

**College Road Primary School
Minutes of meeting – Finance & Personnel Committee
Thursday 7th June 2018**

Present

Mr J Warwick (Chair)
Mr J Wallace (Headteacher)
Mrs E Cox
Mrs V Eccles
Mrs A Blom
Mr N Head
Mrs S Lees
Mrs S Brown (Clerk to Governors)

	Action
<p>1. Apologies for absence None.</p> <p>2. Minutes of previous sub-committee meeting SFVS was submitted to Devon Audit team in the Spring 2018 term (March). An update on staffing was completed in item 6. Minutes were approved and signed by Chair.</p> <p>3. Progress through the School Improvement Plan Learning and teaching - social enterprise has been positive due to the grant that was received, for the project in conjunction with RIO. One event clashed with the royal wedding so uptake was not as popular as hoped although all children contributed towards the organisation of the event. The project is linked in with children's learning. Staffing deployment – this is being done efficiently. Purchasing – best value and efficient systems are in place, increased income, using services where the school can fix prices for future years. Safety premises and staff - we are compliant and there have not been any serious accidents for staff. G&T programme being looked at with Mrs Harvey as part of a Plymouth maintained schools programme. Various links with other maintained schools are being created.</p> <p>4. Brief on class organisation for 2018/2019 school term This is a suggestion, with potential changes. Mr Wallace is meeting with staff next week. Reception - Mrs Copp Year 1 - Mrs Stone Year 2 - Mrs Dinham Year 3 - Mrs Jewell/Mrs Cox Year 4 - Mr Mann Year 5 - Mrs Rolfe Year 6 - Mrs Francis</p>	

5. Annual report on staff CPD

Teachers CPD has been focused around writing in context. Teachers have been given time to observe good practise across the school, time to feedback and discuss (linked in with inset).

VBE training for all staff has taken place.

Regular meetings to track progress for teachers and their targets.

6. Staffing update

a. Teaching – covered above

Mrs Jewells part time request has been met, she will commence a 0.8 contract from September, Mrs Cox has agreed to increase her hours to 0.7 to support this.

Miss Corbett is now going on maternity leave instead of sabbatical at the end of the Summer term. Ms Stone has accepted a further year contract as a classroom teacher. Mr Ansell will no longer be providing additional tuition and boosters.

b. non-teaching

2 MTAs have resigned due to moving, 1 appointment has been made. Mrs Jarrod and Miss Barnes have accepted extensions to their TA contracts, Miss Samphier has completed her 2 year apprenticeship in PE and health and has accepted a contract from September.

Mrs Eccles asked Mr Wallace for clarification on the temporary contracts and why we had staff on them.

7. End of year

- CFR report

Governors were briefed on CFR report and carry forward was explained and shown to Governors.

- Year-end return submission

This was approved prior to the meeting by F&P governors and submitted in early May 2018 ahead of the deadline due to Mrs Brown going on maternity leave. The schools carry forward from 17/18 financial year was less than what was budgeted, PLP finance officer recommended a budget adjustment form was raised to adjust within FMS/FRS to show this change and to make Governors aware.

8. Budget Monitor return feedback (January 18)

Feedback sheet was provided to Governors in advance. No comments.

9. Benchmarking

Data was available from the DFE website 6 months later than expected. The benchmarking exercise was completed against 20 other Plymouth Primary Schools with similar pupil numbers. The following was looked at:
Income, cleaning/caretaking, Curriculum/Educational consumables, utilities, maintenance, various staff costs, rates, insurance, staffing (teaching/support) and supply costs.
Due to a large number of Plymouth schools transferring to academy status there was limited schools to benchmark against as there was no financial data available for these schools.

10. Catering trading statement

2017/2018 full details given.

2018/2019 first 10 days of financial year.

Approximately 73% of the school eating school meals at College Road. Free school meal numbers are dropping due to the changes in universal credits and benefits. UIFSM is still causing a problem and encouraging parents to complete the FSM paperwork.

11. Policies:

- Finance Policy 2018/2019
No major changes.
A note has been added to show the cover whilst Mrs Brown is on maternity leave. Mr Wallace will oversee and approve financial responsibilities and administration will be completed by Mrs Muldoon and Miss O'Connor.
Policy was approved and signed by Chair.
- School support staff pay policy
No changes.
New support staff pay scales are in place and staff have now received back dated pay from April 2018.
Policy was approved and signed by Chair.
- Whistleblowing
No changes
Policy was approved and signed by Chair.
- Probation policy
No changes
Policy was approved and signed by Chair.

12. Business brought forward by the chair

None

Meeting finished at 4.35pm

Next meeting 4th October 2018 at 4.30pm