


Finance and Personnel Committee

Finance and Personnel Committee							
Monday 18 th June 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	
Abigail Read	AR	Parent					
Mike King	MK	Foundation					

Apologies	Initials	Reason (Category of Governor)
Peter Coleman	PC	Co-opted (Vice Chair)
Tony Gregg	TG	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:

- Budget Monitoring Report (June)
- Detailed Budget Monitor by Cost Centre (Month 2)
- SEND TA overview
- SLA email - Diocese Sept 2018
- SLA - Diocese Sept 2018
- Childcare Fees policy
- Dinner Money Arrears policy
- Lettings scale of charges (2014-2018)
- Probationary policy
- Initial email to new governors
- New governor induction pack

Agenda Number	Details of discussion	Decision or action
2.	Apologies. Recorded.	
3.	Declaration of Pecuniary or Business Interests. No new declarations.	
4.	To approve all minutes of the last Finance and Personnel meeting, held on 14th May 2018 Minutes and Part 2 minutes were approved & signed by the Chair.	
5. 1 2 3	<p>Finances</p> <p><u>Review monthly Monitor</u> MS shared updated monitor notes, which included more Supply detail. The deficit has increase due to variances this month, since the budget was set, including higher than predicted Supply to date. An extra £2,000 has also been predicted for Staff Development but until our work with USF is clear, this is unknown. Children requiring additional support have not yet had funds allocated or received. Governors note this variance and will double efforts to be vigilant with spending.,</p> <p><u>FIPs communication</u> MS confirmed that FIPS have approved our 1-year deficit application and this has been signed & returned by AR. FIPS have notified us of their 10th December deadline for updated 3 year plan submission. November F&P agenda item.</p> <p><u>Receive monthly update on pupil numbers</u> JM reported that 3 new children started today bringing the total to 254 at present, plus 31 in F1. 3 more are due to start before the end of term and these new children are across many year groups. MK asked if reasons are given for choosing Dartington? JM confirmed that families are always asked and reasons include our SEND provision, moving to the area from elsewhere and moves from other local schools. The total intake for September is still not guaranteed and as parents have flexibility for summer-born children's teaching the expectation is that the school will make best use of the Early Years provision to maintain ratios. JM noted 21% inward mobility since September in KS1, but 27% instability. Governors were pleased to see numbers increasing and it was agreed that the right staffing structure decisions</p>	YE to include 3 year recovery plan on November agenda re: FIPS deadline

<p>4</p> <p>5</p> <p>6</p> <p>7</p>	<p>had been made for the school.</p> <p><u>Charging & Remissions - update on current practice</u> Ongoing work. The residential trip has taken place and it was confirmed that 6 or 7 children did not attend. MS confirmed that there is £250 budgeted to support day trip costs where some families are unable to cover these. AR asked if we are compliant with our policy if children cannot attend because of a parent's inability to pay? MS confirmed that we are compliant because provision is in place within school, so education is not halted. JM felt that whilst the residential trip can be a lot of money, it is considered good value and plenty of time is given to parents to make payments. It was agreed that the school should try to increase its budget on this line over time and potentially, Year 6 Enterprise money could be used to subsidise costs to all families.</p> <p><u>Consider Diocese SLA for September 2018</u> It was agreed that this is not required as chargeable services are provided to us by others. YE to inform Diocese.</p> <p><u>Lettings prices for review</u> MK asked if our lettings are profitable? MS confirmed that we lost some regular bookings when we moved into the temporary school, but new enquiries have come in at the new site with minimal advertising to date. Hirers are required to provide their own public liability insurance. Charges were not increased last year and MS has proposed new fees to commence in September. These were agreed for current, regular hirers but MK will benchmark charges against other local halls for one-off hire.</p> <p><u>DCC consultation on change of pay date</u> Governors noted the consultation process.</p>	<p>YE to get sample letter and historic details of trips & residential</p> <p>YE to inform Diocese that SLA not required</p> <p>MK to benchmark hall hire charges</p>
<p>6.</p> <p>1</p>	<p>Personnel Update <u>Review Governor induction & recruitment process:</u> Documents have been shared demonstrating the information given to new governors for the induction process. The buddy system could be improved. It was noted that there are many Governors leaving at the end of term and reconstitution is being considered as a way of reducing the overall size of the</p>	<p>FGB to consider reconstituting</p>

