


<i>Finance and Personnel Committee</i>							
Tuesday 25 <sup>th</sup> April 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	Left 3.20pm				

Apologies	Initials	Reason (Category of Governor)
Joanne Tisdall	JT	LA

Absent without Apology	Initials
Peter Coleman	PC

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:**

- 3 copies of emails with FIPS
- 5 Year Recovery plan (updated 2<sup>nd</sup> Feb 2017)
- Financial Audit Action Plan 2017
- Staff development strategy templates (universities)
- Dinner Money Arrears Policy
- DCC Staff Capability Policy (Version 06-11-16)
- DCC Appraisal Policy for Teachers and Headteachers in Schools (Version Sept 2013)
- DCC Code of Conduct for Employees (Version January 16)

Agenda Number	Details of discussion	Decision or action
2.	<b>Apologies.</b>	Accepted
3.	<b>Declaration of Pecuniary or Business Interests.</b>	None
4.	<p><b>To approve all minutes of the last three Finance and Personnel meetings, held on Tuesday 31<sup>st</sup> January, Thursday 9<sup>th</sup> February 2017 and Wednesday 15<sup>th</sup> March 2017.</b></p> <p>In the 15/03/17 minutes P5 refers to SFVS Action Plan and this should be replaced with Audit Action plan.</p>	All minutes approved and signed following the agreed alteration.
5. 1  2  3  4	<p><b>Finance</b></p> <p><b>FIPS communication (email copies shared)</b></p> <p>3 emails were discussed: 1) FIPS have approved our projected end of year deficit budget position for 2016/17. AR has signed a hard copy and this has been returned. 2) MS has requested an extension for our budget submission - this has now been approved for 26<sup>th</sup> may (following the FGB meeting on 25th). 3) Acknowledgement of internal income in advance for training - an extra £10k has been put into our budget for expenditure.</p> <p><b>Update on meeting with Sarah Cready</b></p> <p>MS and PC met with Sarah to work on the budget. Feedback was that PC now feels more confident in understanding finance within a school setting. MS confirmed her qualifications to the committee following a question posed by PC in the meeting with Sarah. Our school income will be approximately £28 per pupil lower this year.</p> <p><b>Current position - licenced deficit</b></p> <p>Our licenced deficit has been approved.</p> <p><b>5 year Recovery Plan</b></p> <p>The Plan, as issued to FIPS, was a snapshot in time (updated 2<sup>nd</sup> Feb 2017). EH has concerns about the staffing salaries, but MS has talked through this at a previous meeting and <i>TG queried that the staffing figure should be an automatic calculation when staff contracts are known.</i> Governors were reminded that the Plan was also worked on with the external support of Sarah Cready.</p> <p>TG proposed that the Plan be approved by the committee, with the caveat that any concerns are further investigated.</p> <p><b><i>Governors approved the 5 year Recovery Plan.</i></b></p> <p>EH to provide a spreadsheet to MS with known information and obvious gaps for completion.</p>	EH to send spreadsheet to MS showing gaps in info

5	<p><b>Audit Action Plan</b> The Action Plan was talked through. All items are being worked on with some already completed. This is to remain an agenda item.</p>	Audit Action plan to remain an agenda item
6.	<p><b>Review Pupil Numbers</b> 2 new children are joining. A list for 2017 school starters was published after Easter of 24 children (not all are known to the schools, so it is possible that they may not all join). 5 children from F1 are not on this list, so the figure is likely to change. A letter with a reply slip is being posted out to all families, but an estimated maximum of 27 is expected. <i>EH asked if the school know how many are from the new houses?</i> Addresses are not yet shared with the school so this is unknown. There are 237 children on roll + 24 in F1. There will be 43 Year 6s leaving.</p>	
7. 1 2 3 4	<p><b>Policies</b> <u>Dinner Money Arrears Policy</u>: changes were agreed and formatting is required. Policy ratified by Governors. <u>DCC Staff Capability Policy (Version 06-11-16)</u>: delegated responsibilities were agreed and this policy was ratified. <u>DCC Appraisal Policy for Teachers and Headteachers in Schools (Version Sept 2013)</u>: appraisal period dates were agreed and this policy was ratified. <u>DCC Code of Conduct for Employees (Version January 16)</u>: previously ratified wording was agreed and this policy was ratified. All staff should date and sign a new sheet to confirm that they have read the current versions of key documents listed within this policy.</p>	<p>YE &amp; JM to amend Dinner Money Policy  YE to update and file ratified policies.  YE to ask admin team to arrange a new spreadsheet for staff to date &amp; sign and inform staff about this</p>
8. 1 2 3 4 5	<p><b>Matters Arising (if not already covered)</b> <u>Future F&amp;P meeting dates</u> - Tuesday 23<sup>rd</sup> May, 3pm to focus on the new budget. Further dates to be confirmed after 27<sup>th</sup> April. <u>Monitor printing format</u> - MS reported that the requested format cannot be printed. <u>SFVS submission</u> - This has been done and a confirmation email received. <u>Share online access details</u> - Done. PC and AL have logged in. EH missed login date so MS will reissue invite. <u>Staff development strategy templates</u> - YE has investigated this without much directly relevant success. Babcock to be consulted.</p>	<p>MS to reissue invite to EH for online access  YE to ask Babcock for template</p>
9.	<p><b>Actions, Questions and Next Steps</b> Governors to address concerns with 5 year Recovery Plan (EH requesting further specific information from MS). Code of Conduct being shared with all staff, with a new record</p>	

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	<p>of signing. Budget preparation is ongoing and this will be shared with the next agenda, 7 days in advance of the meeting for Governor scrutiny. Pre-budget meetings to be arranged for JM, MS, EH, AR and TG.</p>	<p>Arrange date(s) for pre-budget meetings</p>
10.	<p><b>Evaluate Impact on School Improvement</b> TG noted the clear implications of the school's financial position on Teaching and Learning, which was discussed at their previous meeting. It was agreed that it will be a difficult year. We are managing with limited resources and need to ensure the continued positive teaching and learning over the coming year. Governors need to support the school in this process and be part of a collaborative team.</p>	
10.	<p><b>Date of next meeting</b> Tuesday 23<sup>rd</sup> May, 3 - 4.30pm</p>	