

Finance and Personnel Committee

Finance and Personnel Committee							
Monday 11 th December 2017	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>
Anne Lamble	AL	Co-opted (Vice Chair)		Peter Coleman	PC	Co-opted	
Tony Gregg	TG	Foundation		Jill Mahon	JM	Headteacher	
Abigail Read	AR	Parent					

Apologies	Initials	Reason (Category of Governor)
Elaine Hopkins	EH	Parent (Chair)

Absent without Apology	Initials
Joanne Tisdall	JT

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:

- Month 8 (November) Detailed Budget Monitor
- Budget Monitoring Report - as at 30th November 2017
- PC and MS emails regarding deficit increase figures
- Mutual Fund queries 05.12.17
- EH email regarding staffing
- Disclosure and Barring Checks Policy (DCC, V. Feb 17)

Agenda Number	Details of discussion	Decision or action
2.	Apologies.	Recorded
3.	Declaration of Pecuniary or Business Interests.	None
4.	To approve all minutes of the last Finance and Personnel meeting, held on 27th November 2017. Approved and signed by the Vice-Chair.	
5. 1	<p>Finances <u>To review the Monthly Monitor</u></p> <p>MS responded by PC's advance emailed query regarding the 'teaching staff' line increase and confirmed that we are now forecasting an additional £19k more than the original budget figure to cover long-term sickness and additional staffing in Foundation. PC requested a list of figures, totalling the monthly variance, from now on with the Monitor Notes for ease of understanding.</p> <p>The large £24k deficit increase this month was noted as being of grave concern and that this was in large part due to misunderstandings and errors with the Mutual Fund terms and EY Staffing ratios. PC asked why the school is spending money on extra staff training if it cannot be afforded? JM explained that DCC have invited staff to attend various free courses, but release time needs to be covered by the school and that the £4k overspend on this line was therefore additional supply cover costs for training release. AR asked how many new DBS checks have had to be paid for? JM confirmed that following our Safeguarding Audit, we have renewed many checks as good practice, but all volunteers checks are free of charge, so it is only staff checks that attract a fee.</p> <p>PC suggested that in light of a substantial monthly rise in the deficit, Governors need to find concrete actions to demonstrate we are willing and able to help control spending He suggested that this could include withdrawing delegated spending authority, or at least ensuring such authorities are in line with the Babcock model finance policy. He gave an example of staff recruitment, which in his view was one of the bigger issues to come up in the (forthcoming) delegated authorities report, and suggested that governors with specific financial responsibility should be inserted at key points in the recruitment process. Advice from Babcock trainers (finance course) was quoted in support, as suggesting governors should be proactively agreeing each and every recruitment from the financial perspective. He noted that our school gives delegated authority to the headteacher to recruit and appoint, whereas Babcock model finance policy does not (retaining that authority</p>	<p>MS to include list of monthly variances in £ with Monitor Notes</p> <p>MS to check recruitment rules with FIPs</p>

