


<i>Finance and Personnel Committee</i>							
Thursday 9 th February 2017	15.00	Dartington C E Primary School		DRAFT MINUTES			
<i>Attendees</i>	<i>Initials</i>	<i>Category of governor Any office held</i>	<i>Time they joined/left if not present for full meeting</i>	<i>Attendees</i>	<i>Initials</i>		<i>Time they joined/left if not present for full meeting</i>
Elaine Hopkins	EH	Parent (Chair)		Jill Mahon	JM	Headteacher	
Tony Gregg	TG	Foundation		Joanne Tisdall	JT	LA	
Peter Coleman	PC	Co-opted		Anne Lamble	AL	Co-opted	

Apologies	Initials	Reason (Category of Governor)
Abigail Read	AR	Parent

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/ associate)
Marea Sayer	MS	Finance Administrator

Minutes to

Documents shared or referred to:

- 5 year Recovery Plan
- Monitor January 2017
- Notes to accompany Monitor
- FIPS forms
- FIPS information
- Email from Warren Smart to MS, 31.01.2017
- Email from Warren Smart to MS, 01.02.2017
- Internal Audit Report

Agenda Number	Details of discussion	Decision or action
2.	Apologies.	Accepted
3.	Declaration of Pecuniary or Business Interests.	None

<p>3</p>	<p>JM highlighted that the PSA is no longer used (except for time paid for by the TLC) JM confirmed there would be no further income from PP / SEND. <i>EH requested the forecasts on the Monitor need to be updated.</i> It was agreed that the deficit would probably be around £45000 rather than the £40621 showing on the Monitor. EH asked MS to send the Monitor to Warren Smart by 10th February 2017. Review and approve updated 5 year Recovery Plan EH said that the 5 year Recovery Plan should be sent to Warren after it had been scrutinised and approved by Governors. MS has sent the Recovery Plan done with Sarah Cready to Warren Smart today. JM informed Governors Sarah Cready had been in and helped produce a Monitor to see how the current budget stands and then made sure the bottom lines of the Monitor and the Recovery Plan match. PC was concerned that he had thought the Governors were required to approve the Recovery Plan. JM said that MS had now updated all lines on the Recovery Plan to reflect the Monitor. MS said she had received the email from Warren Smart after the last F&P meeting and Warren Smart is more concerned that the Monitor is accurate. PC commented that he felt communication over the issue had been confusing. EH said she would email Warren Smart and ask specific questions and let Governors know the responses. MS informed the Governors that Warren Smart had online access. JT said that this was better. MS offered to forward access to any Governors who wanted it. All Governors present requested this. <i>PC and JT highlighted the change in the Leadership Income and Leadership Expenditure lines and queried if the expenditure was a true reflection of the cost to the school. They asked if there were any fixed costs.</i> JM explained what was included in the line. MS pointed out that the lines of the Monitor and Recovery Plan do not match and that in the new financial year she is going to try to rectify this. EH highlighted that PE had no expenditure in future years. It was agreed to give PE Kit a budget of £50. TG highlighted that the Supply forecast in future years was too</p>	<p>Forecasts on Monitor to be updated</p> <p>MS to send Monitor to Warren by 10th Feb</p> <p>EH to ask specific questions of Warren and share response with all</p> <p>MS to forward online access details to F&P governors</p> <p>Update PE Kit budget - £50</p>
----------	---	--

<p>4</p> <p>5</p>	<p>optimistic. EH asked for the staffing to be confirmed and requested a list of the staff. <i>PC asked if there was a Strategic Plan.</i> JM informed the meeting that this was dependant on income moving forward. The Prospectus shows the vision of the school. TG informed that this had been the reason for the Strategic Away Day that had been cancelled. Looking forward he was optimistic about pupil numbers, taking into account the favourable Ofsted Report and Siams Report and the new building. <i>PC enquired why there is an anticipated fall in pupil numbers</i> JM said that there had been instability last year and there has been inward mobility of pupils this year. The numbers for September Reception will soon be received from DCC. The Nursery numbers are not known in advance. In October it had been predicted there would be 246 pupils but on the day there were 243, currently there are 259 pupils in the school. There is a positive impact on years 2, 3 and 4. <i>EH asked for the queries around the Recovery Plan to be altered by 17.02.2017.</i> JT said forecasts should be documented and Strategy should be based on forecasts and Strategy can be changed going forward. TG said forecasts should be sensible. Governors did not feel that they had time to fully scrutinise the 5 year Recovery Plan and it was agreed that approving it should be deferred to the next meeting. FIPS submission form Deferred Consider draft budget for 2017/18 Deferred</p>	<p>Staffing list to be shared with EH</p> <p>Recovery Plan queries to be answered by 17.02.17</p> <p>Recovery Plan approval on next agenda</p> <p>FIPS submission form on next agenda</p> <p>Draft budget on next agenda</p>
<p>6.</p>	<p>Matters Arising (if not already covered above)</p>	
<p>7.</p>	<p>Personnel</p>	
<p>8.</p>	<p>Policies Deferred</p>	<p>Policies on next agenda</p>
<p>9.</p>	<p>Actions, Questions & next steps</p>	
<p>10.</p>	<p>Evaluate impact on School Improvement</p>	
<p>11.</p>	<p>Date of next meeting</p>	<p>EH to arrange date/time and email</p>

