

Finance and Personnel Committee

Finance and Personnel Committee							
Monday 16 th October 2017	2.00	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)	Left 3.35pm	Joanne Tisdall	JT	LA	Left 3.35pm
Tony Gregg	TG	Foundation		Jill Mahon	JM	Headteache r	
Abigail Read	AR	Parent	Left 3.35pm	Peter Coleman	PC	Co-opted	
Anne Lamble	AL	Co-opted					

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

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 6 (September) Detailed Budget Monitor
- Budget Monitoring Report - as at 30th September 2017
- Report to Governors - outstanding lunch money
- Benchmarking data 2016-17
- Questions posed to MS in advance of meeting
- Financial Audit Action Plan 2017
- Babcock model TORs - Performance & Pay Committee
- Babcock Model TORs - Headteacher's Appraisal Panel
- Pay Policy (DCC V. Sept. 17 - personalised by MS for Dartington)
- Flexible Working Requests Policy (DCC V. June 2014)

Agenda Number	Details of discussion	Decision or action
2.	Apologies.	None
3.	Declaration of Pecuniary or Business Interests. EH declared a business interest in the Dartington Swimming Club.	
4.	To approve all minutes of the last Finance and Personnel meeting, held on 18th September 2017. On Page 2, Section 5.1., the deficit figure reduction was reported as C. £5,000 but was actually C. £4,000. Following this change, Governors approved these minutes.	YE to amend minutes for AR to sign
5.	Appoint Chair and Vice-Chair EH offered to stand as Chair until the end of her term of office in March 2018 and this was agreed. AL offered to stand as Vice and this was agreed.	
6. 1	Budget Monitor 2017-18 to date <u>Questions for MS (submitted in advance)</u> Pete, Q.1. - The only income that changes is from Pippins etc. The starting point is the budget, as set, and the Monitor highlights any variances from this figure. The Monitor provides the forecast. The Budget is a snapshot of the 5 year plan. The Budget Plan for 2017-18 show the current and future years. HCSS and the Monitor should reconcile. AR asked Governors to ensure that the 5 Year Recovery Plan (being worked on for the FIPS submission in November) is checked. MS suggested that Governors discuss this document in full at the next meeting in order to approve the figures sent to FIPS. AR, Q.1. - Warren requested the Budget Plan by 10 th November for FIPS following Census data. Another will be required by 10 th March. PC asked if there is a formal letter laying out our requirements to report on the deficit? MS stated that monthly monitor, meeting minutes and recovery plans are sent as requested - this position has been ongoing for about 2 years. AR, Q.2. - MS stated that all information should be shared with Governors in order to send off the Recovery Plan in November, March and the Budget in May. There was a disagreement over the requirement for Governors to approve all updates or whether the original requires approval and then continued monitoring (clarification required from Warren). AR, Q.3. - MS stated that the 5 Year Plan is the strategic plan, which demonstrates the deficit continues into 2017-18 and then an underspend in 2018-19. EH asked how we can be forecasting ending the deficit when it is still growing? PC suggested that this is the consequence of the Census data, but	Seek clarification from Warren regarding the need for Governors to approve or monitor updates

2	<p>there is still a lack of data for determining a strategy. JM confirmed that there are larger year groups at the top end of the school, with smaller year groups starting hence the projection for a falling roll. With historic instability of pupil numbers it would be dangerous to over-predict this. DCC have been slow to predict numbers but Early Years growth would be very positive in terms of children starting at the school and staying for their primary education. AL confirmed that historically is was safer to predict pupil numbers when we weren't in a deficit position. JT questioned that our strategy should be for increasing pupil numbers, not a reduction. JM felt that the strategy needed to be for good teaching & learning, resulting in a good Ofsted, which would result in inward mobility. PC suggested that a ratio of staff:pupils for the best T&L should be determined as an aim for supporting strategic decisions. JM agreed that this ratio is key to securing good T&L and confirmed that our PAN is 50 children, with Year 6 being our only full year currently. AL suggested that the new school may bring in increased Lettings income.</p> <p>AR, Q.4. - MS shared new benchmarking data from Warren for 2016-17 (MS to email to all). AR asked why our supply teacher and Admin costs are so high? MS explained that the way costs are allocated can have a large impact of benchmarking - other schools may have allocated their costs differently. Dartington allocated £10k to Admin in this year and it should have been to Counselling, for example. JT commented on this picture being similar to the previous generic school benchmarking data and PC stated that this data directs Governor attention to potential areas of concern.</p> <p>AR, Q.5. - Regarding HNB funding changes, MS confirmed that this did not affect the bottom line as it all goes on provision (see Monitor notes).</p> <p>PC, Q.2. - MS is able to easily update pupil numbers in future projections on HCSS.</p> <p>PC, Q.3. - MS explained that staffing projections are worked out on a year by year basis, looking at pupil numbers and when any 1:1 TA changes would be required as children leave the school.</p> <p>PC, Q.4. - Standard figures are used for inflation and MS changes these manually as required, such as the 1% to 2% pay figure.</p> <p><u>Review the current Monitor</u></p> <p>AR asked why the Staff Development supply line varies & MS confirmed this is explained in the Notes and is due to staff changes. JM confirmed there is 1 more staff member due to</p>	MS to email 2016-17 benchmarking data to F&P Ctte
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<p>3</p>	<p>undertake training. A discussion took place around the Staffing budget line and expected reduction due to staff changes. Significant resignations were known about in time for budget setting and the 2% increase was not known about. Pay rises are shown in the current Monitor. EH noted that the deficit is still increasing.</p> <p><i>PC asked how costs could have been cut back by ¼? Danielle has made a huge effort to manage her budget and also offers more parent lunches now which bring in extra funds.</i></p> <p><i>EH asked if the increased Supply Sickness forecast is realistic? JT highlighted that this was a disputed sum when setting the budget. It is a best estimate, but will be updated as the year progresses.</i></p> <p><i>EH asked what the Pupil Premium Plus expenses cover? JM stated that this is for children adopted from care and need additional staff support. This money will provide an additional member of staff through supply claim and this money needs ringfencing. Because these children's needs change over time, a contract cannot be put in place. It was agreed that MS should create a new Cost Centre under staffing for this money. AR raised a personnel query in relation to the contract terms. Investigation required.</i></p> <p><i>Governors accepted the Monitor and thanked MS.</i></p>	<p>AR to investigate personnel query over contract</p> <p>Nov '17 agenda item</p> <p>MS to share Recovery Plan by 10th Nov</p>
<p>4</p>	<p><u>Licenced deficit and 3 Year Recovery Plan</u></p> <p>MS has had an email from Warren confirming that the Recovery Plan can be submitted following the next F&P meeting. Governors agreed to review (& approve) the 3 Year Recovery Plan at the next meeting. Figures are being updated by MS on the Budget Planner, but Governors requested printed copies by 10th November. Questions to be submitted back to MS by 20th November.</p>	<p>Gov's to submit questions to MS by 20th Nov</p>
<p>5</p>	<p><u>Update on current pupil numbers</u></p> <p>JM reported that 2 more children have joined in the last fortnight. Figures now stand at 250 + 18 in F1. Last year we predicted 235 and inward mobility has been across all year groups.</p>	
<p>6</p>	<p><u>FIPs communication</u></p> <p>MS has received an email from Warren as detailed above in 6.3 regarding the submission of the updated 3 Year Recovery Plan.</p>	<p>Gov's to complete and return SFVS forms to MS</p>
<p>7</p>	<p><u>SFVS</u></p> <p>MS handed out forms for individual Governors to complete and return.</p>	

