


**Finance & Personnel and Premises Committee**

<b>Finance &amp; Personnel and Premises Committee</b>							
Tuesday 12 <sup>th</sup> March 2019	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		Claire Redwood	JM	Acting Headteacher	Left 3.05pm
Mike King	MK	Foundation		Joanne Tisdall	JT	LA (Chair)	Via Skype

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

Minutes to
FGB
FIPS
Website

**Documents shared or referred to:**

- Budget Monitor (28/02/19)
- Budget Monitoring Report (28/02/19)
- Catering Income & Expenditure (to 12/03/19)
- Breakfast Club notice

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

Agenda Number	Details of discussion for Premises Committee	Decision or action
2.	<b>Apologies.</b> Recorded. MK Chaired the meeting.	
3.	<b>Declaration of Pecuniary or Business Interests.</b> No new declarations.	
4.	<b>To approve minutes of the last meeting, held on 12th February 2019, inc. Part 2</b> Minutes were approved & signed by MK.	
5. 1 2 3 4 5 6 7, 8, 9 10 11 12	<p><b>Matters Arising</b></p> <p><u>Claire to follow-up training for Pupil Asset</u> - Staff have started using this prior to training &amp; have their own logins. CR has requested 2x2hr training blocks during Friday morning Leadership Release time. Leaders will then train teachers.</p> <p><u>Write in newsletter - PP reg. invitation</u> - YE to ask LW to write in the newsletter and include the offer of a free T-shirt for newly registered pupils.</p> <p><u>Arrange Parent Pay</u> - Parent Pay &amp; School Comms were invited in to give demonstrations to the Admin team. AR was clear that Governors had already voted on Parent Pay and getting this up-and-running ASAP. Governors reiterated this with a further vote. MS to complete a purchase order and Angie to be asked to include information in the newsletter for parents.</p> <p><u>Share utilities dashboard with MS</u> - Done.</p> <p><u>Advise on gas supplier contract</u> - MS has recently signed up to a new contract via DCC and this is competitively priced. MS to seek alternative quotes when this is due for renewal.</p> <p><u>Invite SC to March FGB</u> - Done.</p> <p><u>Check Yr 6 residential booking amendment, letter to families &amp; PP budgets</u> - A miscommunication has resulted in a lack of action. YE to contact Angie. CR to check a new letter for parents before it is issued.</p> <p><u>Office review after half-term</u> - CR confirmed an experienced Admin appointment (Karen Salt to replace Emily). Angie will be taking on the role of Attendance Officer (Level 3 Safeguarding required) and will work with the EWO. Line Management roles still need to be established by CR. Agenda item to report back.</p> <p><u>Share lettings info</u> - Ongoing.</p> <p><u>Update &amp; save ratified policies</u> - Done.</p>	<p>YE speak to Lucy about newsletter</p> <p>MS to order Parent Pay &amp; ask Angie to write in newsletter</p> <p>YE to get Angie to write letter &amp; CR to check before issue</p> <p>Agenda item</p>
6.	<b>Finances</b>	

