


<b>Finance and Personnel Committee</b>							
Tuesday 20 <sup>th</sup> November 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		Joanne Tisdall	JT	LA (Chair)	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Yvette Elliott	YE	Clerk
Marea Sayer	MS	Finance Administrator
Martin Harding	MH	Executive Headteacher, USF

Minutes to
FGB
FIPS
Website

**Documents shared or referred to:**

- Month 7 Budget Monitor - October
- Budget Monitor Report (as at 31<sup>st</sup> October)
- 5-Year Recovery Plan (20/11/2018)
- Website quotes email from MS (19/11/2018)
- Governor references email from Sarah mauder (31/10/2018)
- How to handle a security incident
- Data subject rights procedure
- Security incident management procedure
- Privacy impact assessment procedure
- Flexible Working Requests Policy (DCC V. June 14)
- Shared Parental Leave Policy (DCC V. June 16)
- Information Security Incident Management Policy (DCC V. 1, Oct 2018)
- Information Assurance Policy (DCC V1, Nov 2018)

Agenda Number	Details of discussion	Decision or action
2.	<p><b>Apologies.</b> Recorded.</p>	
3.	<p><b>Declaration of Pecuniary or Business Interests.</b> No new declarations.</p>	
4.	<p><b>To approve all minutes of the last Finance and Personnel meeting, held on 19<sup>th</sup> October 2018</b> Minutes were approved &amp; signed by the Chair following MS's minor amendments. Part 2 minutes were approved &amp; signed by the Chair.</p>	
5. 1	<p><b>Finances</b> <u>Review monthly Monitor</u> JT noted that the deficit has increased again by C. £5k to £41k but income has increased from the HNB. TA expenditure for non-funded pupils is estimated at over £16k and we spend more than we receive from DCC for funded pupils. Supply, repairs (school move costs) and staff development are all projected to overspend. Nursery income is better than predicted and MS is confident that she can increase the end of year predictions by another £10k, leaving us at approximately 2% overspend on the total annual budget. <i>MK asked MH how he felt about the school deficit? Ideally, there would be no deficit, but the forecast shows an improving picture. MH would use flat-line pupil numbers to forecast though. MH confident that the school is not massively overspending in any areas and the only line for potential savings is staffing. JM noted that the Nursery opening hours make it difficult to alter staffing hours due to staffing requirements (teaching and admin). The USF Business Manager is meeting with MS to review admin processes. JM to feed back to F&amp;P.</i> Agenda item to review our processes, including Parent Pay. In comparison with USF (similar school): Admin - £54k USF, £72k Dartington. SEN Learning Support - £173 USF, £231 Dartington. Premises Staff - Same. USF spend more on catering. <i>AR asked about the TA spend disparity? USF have no 1:1 TAs unless absolutely essential. Income is used but not exceeded in the wider budget.</i> <i>JT asked if we need a culture change regarding SEN support for all children? JM wants healthy conversations about a way forward, considering statutory requirements, funding management and efficiency measures. AR asked if we need to</i></p>	<p>JM to feedback on USF admin review</p> <p>Agenda item - review of admin processes</p>

<p>2</p>	<p><i>reconsider our admissions process for pupils with significant needs?</i> JM stated that it is not always obvious at the point of entry what needs there are, particularly if paperwork is not complete.</p> <p><i>MK asked if Governors can be clear about the support they can offer to JM in making admissions decisions for the good of the school?</i> MH highlighted that money from the LA is never going to be enough to cover needs and JT reminded Governors that mid-year entries miss Census day, which also impacts on income.</p> <p><b>Governors moved to Part 2 minutes.</b></p> <p>YE to get updated catering budget from Sarah Maunder for review.</p> <p>JT reminded governors that the school has been paying off approximately £40k each year whilst managing its in-year budget, which is commendable.</p> <p>MS confirmed that an extra £10k for Capital Expenditure has been confirmed. Governors agreed to purchase a new oven.</p> <p><u>5-Year Recovery Plan</u></p> <p>The in-year surplus projected for 2019-20 will improve following the increased nursery income projection. The Committee agreed to review these figures again prior to the submission date at an extra meeting. Pupil numbers to remain as they are. MS to share updated Plan in advance of meeting.</p> <p><u>FIPs communication</u></p> <p>Warren and MS have had minimal emails, all regarding explanations of submitted figures.</p> <p><u>Website quotes - update</u></p> <p>JT made her preference for a WordPress site known on the basis of easy updating. Governors agreed to accept the Hambley Freeman quote - MS to confirm contract. <i>Governors asked how USF deal with their website updates?</i> MH confirmed that USF employs their own ICT technicians.</p> <p><u>Receive monthly update on pupil numbers</u></p> <p>JM reported that there are currently 256 pupils. 3 pupils left this term due to relocation, home-education and a move to a smaller school.</p>	<p>YE to share updated catering budget</p> <p>MS and Danielle to purchase new oven</p>
<p>6. 1</p>	<p><b>Personnel Update</b></p> <p><u>Recruitment update</u></p> <p>JM reported on the successful recruitment of 2 new, experienced teachers. JM will inform the school community. Applications have been received for the Site Manager position</p>	

2	<p>and GB is invited to be involved in the interview process, along with a USF member - date TBA. It is JM's intention to have a hand-over period prior to Rob's retirement.</p> <p><u>Volunteer references</u> Governors agreed that 2 references will be sought for each new governor moving forward as good practice, but retrospective references for existing governors are not required. YE to inform Sarah Maunder.</p>	YE to inform Sarah Maunder about governor references
7.	<p><b>GDPR</b> MS is now the named DPO - this needs to be clear on our website. MS was asked to report to governors at the next meeting on whether the current IT provision in school meets our needs regarding GDPR and general IT support. New procedures prepared: (see Section 9 for new policies)</p> <ul style="list-style-type: none"> <li>• How to report and handle a security incident</li> <li>• Data subject rights procedure</li> <li>• Security incident management procedure</li> <li>• Privacy impact assessment procedure</li> </ul>	MS agenda item - current IT Provision
8. 1 2 3 4	<p><b>Policy Review</b> <u>Flexible Working Requests Policy (DCC V. June 14)</u> - Ratified. <u>Shared Parental Leave Policy (DCC V. June 16)</u> - Ratified. <u>Information Security Incident Management Policy (DCC V. 1, Oct 2018)</u> - Ratified. <u>Information Assurance Policy (DCC V1, Nov 2018)</u> - Ratified.</p>	YE to update, file & share ratified policies
9.	<p><b>Financial Audit Action Plan</b> Inventory work is ongoing.</p>	
10. 1 2 3 4	<p><b>Matters Arising</b> <u>Report on potential additional SEN income</u> - Done. <u>Feedback regarding areas where Dartington benchmarks high</u> - Done. <u>Complete and return SFVS forms</u> - JT &amp; AR still to complete before MS returns approved form (Governors to review). <u>Update, file &amp; share ratified policies</u> - Done by YE.</p>	
11.	<p><b>Actions, Questions and Next Steps</b> Variances in the budget are well understood now and areas requiring change are clear. MS was thanked for her clear reporting. USF input into the appraisal system has been beneficial and their general support at meetings has been very useful. The aim of this committee continues to be to meet the needs of the children in the school, as efficiently as possible.</p>	
12.	<p><b>Date of next meeting</b> Friday 7<sup>th</sup> December, 11am - Extra F&amp;P meeting to consider 5-Year Recovery Plan.</p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	Tuesday 11 <sup>th</sup> December, 1.30pm. A combined meeting with the Premises Committee. Extended to 2 hours. Meeting closed at 3pm.	
--	---	--