


<b>Finance and Personnel Committee</b>							
Tuesday 10 <sup>th</sup> July 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>
Joanne Tisdall	JT	LA (Chair)		Jill Mahon	JM	Headteacher	
Tony Gregg	TG	Foundation					

Apologies	Initials	Reason (Category of Governor)
Peter Coleman	PC	Co-opted (Vice Chair)
Abigail Read	AR	Parent
Mike King	MK	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 3 Budget Monitor
- Budget Monitor Report (as at 30<sup>th</sup> June)
- Cleaning contract quotes
- Charging & Remissions Policy
- DfE Charging for School Activities
- 3 x Example letter for residential and trips



3	<p>Warren. The licenced deficit agreement date has been amended and returned and formal deficit paperwork from DCC has been received.</p> <p>Cleaning contract due for renewal - Governors reviewed quotes and approved renewal of Glen Cleaning contract. An annual saving is expected on the budgeted sum. Electricity costs for the new school are estimated -Premises Committee are investigating meter usage.</p>	
4	<p><u>Receive monthly update on pupil numbers</u></p> <p>JM reported numbers for September still being unclear as some families are relocating and sadly the phone mast may result in a loss of pupils staying/starting. Allocated school places are not always taken up, but 32 are estimated into F2 at present.</p> <p>237 are expected in the school but new school tours continue.</p> <p>Class groups are being confirmed to parents this week and 5 classes will run across KS2, with a straight Year 6 class included in this mix - all decisions about classes have been made with a focus on best learning opportunities for children.</p> <p><u>Review of catering and school meals</u></p> <p>Danielle Wright, Catering Manager reported to Governors that catering is profitable, but various things are put in place across the year to try and encourage higher uptake of school dinners, including regular parent lunches, 'luck plate' (to win a prize) and picnic lunches outside in summer months.</p> <p>Danielle has freedom to plan her own menus, within the Food Standards Agency guidelines. The kitchen has been awarded 5* for the 3<sup>rd</sup> year running.</p> <p><i>TG asked about the move into the new school?</i> Danielle is pleased with the new kitchen, but has reorganised the space to make it more workable. One oven has broken and the second is in a poor condition. Neil Pateman at DCC has offered to provide the cost of repair to the school &amp; this could be put towards the cost of a brand new oven.</p> <p><i>TG asked if there is parent feedback about lunches?</i> Danielle always leaves comment forms at parent lunches and feedback is largely positive.</p> <p><i>TG asked if portion size is a problem, as this has been raised in the past?</i> Portions sizes are determined by the government, but Danielle is happy that a large variety of food is offered every</p>	

	<p>day (salad, veg &amp; bread in addition to main meal) and if children take this up, there is plenty available and this is encouraged. A 2 week rota minimises wastage and staff cover absences in-house in order to keep costs down and avoid external agency staff.</p> <p>Governors thanked Danielle and her team for their work.</p> <p>Governors agreed that expenditure for a new oven is essential and agreed to put the DCC money towards this. MS asked to seek a third quote for comparison and purchase on the basis of best value for money. The potential to lease a second oven if and when required, was discussed.</p> <p>YE reported that dinner money arrears remains over £500 and Admin staff continue to chase this when time allows.</p>	MS to seek 3 <sup>rd</sup> oven quote and arrange purchase
6.	<p><b>Personnel Update</b> The Committee moved to Part 2 minutes</p>	
7.	<p><b>Data protection / GDPR</b> A working party - JM, MS and Sue Veale - have met again and DCC supporting documents are now available, including model policies which are being gathered and personalised ready for ratification in the Autumn Term. A Privacy Notice for parents is being updated and will come to Governors for approval before it is posted online. The school is auditing where data is held and work is ongoing with Tom Jones at Capstan (IT Support) to record this. A staff Privacy Notice is still to be completed. Parents may need to be invited to opt-in to receiving 'marketing' such as information about Shear Soccer events that are externally chargeable. A list of changes the school has made since the introduction of GDPR needs compiling. A Data Protection Officer (DPO) is still to be appointed for the school.</p>	Autumn term agenda item - policies and privacy notices for ratification
8.	<p><b>Strategic Questions</b> Included in individual sections.</p>	
9. 1	<p><b>Policy Review</b> <u>Charging &amp; Remissions</u> - Ratified. JT requested a standard letter or paragraph for inclusion in letters about trips to ensure compliance with the ratified policy. Leaders could be better supported by Admin with these procedures in place.</p>	YE to update, file & share ratified policy  Admin to create standard inclusion for letters
10.	<p><b>Financial Audit Action Plan</b> Rob Salem will be keeping the inventory up-to-date over the summer when PAT testing is undertaken.</p>	
11. 1	<p><b>Matters Arising</b> <u>Get sample letter and historic details of trips &amp; residentials</u> -</p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

<p>2 3 4 5</p>	<p>Done by YE &amp; reviewed with Charging &amp; Remissions policy.  <u>Inform Diocese that SLA not required</u> - Done by YE.  <u>Benchmark hall hire charges</u> - MK contacted various schools and local hall for their rates. We benchmark very well at Dartington and the different rates proposed by MS at the last meeting were approved by Governors. Positive feedback already received on the space available for let.  <u>Consider an EY Link Governor</u> - Amina taking on this role.  <u>Update, file &amp; share ratified policies</u> - Done by YE.</p>	
<p>12.</p>	<p><b>Actions, Questions and Next Steps</b>          Monitor school improvement costs - review impact.          Purchase new oven - safeguard catering provision.          GDPR progress ongoing, with a plan for Governor approval.          Improved administration of information to parents about trips to ensure policy compliance.</p>	
<p>13.</p>	<p><b>Evaluate Impact on School Improvement</b>          The budget is under increasing pressure due to intensive school improvement work at this stage in the year.</p>	
<p>14.</p>	<p><b>Date of next meeting</b>          Date TBA at next FGB meeting when calendar for 2018-19 is agreed. Premises work is expected to be integrated into this committee in the year ahead.          Meeting closed at 3.30pm.</p>	