


Finance & Personnel and Premises Committee

Tuesday 12 th February 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	Headteacher	Left 3.30pm	
Mike King	MK	Foundation		Geoff Breckin	GB	Co-opted		

Apologies	Initials	Reason (Category of Governor)
Joanne Tisdall	JT	LA (Chair)
Marea Sayer	MS	Finance Administrator
Donna Hamlet	DH	H&S Co-ordinator

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Yvette Elliott	YE	Clerk
Danielle Wright	DW	Catering Manager

Minutes to
FGB
FIPS
Website

Premises documents shared or referred to:

- Fall restraint quote
- H&S Walkabout Report, 30th Oct '18
- Health, Safety & Wellbeing Policy (DCC, V. Jan 18)
- Loneworking Policy (DCC, V. Jan 18)
- Off Site Visits Policy
- Outdoor Education, Visits and Off-site Activities Policy (DCC, 2018)
- Stress Management Policy (DCC, V. Jan 18)
- Utilities Dashboard (Feb 19)
- Violence & Aggression Policy (DCC, V. Jan 18)

F&P documents shared or referred to:

- Budget Monitor, (January)
- Budget Monitor notes, (January)
- 3 x quotes for online payment systems
- Monthly income & expenditure for catering
- School lunches monthly totals
- Year 6 residential email (29.01.19, Sarah Cate)
- i-West leaflet

Agenda Number	Details of discussion for Premises Committee	Decision or action
2.	Apologies. None	
3.	Declaration of Pecuniary or Business Interests. No new declarations.	
4.	To approve all minutes of the last Premises meeting, held on 22nd January 2019, inc. Part 2 Part 1 minutes were approved & signed. Governors moved to Part 2 minutes Part 2 minutes were approved and signed.	
5. 1 2	Catering <u>Steamer purchase update</u> DW reported that 1 quote has now been received and two further are requested. Drainage arrangements are key as the steamer will be replacing an oven and a gas steamer looks most likely. There will be additional charges for removing the old equipment. AR acknowledged the challenges for kitchen staff in the interim. DW to share all quotes with Governors with her recommendation for email approval to be granted by agreement, although the current quote is agreeable (standard 12month warrantee) and no training will be required. <u>Plans for increasing lunch uptake</u> DW reported a 51% average uptake of school lunches but we are seeing a loss over the year on the catering budget. £2.40/meal is considered an appropriate charge and in-line with other schools. Parent lunches take place twice each term, with variable numbers but Wednesdays and Fridays are offered - adult meals, inc. staff lunches are £2.85. MK asked how we can minimise losses? DW agreed to look at expenditure and change menus where required. Potato and veg prices have significantly increased. The current menus include meals that have had the highest uptake previously. GB asked if children are asked what they would like on the menu? This has been done previously but	

	<p>it is not always helpful as she is bound by food standards rules. AR asked if we have to offer as much choice as we do? We don't, but pasta and jackets are very popular, as are the summer picnics. AR asked if we could offer themed meals? DW is happy to try this and could link it in with the curriculum or key school events if information is shared with her. MK asked if there is any way of reducing staff costs? DW explained that all 3 staff members has their hours reduced a couple of years ago and they cover each other's absences so they already operate on a bare minimum to keep costs down.</p> <p>Governors thanked DW for her work and the meals that are provided. It was agreed that any changes need to be well promoted to families.</p>	
<p>6.</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p>	<p>Matters Arising</p> <p><u>Share H&S Walkabout Report with all</u> - Done.</p> <p><u>Arrange PTA shed move</u> - Ongoing. MK and GB to help Kevin.</p> <p><u>Seek financial indemnity from water leak</u> - GB to email MS with information.</p> <p><u>Sign SFVS annual return</u> - Approved by Ctte and signed by AR at the meeting.</p> <p><u>Create calendar of maintenance</u> - Ongoing</p> <p><u>Investigate sickness insurance</u> - MS has confirmed that this is prohibitively expensive.</p> <p><u>Ask USF about covering Pupil Asset fee (& purchase this & Tapestry)</u> - Pupil Asset purchased. Claire to follow-up on training requirements.</p> <p><u>Ask Emily if she would take on web admin</u> - New member of staff will be required to do this as Emily is leaving.</p> <p><u>Arrange IT infrastructure review in May</u> - Agenda item</p> <p><u>Encourage PP registration with parents</u> - Online process for parents to register. Gov's to write in newsletter or via Class Dojo to encourage uptake. Consider incentives e.g. register and get a free PE T-shirt.</p> <p><u>Get parent Pay / Equivalent quotes</u> - 3 quotes shared. Parent pay had lowest annual fee & is used at KEVICC for easy transition. %age fee calculated is affordable. Governors agreed to go ahead with Parent Pay and Sarah M should arrange this ASAP.</p> <p><u>Update & save ratified polices</u> - Done.</p>	<p>MK & GB meet Kevin GB to email Marea</p> <p>Claire to follow-up training for Pupil Asset</p> <p>Agenda - May</p> <p>Gov's to write in newsletter</p> <p>Sarah M to arrange Parent Pay</p>
<p>7.</p> <p>1</p>	<p>Health & Safety</p> <p><u>H&S Walkabout actions</u> - Gate removed. Minor issues to be taken on by new Site Manager. AR asked if the concerns raised by a parent have been dealt with? JM confirmed that broken glass all sorted but guttering needs to be cleared when Kevin & Jerry are on-site together.</p>	<p>Kevin & Jerry - gutters</p> <p>Sarah M to advertise</p>