<p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>	<p>board so that potential recruitment can be targeted at bringing in specific skills to deal with the next phase for the school. An Early Years link Governor would be useful.</p> <p><u>Recruitment update:</u> Sian Rive's post has been confirmed and she is back at work. Amina Abdellaoui's post has been renewed. A new NQT has been appointed to start in September.</p> <p><u>Safer Recruitment Training:</u> No governors have this training now AL has left the Board. JT to undertake training in Autumn term if required as no further recruitment anticipated currently (check USF position).</p> <p><u>Admin staff roles & responsibilities feedback:</u> Temporary Admin cover is in place during some afternoons to provide respite and allows time to reorganise tasks.</p> <p>The Committee moved to Part 2 minutes</p> <p><u>TA data by year group for review</u> Thanks were given to Sarah Cate for sharing this data. It was noted that a very high proportion of TAs are 'attached' and as the September intake requirements are as-yet unknown it was requested that this be a living document which returns to F&P in the Autumn. Governors were reminded that attached posts are never fully-funded so there is always a cost to the school.</p> <p><u>Performance Management & Appraisal</u> The PM schedule has been re-written, with Senior Leaders taking on TA appraisal, which was also considered to be a good professional development opportunity (training should be considered). JM confirmed that all teachers have been appraised (Autumn term) and their reviews will take place when results are known in July.</p>	<p>AR to consider an EY Link Governor</p> <p>JT to undertake Safer Recruitment training in Autumn term if req'd re: USF</p> <p>July F&P agenda item</p>
<p>7.</p>	<p>Data protection / GDPR Martin Lawrence, DCC has confirmed that school does require its own Data Protection Officer (DPO). Draft policies have now been shared with the school, including a Data Protection policy which MS has personalised. Templates for other documents have also been provided. A new signing-in book is in use, along with other completed measures such as laptop encryption. YE has attended a training course for Clerks and Governors on GDPR compliance. Lockable cupboards have been requested for each classroom. Our website needs to include the name and contact details for</p>	

	<p>our DPO and a new email address will be set-up for this post. JT reminded governors that they also need to be using their new school email addresses.</p> <p>JM confirmed that the school is now collating information about its own 'data eco-system' - the information we store and where it is. Parents must opt-in to specific marketing / advertising and the school will not share this kind of information. AR asked if staff have access to data removed when they leave the school? JM confirmed that their email addresses are removed and these are required for access.</p> <p>MS, JM and Sue Veale have discussed the role of DPO - the post-holder needs capacity, resources and knowledge to fulfil this role. This post has not yet been filled.</p>	
8.	<p>Strategic Questions Included in individual sections.</p>	
9.	<p>Policy Review</p> <p>1 <u>Probationary Policy for school support staff</u> - Ratified.</p> <p>2 <u>Collection of childcare fees policy</u> - Updated by Angie Freeman to include the new 3hour session bookings, which is working well and potential 30-hour free childcare entitlement for some parents. Ratified.</p> <p>3 <u>Dinner Money Arrears policy</u> - Updated by Sarah Maunder. This is considered aspirational at present due to Admin staff time restrictions. Ratified.</p>	YE to update, file & share ratified policies
10.	<p>Financial Audit Action Plan No items requiring attention currently.</p>	
11.	<p>Matters Arising</p> <p>1 <u>Update records following AL resignation</u> - Done by YE.</p> <p>2 <u>Ask LW to report on PP Finance with PC</u> - Done by AR. Report will be given at July FGB.</p> <p>3 <u>Feedback to Sarah M re: Parent Pay</u> - Done by YE.</p>	
12.	<p>Actions, Questions and Next Steps</p> <p>Review charging & remissions policy with respect to current practice and ensure compliance.</p> <p>Benchmark hall letting charges and amend our own prices as required.</p> <p>Safer Recruitment training in Autumn.</p>	
13.	<p>Evaluate Impact on School Improvement</p> <p>The improved appraisal process is considered positive, along with a new scheme of delegation to include Senior Leaders.</p> <p>The school has positively recruited, securing good staffing management and structure for the coming year.</p> <p>Clerking is considered secure, with good minutes and records.</p>	
14.	<p>Date of next meeting Date changed to Tuesday 10th July at 1.30pm</p>	YE to inform absent

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	YE invited governors to complete slips with preferred dates / times for 2018-19 meetings for scheduling. Meeting closed at 3.10pm.	governors of date change
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