

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

Finance and Personnel Committee							
Monday 14 th May 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>
Anne Lambie	AL	Co-opted (Vice Chair)		Peter Coleman	PC	Co-opted	Left 12noon
Abigail Read	AR	Parent		Jill Mahon	JM	Headteacher	Arrived 10.25
Joanne Tisdall	JT	LA (Chair)		Tony Gregg	TG	Foundation	

Apologies	Initials	Reason (Category of Governor)
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:

- Final budget for Governors
- Final budget for Governors notes
- Differences between 5th draft & final budget
- Budget motion
- Parent Pay email from S Maunder 08/05/18
- A guide to provision maps
- Provision map Spring term 2018
- Policy on Finance
- Charging & Remissions Policy

Agenda	Details of discussion	Decision or action
1	Signed by Chair	Dated

Number		
2.	<p>Apologies. None</p>	
3.	<p>Declaration of Pecuniary or Business Interests. AL reminded <i>Governors</i> that her daughter works at the school.</p>	
4.	<p>To approve all minutes of the last Finance and Personnel meeting, held on 30th April 2018 PC's proposed amendments were approved and signed by the Chair. Part 2 minutes were approved & signed by the Chair.</p>	
5.	<p>Appoint new Vice-Chair and PP Finance Lead AL informed the Committee that she will be stepping down from the Board at the end of half-term. PC expects to step down at the end of the Summer term, but is prepared to be F&P Vice-Chair until then. Agreed by the Committee. AR to ask LW to report on PP Finance alongside PC this term. Roles to be reviewed in September.</p>	<p>YE to update records AR to ask LW to report on PP Finance with PC this term</p>
6. 1	<p>Finances <u>To review 2018-19 Budget</u> MS shared the main differences between the 5th draft and final versions of the budget, including HNB Element 2 (a sum that changes throughout the year depending on pupils arriving/leaving) and NJC rates changing for support staff salaries (Apr-Apr increase applied by DCC). The planned increases relate to minimum wage and are being gradually implemented over 2 years. MS has estimated a 2% teacher pay increase as last year over each of the 5 years in the Recovery plan. AL highlighted that the NUT is looking for 5%. There are £114 net extra costs in final budget, but we are still in an underspend position. <i>TG asked for clarification on Wordshark costs.</i> This is a one-off subscription to support pupils. MS has updated the projected pupil numbers over the 5 year Recovery Plan as requested. JT reminded <i>Governors</i> that whilst we are predicting 231 pupils in September, our budget is based on 247 from 2017 Census so need to be aware of the potential impact of a change in pupil numbers on staffing structure requirements and this will be highlighted to FGB when budget is recommended. A discussion took place around amending pupil figures again, but it was agreed to keep current figures. JM highlighted that maintaining a Good Ofsted report and good class sizes to help continue a growing reception intake over time was also essential. PC proposed a formal budget motion to put to FGB and AR recognised the hard work of the school over the last year in significantly reducing the deficit. JT proposed to recommend</p>	<p>YE to share motion</p>

<p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>7.</p>	<p>the budget motion to FGB. Unanimously approved. YE to share motion and budget with FGB immediately.</p> <p><u>Review monthly Monitor</u> MS reported that there are approximately £2,000 in costs to the school from the school move, including renting phone lines, moving photocopiers, extra key fobs, fire extinguisher bases and signage costs are still to come. A full Monitor will be shared next month.</p> <p><u>School dinners / Parent Pay</u> Sarah Maunder has shared Parent Pay information with Governors. There is a one-off set-up fee and transaction costs (that could be passed on). Current Admin hours were estimated for the roles Parent Pay would deal with. The current dinner money debt is over £600 so this should be eased with a new system. There is potential to make a saving, but only if admin hours reduce accordingly. AR raised concern over the potential to increase costs to parents as this may reduce the uptake of school dinners and it is our responsibility to ensure healthy meals are available to all at school - a reduction in uptake would also cost the school money using the new system. Internet access is also required for this system. Concern was also raised that a new system might identify children eligible for free school meals. It was suggested that the school should estimate annual transaction fee costs, the potential impact on uptake of school dinners and cost to parents. We would need to go out to tender to consider other providers too. JM asked what the priority for consideration is? It was agreed that this is Admin efficiency measures and debt reduction. At this stage, the committee cannot make a recommendation as parents will need consulting and it has previously been raised at Parent Forum with mixed views. Revisit in September. YE to thank Sarah and feedback our comments.</p> <p><u>FIPs communication</u> Nothing from FIPS. Following FGB MS will share budget with Warren.</p> <p><u>Receive monthly update on pupil numbers</u> 250 at present, plus 30 in F1. F2 allocation for September is currently 31 but school tours are ongoing.</p> <p>Personnel Update</p>	<p>and budget with FGB immediately.</p> <p>Revisit Parent Pay in September.</p> <p>YE to feedback to Sarah Maunder</p>
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<p>1</p>	<p><u>Appraisal Process:</u> JM reported on teacher appraisal process with (typically 3) targets for performance management. The SIP is referenced for raising standards and attainment and progress measures are used. Cusp children are a focus and activities and strategies used to address these targets are discussed. Progress looks at in-year records and from various key starting points. External input is evidenced in terms of impact I practice (e.g. courses/training attended). Evidence is found in tracking system over time, monitoring, book review, learning walks, quality of planning & marking and data & assessment. Summative outcomes at the end of the year are used in yearly cycles. A cascade model has been used in the past for monitoring but this year it has been JM's responsibility. Evidence should go termly to the Pay & Performance committee and pay increases are considered in the Autumn. Spring & Summer meetings act as a 'dip-test' for the appraisal process. Non-teaching staff have different measures - CPD, guidance and support. 1:1 or SEN roles are appraised by the SENCO. Foundation TAs are appraised by Sian as EY Leader. All other to JM. These are typically twice a year - an appraisal (formally timetabled) and review (informal). Timetables to be shared with Pay & Performance Committee. TG asked if the appraisal process is up-to-date? JM confirmed that it is for teachers, but not for TAs. JM carries out Admin appraisals (since losing the School Business Manager) and the Site Manager and Catering Manager. Catering Manager appraises catering team. Admin staff had tasks redistributed in September 2016, but there is still pressure and some staff have been lost. AR asked if job descriptions need re-doing? JM suggested that Admin staff are invited to be involved in reorganising job pressures. AR and JM to discuss with the staff and report back to F&P in June. The purpose is to consider job descriptions and plug gaps in the office, with potential extra hours. The Chair of Governors carries out Clerk appraisal and review annually.</p>	<p>Termly appraisal process evidence to Pay & Performance Ctte</p> <p>Appraisal timetable to Pay & Performance Ctte</p> <p>AR & JM to speak with Admin team about roles and report back to F&P in June</p>
<p>2</p>	<p><u>GDPR:</u> Sarah Creedy informed MS of some external contracts/services available locally. The school only needs a Lead Officer as DCC has a DPO (JT suggested that this should be confirmed by DCC). Forms can be purchased for £200. JM suggested that Sue Veale may be able to take on this role, but it has not been confirmed. Capacity to take on this work is a critical factor - we do carry a lot of personal data and need to</p>	<p>Seek confirmation from DCC that they have a DPO & school only needs a Lead Officer</p> <p>FGB to review data</p>

