

Finance and Personnel Committee							
Monday 19th February 2018	1.30pm	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	
Abigail Read	AR	Parent		Jill Mahon	JM	Headteache r	
Elaine Hopkins	EH	Parent (Chair)		Mike King	MK	Foundation	

Apologies	Initials	Reason (Category of Governor)
Joanne Tisdall	JT	LA
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:

- Month 10 (January) Detailed Budget Monitor
- Notes for Month 10 Monitor
- PC 's notes for F&P: Budget setting process 2018/19
- Review of Tables of Delegated Authority
- Maternity (DCC V. 27/03/17)
- Staff Leave & Absence (DCC V. March '15)
- SIP strategic priorities sheet - collated responses
- Financial Audit Action Plan 2017

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 17th January 2018 Amended minutes were approved and signed by the Chair.	
5. 1	<p>Finances <u>To review the Monthly Monitor</u></p> <p>AI reported on the monitor and highlighted an error that has now been corrected - PTFA expenditure is actually cancelled out by income and does not affect the bottom line. This covers the ordering of new laptops.</p> <p>JM reported that the impact of flu has been large on both budget and attendance figures, with 21 teaching days and 500 pupil absences in January. AL and Sarah Creedy have budgeted for a recurrence as a precautionary measure under Supply Sickness. The Mutual Fund has not covered most of these absences as they were less than 5 days. MS to check the predicted rebate from the Fund at the end of the year (reduction may be necessary).</p> <p>AL reported that there may be a British Gas bill owing that was incorrectly sent to DCC. PC to attend next Premises Ctte meeting. Extra costs will also be incurred for support from Sarah Creedy. EH noted that the projected deficit of £55,000 is broadly in-line with the estimate when the budget was set. MS remains in contact with Warren at FIPS. AR asked if the LA will take further action against us regarding the ongoing deficit? MS will investigate with Warren. MK asked if we are adhering to our 5 year Recovery Plan? EH did not believe so as deficit has not reduced as much as predicted. MS to begin work on new Recovery Plan. JM reminded Governors that we are working with a skeleton staff team, but there are more staff than predicted because of the rise in pupil numbers. PP funds supported the additional hours for the new SENCo. AR asked if staffing costs and supply can be managed in a different way? A discussion took place around typical teacher pay and on-costs. JM stated that maximum class sizes are determined and staff are required to meet these statutory levels. PC felt that increasing pupil numbers to reach capacity needs to be a strategic aim to allow better planning. Staffing in the interim can be difficult as income follows the following year and it can be an expensive exercise to market a school. JM stated that retaining our Good Ofsted rating will be a priority in the new</p>	<p>MS to check Mutual Fund rebate estimate</p> <p>PC to attend next Premises Ctte meeting</p> <p>MS to investigate likely steps LA will take regarding ongoing deficit</p> <p>MS to begin work on new Recovery Plan</p>

<p>2</p> <p>3</p>	<p>school and indications are that our new intake in September will be high again.</p> <p><u>Receive monthly update on pupil numbers</u></p> <p>JM reported that 4 new children started today in KS2 and new applications were also received during the half-term holiday to start after Easter. 249 on roll in September. 252 now. Estimated 29 intake into F2 in September. Year 4/5 and 5/6 classes were noted as being large.</p> <p><u>FIPs communication</u></p> <p>Sarah Creedy shared the Monitor with FIPs in MS's absence. PC requested details on the number of Devon schools currently in a deficit position - this was passed to FOI as Warren was unable to disclose this. MK asked if the LA want to maintain their 'own' schools? JM felt they would and EH confirmed that they have a statutory duty and are accountable to DfE but may be reaching tipping point.</p>	
<p>6.</p>	<p>Personnel</p> <p>JM reported that our Early Years Leader should be returning to work in Foundation before the Easter holidays. We should receive notification before Easter regarding the intention of Sophie to return to work. MS has returned today.</p>	
<p>7.</p>	<p>Delegated Authorities Report</p> <p>EH thanked PC for his work in writing the report on Review of Tables of Delegated Authority. A key issue for discussion is the process of including Governors in recruitment and JM confirmed that formalising the recruitment process is important. PC suggested that PC, JM, AL and JT work as a sub-committee to create a practical system to work to. EH proposed the formal adoption of the proposals made in the document. PC Seconded. Unanimously agreed by vote.</p> <p>Updated Finance Policy needs to return to F&P for recommendation to FGB.</p>	<p>Subcommittee to be set-up</p> <p>Proposals in Review document to be carried out</p> <p>Finance policy for review</p>
<p>8.</p>	<p>Financial Audit Action Plan</p> <p>YE reported that the Premises Cttee are in the middle of completing the inventory.</p> <p>MS explained the process for raising purchase orders before placing them and the time constraints that sometimes stop this from being entered on the system in advance. It was clarified that all purchases are signed off by JM before they are made and only Admin staff place orders. AL thinks she knows how to check the percentage of orders made against purchases on SIMS.</p> <p>PC asked for a named staff member regarding data protection. JM cannot take on this role as Headteacher, but will investigate and report back at next meeting - Totnes Learning</p>	<p>JM to investigate Data Protection Officer situation with TLC</p>

	Community (TLC) is keen to work together to support each other with this before the changes in May.	
9.	Policy Review 1. Maternity (DCC V. 27/03/17) - Ratified 2. Staff Leave & Absence (DCC V. March '15) - Ratified. Governors moved to Part 2 minutes.	YE to update and file ratified policies
10.	Matters Arising 1. <u>Update declaration of business interests for AL</u> - Done. 2. <u>Update 27/11/17 minutes for EH to sign</u> - Done & signed 3. <u>Complete & return SFVS forms</u> - JT & EH still to do. 4. <u>Complete & return SIP forms by 31st Jan</u> - 3 completed forms shared and collated by YE. 5. <u>Collate SIP feedback and report on 19/02</u> - A short discussion confirmed that the F&P Ctte priority is ending the deficit. 4 objectives were agreed in order to meet this priority (achieve pupil number capacity, improve benchmarking on staff costs, reduce supply costs, increase independent sources of income). 6. <u>Investigate admin changes regarding orders</u> - reported by MS above. 7. <u>Update and file ratified policies</u> - Done. 8. <u>Consult with MS about budget setting timescales</u> - 23 rd April for 2 nd draft budget is likely to be problematic due to Easter holidays and the school move. MS will start work on this straight away but figures will be estimates until end March when actual figures are shared. EH stated that Warren has always been clear that he would prefer an accurate budget that comes a little later. It was agreed to delay the April committee meeting from 23 rd to 30 th April to give MS an extra week for budget and Recovery Plan preparation.	
11.	Actions, Questions and Next Steps Timetable set for budget & Recovery Plan preparation. Improved working with Premises Committee. Data Protection reporting agreed. Consider the impact of the expected loss of Governors at the end of academic year. Delegated Authorities proposals agreed - sub-committee to work on recruitment processes.	
12.	Evaluate Impact on School Improvement It was agreed that the strategic shaping of the work of this committee is very positive.	
13.	Date of next meeting Monday 19 th March at 1.30pm. Monday 30 th April at 10am. Tuesday 10 th July at 1.30pm (instead of 16 th July). AR thanked EH for all her work as a Governor on this	YE to notify all of F&P meeting date changes

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	committee as this is her last meeting before her term as Parent Governor ends. Meeting closed at 3.05pm.	
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