

Finance & Personnel and Premises Committee

Finance & Personnel and Premises Committee							
Tuesday 22nd January 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		Jill Mahon	JM	Headteache r	
Mike King	MK	Foundation					

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

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/ associate)
Yvette Elliott	YE	Clerk
Sarah Maunder	MS	Personnel Administrator
Sarah Cate	SC	SENCO

Minutes to
FGB
FIPS
Website

Documents shared or referred to:

- Budget Monitor (21/01/19)
- Maternity Policy, (DCC V. 27/03/17)
- Recruitment & Selection Policy, (DCC V. Feb 17)
- Staff Leave & Absence Policy, (DCC V. Mar 15)
- Financial Audit Action Plan
- Financial Audit Action Plan email, S Maunder (22/01/19)

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Agenda Number	Details of discussion for Premises Committee	Decision or action
2.	<p>Apologies. Recorded. MK Chaired the meeting in JT's absence.</p>	
3.	<p>Declaration of Pecuniary or Business Interests. No new declarations.</p>	
4.	<p>To approve minutes of the last meeting, held on 11th December 2018, inc. Part 2 Minutes were approved & signed.</p>	
5.	<p>Admin <u>Feedback on current staffing arrangements and workload management</u> Marea has been signed off since Christmas. Sarah M & Emily (both part-time) have increased their hours temporarily to cover. Sarah reported to Governors on the roles & responsibilities of the Admin team: Marea as Senior Administrator & Finance (37hours), Sarah as Personnel Administrator (24hours), Angie as front of house with parent & pupil liaison responsibility (30 hours), Emily as assistant administrator dealing with attendance absences, newsletter etc. (15hours). <i>AR asked if Marea is the Office Manager?</i> Sarah confirmed that she is not but JM added that Marea undertakes appraisals as these sit within her pay grade. <i>AR asked about Sarah's view of Parent Pay.</i> Sarah explained that much time is spent on cash collection and chasing arrears. An online system reduces admin time and reduces debt. Breakfast Club, Lunches, School Trip etc could all be paid for through the online system and could help the kitchen with advance orders as lunches are currently ordered on the day which is time consuming. Reports can be printed easily, less is less margin for error and auditors can easily see information. Extra services such as texts and messaging can be included too. <i>MK asked what happens for parents who aren't online?</i> Sarah confirmed that Pay Point cards can be used instead. AR suggested that 3 quotes are sought by Admin / Danielle (Parent Pay plus 2 more) and a decision will be made by the F&P committee at the next meeting. <i>AR asked Sarah what could be improved in the office?</i> A reduction in the interruptions throughout the day would enable more work to be completed - Parent Pay or similar would help, but late arrivals also keep the office busy every morning. AR suggested that the Attendance Policy is reviewed again, with a greater focus on lateness and incentives for good attendance.</p>	<p style="text-align: center;">Agenda item</p> <p style="text-align: center;">Policy for review</p>

<p>6. 1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>Finances</p> <p><u>Review monthly monitor</u></p> <p>Sarah Creedy prepared a Monitor in Marea's absence and finances are being monitored and managed in the meantime. Some extra supply is in place to cover staff sickness. Governors would like Marea to look at the staff insurance policy on her return to see what impact this has had re: long-term teacher sickness on the bottom-line. Marea to revisit quotes for no-teaching staff/admin insurance too. JM stated that Martin Harding, USF had previously offered to cover the cost of Pupil Tracker. JM to revisit.</p> <p>For budget planning, Governors highlighted the importance of staff contracts being accurate for the coming year, as this is the single biggest school expense. Budget planning at March F&P.</p> <p><u>Update on FIPS communication</u></p> <p>YE & Sarah mauder to ensure Monitor is shared with FIPs.</p> <p><u>Website Update</u></p> <p>AR, JT & YE met to discuss new website requirements. JT will now liaise directly with the new company and the expectation is for this to go live at the end of January. Training may be required for staff to manage updates. It was suggested that YE and Emily be the responsible staff members for administering the website. JM to speak with Emily about this role.</p> <p><u>Update on pupil numbers</u></p> <p>JM reported that lots of new family tours are being undertaken and there are 260 pupils across the school currently, with variable year group sizes (25 in Year 2 as smallest, 41 in Year 4 as biggest). Early years have buoyant numbers and this must be considered for ratios and staffing. Home-Ed is the main reason stated for those who leave the school. MK asked what feedback is received from parents about the new school? JM reported on complimentary comments about calmness across the school and an increase in Nursery viewings as parents try to find the right long-term setting. AR suggested an Autumn 2019 Open Day for prospective parents - agenda item.</p> <p><u>IT Contract</u></p> <p>Ongoing</p>	<p>Marea to look at sickness insurance</p> <p>JM to ask USF about Pupil Tracker</p> <p>Budget on March F&P agenda</p> <p>YE - Monitor to FIPs</p> <p>JM to ask Emily about new website updates</p> <p>Agenda item</p>
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6	<p><u>Capital spending priorities</u></p> <p>The second (old) oven has now failed. Danielle could cope with a steamer instead of second oven. Governors unanimously agreed to Danielle the authority to get quotes (share with ctte by email) and accept the best-value quote for a steamer.</p> <p>Other capital spending priorities include IT infrastructure, which needs to be reviewed again in May.</p>	<p>Danielle to source steamer</p> <p>IT infrastructure review</p>
7. 1	<p>Personnel Update</p> <p><u>Recruitment Update</u></p> <p>JM reported that Matt Cate has been appointed on a temporary contract to replace Lewis as TA. Jen & Andy have joined the teaching team and this has been very positive. Sally Mac has informed JM that she will be stopping her special needs work and will be looking for teaching work. Marea and Donna are both currently signed off.</p> <p>The appointed new Site Manager has not showed-up & is uncontactable. Phil Whitehurst has agreed to support the school in the interim period between Rob retiring and a new Manager being appointed.</p> <p>Governors moved to Part 2 minutes.</p>	
2	<p><u>USF admin review feedback & review of processes</u></p> <p>The USF link Officer has reviewed Admin at Dartington. JM to share feedback at a future meeting.</p>	<p>Agenda item</p>
3	<p><u>SENCO report</u></p> <p>SC reported that there are 4 unattached TAs and combined SEN / PP spending is on them with interventions prioritised and some particular activities such as therapeutic work for specific PP children. AR asked how the school ensures that pupils are not singled out or treated differently? SC stated that some requests for spending on individual pupils have been turned down and JM confirmed that as budget lines are set up we need to check that funds meet the right needs. SC stated that there is a significant difference in the data from last year, but all pupils are performing similarly. SC is working to ensure that progress stays in-line as it improves across the school.</p> <p>AR asked if teachers are aware of who their PP children are? SC confirmed that they do, but reminded Governors that this changes and she updates class lists. There were 42 PP children at census, which is a reduction on last year. A reason for this may be that parents aren't signing up KS1 pupils (free school meals already exist). AR highlighted the need to encourage</p>	