1	<p><u>Review monthly monitor</u></p> <p>The current projected deficit is £24,899 but staffing costs and Nursery income will need updating. MS &amp; CR have set a date to look at the budget together. AR reminded Governors that Martin has done a 'sense check' on our current budget and the only potential areas for savings seemed to be TAs. MS shared the catering figures and this is currently running at a loss of £9,251. Getting families to claim their free school meal entitlement will be important (YE to ask Lucy to include this in the newsletter). Governors want to see the kitchen breaking even as it is currently being subsidised out of the main school budget. JT to speak to Danielle.</p> <p>Governors noted Jane Wood's letter regarding Breakfast Club. CR reported on the recent H&amp;S visit with the DCC Advisor - new paling fencing is required ASAP and Capital Funding could be used for these materials (Kevin to arrange &amp; put up).</p> <p>CR highlighted lunchtimes as having a staffing issue currently, with teachers supervising which means they miss out on breaks, marking and lesson planning time. 2 Play Leaders (1 each for KS1 and KS2) were requested. <b>Governors approved the adverts for these roles.</b></p>	<p>YE to speak to Lucy</p> <p>JT to speak to Danielle</p>
2	<p><u>2019/20 Income update</u></p> <p>MS reported that due to pupil numbers we expect to receive C. £40k less next year. Our Element 2 Funding (HNB) of £79,600 is based on 13 pupils and no further funding will be received until we have more than this on roll. JT stressed the importance of containing the deficit to minimise further impact.</p>	
3	<p><u>Devon Portfolio of Services</u></p> <p>Governors approved buying in these services.</p>	
4	<p><u>Update on FIPS communication</u></p> <p>Nothing new to report.</p>	
5	<p><u>Update on pupil numbers</u></p> <p>Current figures were not available, but new children have recently started and further tours are being arranged. JT asked if pupil ratios are acceptable? CR confirmed this. AR suggested that more active promotion is required to highlight the strengths of the school. The prospectus needs updating and Karen should be invited to undertake this work.</p>	<p>Karen to update prospectus</p>
7.	<p><b>Personnel Update</b></p>	

<p>1</p>	<p><u>Recruitment &amp; Contract Update</u></p> <ul style="list-style-type: none"> <li>• H&amp;S Co-ordinator role - Donna will use her KiT days to continue in this role during her maternity leave and Kevin covers H&amp;S.</li> <li>• A part-time 1:1 TA has recently given notice. CR can manage this currently and reminded Governors that class teachers remain responsible for all TAs210459 in their class.</li> <li>• Additional ½ day/week EYFS teacher - CR to check if this is in place.</li> <li>• Temporary TA advert - YE to check if this was placed.</li> <li>• Staff contract updates for PC and AH, as agreed - YE to check that these are complete.</li> <li>• Additional 1:1 TA for a recently granted EHCP requested by Sarah Cate. <b>Governors approved this.</b></li> </ul>	<p>CR to check EYFS staffing YE to check advert and contracts</p> <p>New 1:1 TA advert required</p>
<p>2</p>	<p><u>USF admin review feedback &amp; review of processes</u></p> <p>MS reported on the recently undertaken USF Review and gave some comparative figures between Dartington and one of the USF schools:</p> <p>Admin Hours    103.5 USF Vs 106 Dartington Pupils            420 USF Vs 250 Dartington Admin budget   £70k USF Vs £72k Dartington</p> <p>Governors commented that Dartington has higher costs per pupil but MS felt this is not directly scaleable and highlighted the Business Manager in place across USF. USF use Parent Pay. AR asked who Line Manages the USF staff? This was unknown. Parent tours are not undertaken by Admin staff at USF &amp; CR stated that this is being changed at Dartington so that Sian will run these now at set times. MK encouraged the Headteacher to be the face of the school.</p>	
<p>8.</p>	<p><b>GDPR General Update</b></p> <p>MS has been on DPO training. MS to contact USF for information sharing in this role.</p>	
<p>9.</p>	<p><b>Financial Audit Action Plan</b></p> <p>Other than the inventory, this is all in-hand.</p>	
<p>10.</p>	<p><b>Strategic Questions</b></p> <p><i>Have we continued to encourage eligible parents to apply for pupil premium funding regardless of the introduction of universal free school meals? This has been explored in the minutes above and a plan is now in place.</i></p>	
<p>11.</p>	<p><b>Actions, Questions and Next Steps</b></p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	Covered in the minutes above.	
12.	<p><b>Evaluate Impact on School Improvement</b>            PP children have been prioritised. The committee has focused on the deployment of TAs and given ownership to CR as the Headteacher. H&amp;S is a continuing priority.</p>	
13.	<p><b>Date of next meeting</b>            Tuesday 30<sup>th</sup> April 2019, new meeting time to be arranged to enable Kevin to attend.            Future F&amp;P meetings to start at 1pm to allow CR to attend the full meeting.            Meeting closed at 3.10pm.</p>	<p>Meeting time TBA</p> <p>Note amended start time for F&amp;P</p>