

Finance and Personnel Committee

Finance and Personnel Committee							
Monday 30 th April 2018	10.00	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>
Anne Lamble	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)		Mike King	MK	Foundation	
Tony Gregg	TG	Foundation					

Apologies	Initials	Reason (Category of Governor)

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:

- Teaching staff 2018-19, inc. Appendix 2 SCFA Form
- Pupil numbers 2017-18 and 2018-19
- DPS Staffing Information
- End of Year Monitor
- End of Year monitoring report
- 5th Draft budget for Governors - 23/04/18
- Budget report - 2018-19
- Appraisal Policy for Teachers & Headteachers (DCC, V. Sept 13)
- Disciplinary Policy (DCC, V. 01/04/17)
- Staff Capability Policy (DCC, V. 06/11/16)
- Financial audit action plan 2017

• Catering income & expenditure 2017/18 to 31/03/18

Agenda Number	Details of discussion	Decision or action
2.	<p>Apologies. None</p>	
3.	<p>Declaration of Pecuniary or Business Interests. AL reminded Governors that her daughter works at the school. JT is now a committee member of Dartington Swimming Pool.</p>	<p>YE to update Declaration records</p>
4.	<p>To approve all minutes of the last Finance and Personnel meeting, held on 27th March 2018 Approved and signed by the Chair.</p>	
5. 1	<p>Personnel Update <u>Staffing Structure:</u> AL shared her anonymised staffing contract and role report. It was noted that staffing is complex with a lot to manage with several staff on multiple contracts and temporary contracts. The number of TAs was discussed - it seems high by TG reminded Governors that it is essential to recognise where these are 1:1. The SENCO has started a SEND audit YE will share this with all so it can be discussed at the next meeting. PC confirmed that MS has reconciled AL's report with the 2018-19 budget figures so this structure is represented in the draft budget, with a few small adjustments. JM confirmed that Sophie Hope will be returning to work as KS1 Leader in September, so a temporary contract will continue for the Summer term only. Formal interviews are needed for F1 and 2 KS2 12 month fixed term temporary posts - external adverts will be placed for MPS1. F1 Teacher also requires interview & appointment. Safer recruitment training will be required for Governors involved in the interview process. The Committee moved to Part 2 minutes. Governors approved the advertisement. PC reminded Governors that is our role to set a budget for staffing but JM will determine the deployment of staffing resources.</p>	<p>YE to share SENCO audit for next meeting</p> <p>YE to share Safer Recruitment training details</p>
6. 1	<p>Finances <u>To review end of year</u> The Committee moved to Part 2 minutes. JT suggested that we should be predicting higher pupil numbers in Years 3,4 and 5 of the Recovery Plan, although there is going to be a recognised dip in numbers in the middle years due to large year groups leaving and smaller year groups starting at the school. An assumed 15 pupil net inward mobility has been used and whilst DCC pupil info does not predict</p>	

<p>3</p> <p>4</p>	<p>required over this temporary period and this may also be a - budgetary consideration for 2018-19.</p> <p><i>AL asked if there is a budget for Staff Development Supply?</i> No specific budget.</p> <p><i>TG asked if Supply is high enough?</i> MS confirmed that sickness and general supply comes to £17,500 (£20k last year). Supply costs were fairly constant last year, but sickness is hard to predict.</p> <p><i>AR asked what the utility costs have been based on?</i> Electricity are based on actual figures from 2017-18. Gas has been estimated with the support of Geoff Breckin.</p> <p><u>FIPs communication</u> MS reported on communications: Warren has agreed to our requested extension to submit our budget after the 18th May FGB meeting.</p> <p><u>Receive monthly update on pupil numbers</u> Report shared by JM.</p>	
<p>7.</p>	<p>Strategic Questions Asked during Finance discussions above.</p>	
<p>8.</p>	<p>Policy Review <u>Appraisal Policy for Teachers & Headteachers (DCC, V. Sept 13)</u> - Ratified, with appraisal period of 12 months, October - October.</p> <p><u>Disciplinary Policy (DCC, V. 01/04/17)</u> - Recommended to FGB, with delegated responsibilities for Hearings to Headteacher and First Committee of Governors.</p> <p><u>Staff Capability Policy (DCC, V. 06/11/16)</u> - Recommended to FGB, with delegated responsibilities for Hearings to Headteacher first and then First Committee of Governors.</p>	
<p>9.</p>	<p>GDPR A Data Protection Officer (DPO) needs appointing. It could be someone external to the school, but this limits their knowledge of the school. Revisit at next F&P meeting.</p>	<p>GDPR on next agenda</p>
<p>10.</p>	<p>Financial Audit Action Plan Catering income & expenditure was shared by Sarah Mauder and dinner money arrears was highlighted at £606.80 (an increase on the previous term due to reduced Admin staffing to chase up payments). Parent Pay was discussed as an option for streamlining the workload and allowing parents to book and pay for meals online in advance as well as other costs such as trips. An estimated 8 hours / week is spent in the office on this</p>	<p>YE to request further details from Sarah Mauder re: Parent Pay for consideration</p>

	<p>admin currently so although there is a cost to setting up and running Parent Pay there will also be savings / time released for other work. Governors requested further details from Sarah for consideration at the next meeting.</p> <p>Governors also requested that parents are reminded they need to apply for free school meals if they think they are eligible.</p> <p>The Dinner Money Arrears policy should be checked to see if DCC can raise invoices for accounts in arrears.</p>	<p>YE to ask Admin to team to remind parents about FSM applications</p> <p>Check Dinner Money Arrears policy re: DCC invoicing</p>
11.	<p>Matters Arising</p> <p>1. <u>YE to update TORs appendices</u> - Done.</p> <p>2. <u>MS to submit FIPs form, monitor and recovery plan</u> - Done.</p>	
12.	<p>Actions, Questions and Next Steps</p> <p>Future plans to increase pupil numbers and consider class structures to reduce class sizes.</p>	
13.	<p>Evaluate Impact on School Improvement</p> <p>Reversing a deficit budget in difficult circumstances improves our chances in future years.</p> <p>Governors have a much better understanding of figures now thanks to the skills and experiences of MS, JM and AL particularly.</p>	
14.	<p>Date of next meeting</p> <p>Monday 14th May <u>for an extended 2 hour meeting</u> from 1.30pm - 3.30pm.</p> <p>Meeting closed at 12.05pm.</p>	