	<p>applications for younger pupils. <i>MK asked how we compare with other schools for PP?</i> Marea to be asked for a breakdown of PP spending, including salaries for the March F&P meeting. Provision mapping for PP & SEN is essential for the new budget. The Charging & Remissions Policy should also be considered regarding the impact on budget for PP children on residential trips. <i>AR asked if there are any grants to support this?</i> SC will look at the potential number of pupils this might apply to for forecasting. MK and DH (Parental Engagement Leads) to try & encourage parents to register for PP.</p> <p>SC met with Marcus, USF to review SEN income & expenditure for each pupil. Some children are being supported but are not yet funded. 9 EHCPs are currently in place. There are 3 applications in and one additional child who is supported but won't be funded.</p>	<p>Marea to provide PP spending breakdown - March agenda</p> <p>MK & DH parental engagement re: PP</p>
8.	<p>GDPR General Update Martin, USF uses 'i-West' to check compliance. Governors to investigate & report back.</p>	Agenda item
9.	<p>Policies for Review</p> <p>1 <u>Recruitment & Selection Policy</u> - ratified. 2 <u>Maternity Policy</u> - ratified. 3 <u>Staff Leave & Absence Policy</u> - ratified.</p>	
10.	<p>Financial Audit Action Plan YE reported that the majority of actions previously identified are in-hand or sorted. Areas for focus include:</p> <ul style="list-style-type: none"> • Benchmarking - agenda for summer term (JT?) • Employment checks - AR to undertake • Inventory - new Site Manager, DH and YE to work on and report back in summer term. 	JT, AR, DH & YE to work on outstanding actions
11.	<p>Matters Arising (not dealt with above)</p> <p>1 AR to sign SFVS return - Ongoing 2 YE, JT & AR to meet re: website - very positive meeting and JT is now taking this forward with a list of inclusions / exclusions. 3 JT to donate phone & SIM for barrier - Ongoing. GB supporting. 4 5 Water leak investigation - JM reported that the water was not switched off as planned so this work has not yet been done. Pupil Assist (£1,200) and Tapestry (C. £40) quotes received and these are expected to offer time saving, coming recommended by USF (who may fund the first year of Pupil Assist). Governors unanimously agreed to purchase both packages.</p>	<p>AR - SFVS form</p> <p>Purchase Pupil Assist and Tapestry</p>
12.	<p>Actions, Questions and Next Steps Covered in the minutes above. This was considered a very</p>	

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	productive meeting with positive decisions made.	
13.	<p>Evaluate Impact on School Improvement</p> <p>Pupil Tracker will be very positive for staff and data analysis. SENCo and Admin staff involvement in meetings provides clarity to Governors and helps to demonstrate the best possible impacts that decisions will have.</p>	
14.	<p>Date of next meeting</p> <p>Tuesday 12th February 2019, 1.30pm-3.30pm (note extended to 2 hours). Meeting closed at 3.15pm.</p>	