<p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>only at governor level). He noted that changing our policy to comply with Babcock would be a small concrete action to demonstrate that governors are willing and able to take action to help control costs, and that in the absence of other concrete suggestions, it should now be considered.</p> <p><i>AR asked for clarification regarding FIPs' involvement in recruitment decisions? JM stated that her understanding is all new posts need to go through FIPs, but replacements or support staff for specific pupils can be managed by the school. MS to check these rules. A discussion took place around the level of involvement that Governors currently have in recruitment and JM reminded the committee that information about all new appointments and the proposed staff structure for September were brought to committees and FGB in the summer term. The Headteacher carries out recruitment and Governors are involved at interviews and during discussions prior to appointments being made. PC noted that this did not sound the same as the intention of the Babcock advice because it was neither formalised nor specifically financial, and felt that producing a recruitment flowchart would be beneficial, with strategic financial consideration from Governors at key points. MK highlighted that experience Vs cost needs careful consideration and JM confirmed that the school always recruits the best it can afford, which includes some excellent new staff in the early stages of their careers this September. AL suggested that where vacancies are known in advance, these posts should be brought to F&P to consider the impact on the budget and AR felt this could be extended beyond teaching staff to admin and support staff. JM reminded Governors that decisions can often need making quickly and it would not be appropriate to wait a month for the next F&P meeting. There were mixed views on PC's proposal to amend the delegated authority; AR said it sounded like a good idea, but JM and TG spoke to defend the status quo. It was agreed to leave further discussion until the item naturally came up again as part of the delegated authorities review, in early 2018.</i></p> <p><i>AR questioned the reason for Supply - Other costs? JM and MS confirmed that Jamie attends TLC operational meetings and meets with Tom, the new IT support, and his time is covered. Missed PPA includes days like the Audit, where Leaders are required elsewhere and staff attend EH4MH meetings for 45mins, so their time is covered. AR commented that when the Supply line was set in the budget, questions were raised about whether we could manage cover in-house - has this happened? JM stated that our HLTA is used as much as possible for this, but she is already committed to existing classes and also in supporting individual pupils, so this has not</i></p>	<p>YE to ask JT to take on benchmarking work</p>
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	<p>been able to happen as much as previously hoped. <u>Receive monthly update on pupil numbers</u> JM reported 2 new applications for places received today.</p> <p><u>Review Benchmarking</u> MS has previously shared 2016-17 data with Governors. TG has looked at comparable schools with particular regard to the Supply line, although accepted it was difficult to compare as schools account for spending differently - Dartington comes out high for this line. PC suggested that we look across a range of factors in order that we can be directed to significant areas - premises staff and admin also showing up as high for 2015-16 data. JM suggested a more focused approach with annual benchmarking when most recent figures are published. AL highlighted that there are very few schools with a Nursery attached and this impacts on admin and staffing costs. It was agreed that JT be asked to take on this work and a practice be set up for annual review.</p> <p><u>FIPs communication</u> None this month</p> <p><u>British Gas Complaint</u> Detailed on Monitor Notes.</p>	
<p>6.</p> <p>1.</p> <p>2.</p>	<p>Personnel</p> <p>The committee moved to Part 2 minutes</p> <p><u>Pupil Premium Spending</u> AL is taking on a Lead Governor role with responsibility for Finance looking at Pupil Premium (PP), Looked After Children (LAC) and Special Educational Needs and Disabilities (SEND).</p>	
<p>7.</p>	<p>Financial Audit Action Plan</p> <p>AR has met with Sarah Maunder and has been assured that all new personnel files are up-to-date and compliant with Safeguarding and employment requirements and existing staff files will be reviewed. JM confirmed that all DBS checks have been / are being updated for existing staff where required.</p>	
<p>8.</p> <p>1</p>	<p>Policy Review.</p> <p>Disclosure and Barring Checks Policy (DCC, V. Feb 17) - Ratified.</p>	<p>YE to update and file ratified policy</p>
<p>8.</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>Matters Arising</p> <p><u>Contact HR Support about rolling over unused time</u> - MS has requested clarification and has not been given a definitive answer.</p> <p><u>Recommend F&P TORs to FGB</u> - ratified at FGB.</p> <p><u>Update figures to include cost centres impacted by pupil</u></p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

<p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p>	<p><u>numbers</u> - Ongoing by MS (end of Jan Recovery Plan update). <u>Include a 20% reduction in elements of HNB moving forward</u> - Ongoing by MS (end of Jan Recovery Plan update). <u>Update recovery plan with agreed pupil numbers for years 3-5 (232)</u> - Ongoing by MS (end of Jan Recovery Plan update). <u>Provide breakdown of items under Licences & Sub's</u> - Ongoing by MS (end of Jan Recovery Plan update). <u>Interim Recovery Plan and minutes to be sent to FIPS by Thursday 30th Nov.</u> - Done. <u>Inform Diocese that we cannot afford SLA at present</u> - YE has done this and was reminded that Governors can 'pay as you go' for some services. <u>Return SFVS forms to MS</u> - 2 Governor forms outstanding. MS to submit final form at the end of the week.</p>	<p>MS to update Recovery Plan by the end of January</p>
<p>10.</p>	<p>Actions, Questions and Next Steps Benchmarking and Early Years development as discussed.</p>	
<p>11.</p>	<p>Evaluate Impact on School Improvement Very supportive for Early Years and a positive start for pupils.</p>	
<p>12.</p>	<p>Date of next meeting The date of the next meeting was changed to Wednesday 17th January at 1.30pm. Meeting closed at 3.10pm.</p>	<p>YE to inform absent committee members of change of meeting date</p>