

<i>Finance and Personnel Committee</i>							
Tuesday 23 rd May 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	
Anne Lamble	AL	Co-opted		Tony Gregg	TG	Foundation	
Abigail Read	AR	Parent		Joanne Tisdall	JT	LA	
Peter Coleman	PC	Co-opted					

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

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

Minutes to
FGB
FIPS
Website

Documents shared or referred to:

- Detailed budget monitoring - School budget share (2016 Finished)
- Detailed budget monitoring - Capital (2016 Finished)
- AL's spreadsheet 5 year forecast by variance
- Scenario 3 Budget Plan
- Scenario 4 Budget Plan
- PC's spreadsheet - pupil numbers/staffing by scenario
- JM's email answering PC's budget questions (17-05-17)
- Audit Action Plan
- Charging & Remissions Policy
- DCC Probationary Policy for Support Staff (Version Oct '09)
- Collection of Childcare fees Policy
- DCC Safeguarding - managing information disclosed during employment (Version 15-12-16):

Agenda Number	Details of discussion	Decision or action
2.	<p>AR Chaired the meeting in order to allow EH to fully participate in the discussions and opened the meeting by highlighting that this committee is made up of skilled and knowledgeable governors, but it is not working effectively. F&P governors were poorly represented at the strategic Away Day resulting in limited financial contribution to the Vision of the school and pre-budget meetings outside of the scheduled F&P committee meetings had been poorly attended too. AR acknowledged that much work is being undertaken, but not necessarily in a cohesive way and moving forward it was deemed essential that a Vice-chair be appointed, planning meetings for setting agendas in advance be scheduled as per other committees and communication be improved.</p> <p>AL was proposed as Vice-Chair by TG and Seconded by AR. Carried.</p> <p>Apologies.</p>	None
3.	Declaration of Pecuniary or Business Interests.	None
4.	To approve all minutes of the last three Finance and Personnel meetings, held on Tuesday 25th April 2017.	Minutes approved and signed
5. 1	<p>End of Year final Monitor 2016-17</p> <p>MS reported that the final deficit figure was slightly less than anticipated so this is pleasing. Figures have been corroborated by Sarah Creedy and sent to DCC.</p> <p><i>PC questioned where Rates are shown? In School Budget Share line - reimbursement for rates in 2017-18 results in a nil balance.</i></p> <p>Governors approved these figures.</p>	
6.	<p>Budget for 2017-18</p> <p>2 scenarios were presented (Scenario 3 [8 class structure] and Scenario 4 [7 class structure]). Previous expenditure has been reviewed to support future predictions and Sarah Creedy has also looked over income lines. Staffing and pupil numbers are the large variance areas - there are 10 new children (in various year groups) starting after half-term which is unprecedented and this has changed the figures.</p> <p>By using Scenario 4 and reducing to 7 classes with potential pupil numbers of 230 (218-229 used when creating scenarios) each class would be large and across year groups/Key Stages. The savings of such a setup was discussed with Warren Smart but we would still be left in a deficit position at the end of the year.</p> <p>Scenario 3 is preferred with more classes and although the Year 1 deficit is higher, it would be cleared in Year 2.</p>	

Significant staffing changes with several staff members leaving for various reasons. This may allow us to make salary savings but can also represent instability with the loss of 2 Leaders and 4 securely good teachers. Interviews have started and two new teachers have already been appointed. Noticeably fewer applicants for teaching posts than previously seen.

There have been various attempts at producing budgets but a county-wide error has negatively impacted on our final deficit figure. New staff will be on temporary contracts, which allows for some flexibility moving forward.

Leadership is key, so this was discussed with 2 Leaders leaving; Jamie Wright will step in as KS2 Leader as part of early leadership development. He is a valued and good member of the current team, which is positive for the future.

More, smaller classes were preferred by AR and TG as it makes educational sense and offers flexibility for new pupil intake, reduces mixed classes and is more likely to be acceptable to current and new families. Scenario 3 shows the school managing their budget as the deficit does not increase, even during a year of austerity.