<p>3</p> <p>4</p>	<p>manage this correctly. Governors are starting to use new Dartington email addresses. JM highlighted that in our Data Protection policy for parents we need an explicit opt-in for use of data for specific purposes. Policy & practice need to be in-line.</p> <p><u>General updates:</u> Closing date today for applications for vacancies, with interviews on Monday. JM, Sophie Hope, Maz Foucher and AL on interview panel. JT to be contacted prior to jobs being offered as required.</p> <p><u>SENCO provision mapping:</u> Data collection is ongoing. More information is needed for the committee to understand which year groups there are attached / unattached TAs. YE to request from SENCO.</p>	<p>protection policy</p> <p>YE to request TA year group data from SENCO</p>
<p>8.</p>	<p>Web Marketing / Press Officer The press are visiting the school on Tuesday 22nd May for local paper and news reports - JM and AR to meet. MK has met with the PTFA and requested financial support for website updates - they prefer to pay for things that directly support pupils but are discussing our request.</p>	
<p>9.</p>	<p>Strategic Plans The committee moved to Part 2 minutes.</p>	
<p>10.</p>	<p>Strategic Questions Included in individual sections.</p>	
<p>11. 1 2</p>	<p>Policy Review <u>Charging & Remissions</u> - This policy includes updated DCC wording but there was a discussion around the entitlement to a reduction in fees Vs the letter that are sent to parents. Sample letter to be brought to F&P and Governors to review residential costs in general. YE to get historic details form Admin (trips & residential). <u>Finance</u> - Recommended to FGB.</p>	<p>YE to get sample letter and historic details of trips & residential from Admin</p> <p>Finance policy to FGB</p>
<p>12.</p>	<p>Financial Audit Action Plan The Premises Committee have ow undertaken the Inventory.</p>	
<p>13. 1 2</p>	<p>Matters Arising <u>Share safer recruitment training link</u> - Done. Need to get at least one Governor on this training when AL leaves. <u>Ask Admin to remind parents about FSM applications</u> - This is in the newsletter on a weekly basis, but Governors asked for a more explicit request for eligible parents to sign up, even if meals aren't required as this brings money into the school. An annual letter should be sent to all by Admin. <u>Check Dinner Money Arrears Policy re: invoicing</u> - Governors to</p>	<p>Governor to undertake Safer Recruitment training</p> <p>Annual FSM letter to be sent</p>

3	review the debt collection process as DCC do not raise invoices for this under the current policy.	Review dinner money arrears policy
14.	<p>Actions, Questions and Next Steps</p> <p>Recommend budget to FGB</p> <p>Review appraisal process through Pay & Performance Committee and discuss Admin roles & responsibilities and TA provision</p> <p>Review data protection policy and appoint Lead Officer for GDPR</p> <p>Review trips and residential costs and charging</p>	
15.	<p>Evaluate Impact on School Improvement</p> <p>Removing the bulk of the deficit improves the school as money can now be spent on children, not debt clearance.</p> <p>The relationship between pupil numbers, income and expenditure is now much better understood and there is improved Governor scrutiny of budgets and the variables.</p> <p>Governors are keeping sight of the wider impact within the school for children's learning experience.</p> <p>AL was thanked for her experience and support on this committee.</p>	
16.	<p>Date of next meeting</p> <p>Monday 18th June at 1.30pm</p> <p>Meeting closed at 3.25pm.</p>	