

Finance and Personnel Committee							
Tuesday 18 th September 2018	1.30	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>
Abigail Read	AR	Parent		Jill Mahon	JM	Headteacher	
Mike King	MK	Foundation (Acting Chair)					

Apologies	Initials	Reason (Category of Governor)
Joanne Tisdall	JT	LA (Chair)
Tony Gregg	TG	Foundation

Absent without Apology	Initials

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

Minutes to
FGB
FIPS
Website

Documents shared or referred to:

- Month 5 Budget Monitor - August
- Budget Monitor Report (as at 31st August)
- Update on funding formula for schools - August 2018
- Copier contract quotes for lease agreements
- Bartlett estimate for oven
- Disclosure and Barring Checks Policy
- Managing Information Disclosed During Employment Policy

<p>3</p>	<p>with USF clear that Leaders need to be released as part of the partnership which has cost implications. TAs and Supply were the major overspends in the summer term in trying to deal with writing outcomes. AR wants the F&P Ctte to look at strategic cost reductions. JM was clear that the right, practical decisions are required to raise standards the positive trend for inward mobility over time is encouraging, despite continued instability. MS shared SFVS forms for Governors to complete and return.</p> <p><u>Receive update on USF and DCC costs</u> The school received £5,000 from DCC to support school improvements and we need to match that amount, so MS has created as new line to track this expenditure. MK suggested inviting Martin Harding, USF, to discuss the financial implications of partnership working with F&P Ctte.</p>	<p>All Gov's - complete & return SFVS forms</p>
<p>4</p>	<p><u>Receive monthly update on pupil numbers</u> JM reported that there are currently 241 pupils, with Census in October. 3 pupils left this term due to relocation and 4 new pupils have joined, some from home-education. JM shared class size information, including 33 new Reception children who are spread over two classes. MK asked if more Nursery pupils stayed on to start school than in previous years? JM confirmed that this was the case, with the majority starting school here.</p>	<p>YE to invite Martin to an F&P mtg</p>
<p>6. 1</p>	<p>Personnel Update <u>Staffing and class structure update</u> JM outlined the class structures, as detailed in her Headteacher's Report for FGB. Amy Humphries, NQT, has started teaching and Sophie Hope has returned from her sabbatical. Emily Levey has joined the Admin team to replace a member of staff leaving at the end of the Spring Term and as Sarah Maunder has reduced her hours. Admin roles and responsibilities are becoming clearer as a result of these changes. Rob Salem will be retiring in January 2019. Leadership Team: Sian Rive, Foundation. Sophie Hope, KS1. Jamie Wright, Years 3 & 4. Maz Foucher (Maths) and Hannah Calder (English) Years 5 & 6. Sarah Cate, SENCo. There is a clarity on roles and focus, which includes personal management and accountability. The Committee moved to Part 2 minutes</p>	
<p>7.</p>	<p>GDPR</p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	DCC model policies are being personalised for the school. Documents to come to the next F&P meeting. A named DPO is still required.	Agenda item - policies and privacy notices for ratification
8.	Strategic Questions Included in individual sections. The Committee moved to Part 2 minutes	
9. 1 2	Policy Review <u>Managing Information Disclosed During Employment (DCC V. Dec 16)</u> - Ratified. <u>Disclosure and Barring Checks Policy (DCC V. Feb 17)</u> - Ratified.	YE to update, file & share ratified policies
10.	Financial Audit Action Plan YE to 'clear' the form and ensure that Governors review all items again for the new academic year.	YE to prepare Audit form for review
11. 1 2	Matters Arising <u>Update, file & share ratified policies</u> - Done by YE. <u>Admin to create standard inclusion in trips letters re: charging & remissions policy</u> - All letters to go through Angie in Admin from now on.	
12.	Actions, Questions and Next Steps MK noted that AR's plan to step down from the FGB will be a great loss and it will be important to ensure Governors with appropriate skills sit on this committee. Focus on a deficit reduction strategy.	
13.	Evaluate Impact on School Improvement The challenge in reconciling the management of the budget at the same time as raising standards was recognised by the committee. There is a confidence that the school is going from strength to strength and the USF support has already been very positive for Leaders. JM reminded Governors that there is a direct correlation between school budget and what can be achieved in school. Governors are now much more aware of this and have greater insight across F&P and S&C together provides a more holistic plan. It was suggested that the new Chair be invited to sit on all committees. Having the full Leadership team back in place is already making a huge difference in the school.	
14.	Date of next meeting Tuesday 16 th October, 1.30pm. A combined meeting with the Premises Committee. Meeting closed at 2.50pm.	