	<p><u>Dinner money arrears update</u></p> <p>YE reported that current arrears stand at £518.60 - an improvement on £880 during the Audit in January. Only 3 families now have 'bad debts' amounting to C. £140 and the procedure for recovering arrears was explained.</p>	
7. 1	<p>Personnel</p> <p><u>Performance Management Cycle</u> - JM reported on the process for performance management: Specific targets are set after the first half-term for each teacher. Observations are undertaken half-way through the year and evidence is gathered during the summer term to see if targets have been met, ready for the appraisal in the Autumn.</p> <p>JM oversees Leaders. Leaders oversee other teachers and unattached TA's. SENCo oversees attached TA's, who are set measurable targets in terms of individual pupil outcomes. Admin staff have measurable success criteria and are appraised by JM. Clerk is appraised by Chair of Governors.</p> <p>Governors moved to Part 2 Minutes</p>	
8.	<p>Pay Committee TORs</p> <p>Babcock model TORs for Pay & Performance Committee and Headteacher's Appraisal Panel were shared and it was agreed to recommend these for approval to the FGB.</p> <p>The Headteacher's Appraisal Panel will be made up of members: Mike Potter (Chair), Abigail Read and Tony Gregg. All members must be present to be quorate.</p> <p>The Pay & Performance Committee will be made up of members: Elaine Hopkins (Chair), Pete Coleman and Joanne Tisdall. All members must be present to be quorate.</p>	Recommend TORs for approval to FGB
9.	<p>Audit Action Plan</p> <p><u>Income Collection & Banking</u> - As detailed above in 6.7 the current situation is being monitored and has improved.</p> <p><u>Inventory</u> - Premises Ctte are working on this.</p> <p><u>Personnel & Payroll</u> - AR to sample personnel files for new recruits to check that all required documents are included and speak to staff about historic staff files to see if they have been updated.</p>	AR to check personnel files
10. 1 2	<p>Policies</p> <p><u>Pay (DCC, V. Sept 2017)</u>: MS has personalised the new DCC policy using decisions previously ratified by Governros and removed irrelevant appendices. Governors recommended approval of this policy to the FGB.</p> <p><u>Flexible Working Requests (DCC, V. June 2014)</u>: Governors ratified this policy and confirmed delegated responsibility on the front page.</p>	Recommend Pay Policy to FGB for approval YE to update and save ratified policy

11.	<p>Matters Arising</p> <p>1 <u>Dartington Swimming Club</u> - EH, JT and AR absented themselves from this discussion. PC has investigated and £600 pool hire fees are seen to be good value for money, despite it being a significant increase on last year. Suggestion to request a fixed sum for future years to avoid a larger bill again. PC to speak to MS and draft a letter to the Swimming Club.</p> <p>2 <u>Notify payroll of %age uplifts</u> - done by MS.</p> <p>3 <u>Exit interview feedback</u> - ongoing from JT.</p> <p>4 <u>Update ratified policies</u> - done by YE.</p> <p>5 <u>Check with HR support on unused hours</u> - ongoing from MS.</p>	Exit interview feedback required from JT
12.	<p>Actions, Questions and Next Steps</p> <p>Questions to be submitted to MS by 20th November following receipt of the updated Recovery Plan on 10th Nov.</p> <p>SFVS forms to be completed and returned to MS.</p> <p>EH requested that Leadership income / expenditure, Supply lines and Staff expenditure return as standing items in the Monitor section of the agenda.</p>	Agenda item
13.	<p>Evaluate Impact on School Improvement</p> <p>Plans to link Committee work to the SIP will ensure best value for our scarce resources. There is concern over the impact of the deficit on the SIP and teaching & learning, with limited interventions possible.</p>	
14.	<p>Date of next meeting</p> <p>Monday 27th November at 1.30pm.</p> <p>Meeting closed at 3.45pm.</p>	