financially successful but had a staffing impact <p>A series of questions revealed that:</p> <ul style="list-style-type: none"> • Finance Officer changes meant visits required rearranging and the newest Officer had holiday pending • The school did not pay for support it did not receive • A PAPH HR specialist had also been recruited by a MAT leaving that department short-staffed • Schools were withdrawing from the PAPH service • In the long-term this could leave PAPH vulnerable • The school may have to consider private sector support <p>Governors regretted that the market driven model had been created by the Academisation process.</p> <p>4. Appoint auditor for school fund Mr Wallace proposed Mrs S Muldoon who would be supported by Mrs Brown and the Head. Governors accepted the proposal.</p> <p>5. Free school meal take-up 2017/2018 academic year A new format of report was summarized however Governors were asked to note that the qualification for FSM was becoming ever more stringent and many families who needed the service did not qualify.</p>	

Governors expressed concern over growing need and feared the impact of a full Universal Credit roll-out.

6. Pupil Premium

The report was a statutory requirement for the school Website. It updated the previous report and adjusted the budget according to income. Expenditure exceeded income but had been reduced. That PP pupil performance sometimes exceeded that of other pupils was a matter of pride and demonstrated the progress that had been made. Governors welcomed the report commenting that the last Ofsted Inspector had been impressed by provision.

7. PE and sports funding

This report had been rewritten and was also available on the school Website. It encompassed new requirements for swimming and the effectiveness of provision.

The meeting sought additional detail, learning:

- Swimming was a new addition
- Schools had traditionally funded swimming so the credit for that should not be attached to this funding
- That the funding was £1,000 lower, this year
- Swimming provision was for Y4 and 5 over three weeks
- It required a daily walk to the Life Centre
- This left children tired before other lessons
- Swimming lessons were differentiated according to the ability of children
- For some this was their first visit to a pool

8. Progress through the school improvement plan

There was nothing to report at this early stage.

9. Performance management – Staff & Headteacher

The meeting learned that all teaching staff observations were complete. On 4th and 5th October meetings to review previous and set new objectives would take place and these might result in pay recommendations. Objectives would be linked to the SIP but were slightly different, relating to progress, writing and individual teaching improvement.

Mr Crispin had agreed to act as external advisor to Mr Wallace's performance panel which would take place in November or December. Questioned whether the new staff targets related to personal development, Mr Wallace confirmed that improved teaching standards were part of the SIP. Audits, observations and an ability to self-analyse by studying pre-recorded lessons were focused on this. The last was not used judgementsally.

Governors welcomed a culture of continuous improvement

10. Staff updates

This was positive. Apart from minor sickness the only major absence was that of Mrs Brown and Miss Corbett who were on maternity leave. Both families were doing well.

Governors concurred that Miss Corbett's replacement, Mr Mann had settled in well and was liked by children.

<p>11. Policies:</p> <ul style="list-style-type: none"> • Staff Disciplinary • Allegations of abuse against staff • Governor expenses • Teachers pay • Debt policy <p>The only policy with significant change was the Pay Policy where the pay scales were adjusted. Summarizing the latest pay settlement, Mr Wallace recommended:</p> <ul style="list-style-type: none"> • Applying 3.5% not only to the maximum and minimum of MPS but to all points • Retaining College Road’s policy of not employing unqualified teachers • Nor Lead Practitioners <p>Recognising an error on page 7 where £34,324 should be corrected to £34,665, conditional approval was requested.</p> <p>Turning to other policies, while Governors did not utilize their expenses policy it was recognized it should be in place. It was considered somewhat ironic that the departed National Schools’ Commissioner had announced his opposition to all related party transactions in Academies. Regarding Debt policy, it was asked if the school was seeing any deterioration and how these were recovered. It was welcomed that closely followed procedure meant these had not increased. While referrals were made for debt recovery, in general a personal approach by Mr Wallace was effective. Governors’ attention should be drawn to a related concern: As family budgets tightened, less children were taking a school lunch.</p> <p>This point led to a wider debate. Mr Wallace described the significant material assistance the school was offering to families and the increasing need to support well-being. The meeting considered how uniform, in particular, could be repaired and re-used. Two ideas would be explored further:</p> <ul style="list-style-type: none"> • A PTA led Shwapping event • Using the Parent Board to put donors and recipients in touch <p>It was confirmed that all but the pay policy were unchanged or had only minor updates.</p> <p>Governors gave conditional approval to Teachers pay and approval to all others. The Chair would sign these after the pay policy had been corrected.</p> <p>The meeting ended at 5.05pm</p>	<p>Head</p> <p>Mrs Lees Head</p> <p>Chair</p>
<p>Date of next meeting: Thursday 7 February 2019 at 3.45pm</p>	