JT asked for clarification on teacher numbers including SENCO and PPA contracts in order to fully understand capacity and flexibility. There are 8.5 full-time equivalent teachers. It was also confirmed that Katie Mackle's contract is specifically for SEND.

Scenario 3

AR requested further discussion on the Supply, Leadership and Partnership Training lines.

Supply figures were broken down by MS, showing a reduction on last year. Increased cover from our Mutual Fund insurance allows payments to kick in after 5 days of absence. *AR asked about the increased cost of this?* MS confirmed that it is cheaper this year even with the improved cover because we have fewer staff. *AR asked if governors felt the Supply line looks realistic?* PC felt it was over-optimistic. Last year the Supply line was higher but included a number of other journal entries so it is not directly comparable. AL suggested that the 2016-17 equivalent value was £19,500 for comparison. *JT queried where the PPA costs are detailed?* JM confirmed that due to the set-up of teachers covering PPA time, there have been significant savings. Governors were reminded that staffing changes took place at the end of the academic year, so figures cross over 2 financial years. MS protected the Supply figures from a suggested reduction by Sarah Creedy. TG stated that Sickness and general supply should be carefully monitored now that MS can track these more easily. PC requested like-for-like

	<ul style="list-style-type: none"> An additional F&P meeting prior to the FGB meeting following receipt of additional information for a minuted vote on whether Scenario 3 be recommended. 	25 th May
7	<p>Audit Action Plan Income Collection & banking Section - Dinner Money Arrears policy was ratified by F&P committee at the last meeting and as of Monday 15th May there was £645.95 outstanding.</p>	
8 1 2 3	<p>Admin <i>Clerk's Appraisal</i> - date booked between YE and AR for 27th June. <i>Working Practice Agreement</i> - Sarah Maunder has completed this and has returned it to the Devon Association of Primary Headteachers (DAPH). <i>Sabbatical Leave request</i> - Governors moved to Part 2 minutes</p>	
9. 1 2 3 4	<p>Policies <u>Charging & Remissions Policy</u>: changes were agreed to ensure clarity about passing on the cost of educational charges to parents during residential trips. Policy ratified by Governors. <u>DCC Probationary Policy for Support Staff (Version Oct '09)</u>: This policy was ratified. <u>Collection of Childcare fees Policy</u>: Rate increase to £4.50 per hour to be updated and this policy was ratified. <u>DCC Safeguarding - managing information disclosed during employment (Version 15-12-16)</u>: This policy was ratified.</p>	<p>YE to amend Charging & Remissions Policy YE to update and file ratified policies.</p>
10. 1 2 3 4 5 6	<p>Matters Arising <u>EH to send personnel spreadsheet to MS</u> - Further discussion is required with Sarah. <u>YE to amend Dinner Money Arrears policy</u> - Done. <u>YE to update and file ratified policies</u> - Done. <u>YE to ask Admin team to share key doc's & create spreadsheet for staff to sign</u> - Done. Sarah maunder has added this to her Single Central Record Evidence File for annual signing and has included the Data Protection Policy. <u>MS to reissue invite to EH for online access</u> - Done. JT also requires this. <u>YE to get template from Babcock for Staff Development Strategy</u>: No template available. NGA have shared some information though. JT to look into this for July FGB Lead Governor report.</p>	<p>MS to reissue invite to JT for online access JT to report on Staff Development Strategy at July FGB</p>
10.	<p>Actions, Questions and Next Steps See list at end of Budget section above.</p>	
10.	<p>Evaluate Impact on School Improvement PC raised concerns about several lines on budget and benchmarking. TG agreed that we need to look at any savings we can make moving forward, but we need to agree a workable</p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	budget. JT stated that diminishing budgets will have an impact on all schools and their ability to improve. JM reiterated that this is a working document and these figures determine our school improvement. There will be exciting opportunities over the coming year with new staff and a new school.	
10.	Date of next meeting Thursday 25 th May 2017, 6.15 - 6.30pm Tuesday 13 th June, 3 - 4.30pm	