<p>2</p> <p>3</p>	<p><u>H&S Co-ordinator during DH's maternity leave</u> - Internal advert will be required for a temporary post. Sarah M to arrange.</p> <p><u>Fall restraint inspection</u> - GB to take this on.</p>	<p>temporary post</p> <p>GB to investigate</p>
<p>8.</p> <p>1</p>	<p>Premises</p> <p><u>Snagging list update</u> - Kier are keen to review this list before the final hand-over. Doors, window trims and hall floor as main items. GB & Kevin to meet and assess.</p> <p>GB to investigate the faulty street lighting and the barrier, as an ongoing issue.</p>	<p>GB & Kevin to assess snagging list</p> <p>GB to look at street lights & barrier faults</p>
<p>9.</p> <p>1</p> <p>2</p> <p>3</p>	<p>Finances</p> <p><u>Review monthly monitor</u></p> <p>The projected deficit is currently £23,827 and MS's report details the areas affected, including reduced income from EY & HNB (when pupils left) and lettings as well as increased Ed Psych costs and higher gas & insurance bills. Some money is expected back from the mutual fund at the end of the year, but this figure is unknown.</p> <p>GB shared his updated utilities dashboard, which gives figures largely in-line with MS's predictions and this info should be used for the 2019-20 budget setting. MS to advise on gas contract renewal Vs swap to new supplier in September.</p> <p><u>Pupil Premium spending breakdown</u></p> <p>Sarah Cate should be invited to the March FGB.</p> <p><u>Year 6 residential - charging & remissions</u></p> <p>The charging & remissions policy shows an entitlement of remission of board and lodging charges for families in receipt of certain benefits. One PP family has requested support. A discussion took place around how support could be offered and precedents that this sets. There are 12 eligible PP children in Year 6, which could cost the school £1,296.</p> <p>Information was not included in residential letters about the entitlement to remissions (JM's understanding was that this wasn't required as residentials are treated differently to compulsory day trips) and a payment plan was sent out in October 2018. AR requested that a letter be sent to all year 6 families (draft to be agreed by Governors first) confirming the remissions entitlement (Maz to investigate the option of amending the bookings first to ensure that any changes could be accommodated) and Sarah Cate and MS should build this entitlement into future PP and school budget setting.</p>	<p>YE to share utilities dashboard with MS</p> <p>MS to advise on gas supplier contract</p> <p>YE to invite SC to March FGB</p> <p>Maz to check booking amendment position</p> <p>Draft letter to be shared with Governors</p> <p>SC & MS to update budgets for 19/20</p>

4	<p><u>Update on FIPS communication</u></p> <p>MS has been in touch with Warren regarding a new FIPs submission.</p>	
5	<p><u>Update on pupil numbers</u></p> <p>Total 259 pupils on roll with further tours booked.</p>	
10.	<p>Personnel Update</p> <p>1 <u>Recruitment update</u></p> <p>Kevin has started part-time as Site Manager. Emily is moving to a senior admin post elsewhere, so advertising now for her replacement.</p> <p>The committee moved to Part 2 minutes.</p> <p><u>Staffing in EYFS</u></p> <p>2 JM reported a spike in EY numbers and this brings ratio issues. There are 32 F2s and numbers increase during the year as children reach their 3rd birthdays. Sian has requested an extra teacher $\frac{1}{2}$ day / week in Foundation up to Easter (Supply would cost an estimated £100/week). AR asked what would happen after Easter? JM stated that as numbers change it would need to be reviewed again for the 2019/20 budget. Governors approved this request in order to meet the appropriate EY ratios.</p> <p>JM reported on being short-staffed for funded TAs due to illness absence, resulting in children not receiving 1:1 support at all times. Requests have been made in the school newsletter for 'bank staff' to call on. JM stated that a Raising Standards TA would be hugely beneficial to the school. The S&C Ctte had discussed TA requirements and asked the F&P Ctte to consider recruiting an additional TA for the remainder of the academic year. AR felt that there was not enough information available to Governors to be able to make a decision at this stage and further information on the cost to the school and funding received would be required. Sarah Cate will be invited to the March FGB. Governors did agree that an advert for temporary TA cover could be placed to enable Julie Rowe to return to her Raising Standards job.</p> <p>3 <u>USF admin review feedback</u></p> <p>AR reported that an urgent review of the office is required after half-term.</p>	<p>Extra teacher to be employed $\frac{1}{2}$ day / week until Easter</p> <p>Advert for temporary TA cover to be placed</p> <p>Office review after half-term</p>
11.	GDPR	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	Governors agreed that the i-West compliance checking was not required.	
12. 1 2 3 4 5 6	<p>Policies for Review</p> <p><u>Loneworking Policy</u> - Ratified.</p> <p><u>Off-Site Visits Policy (& DCC Policy)</u> - Ratified.</p> <p><u>Stress Management Policy</u> - Ratified.</p> <p><u>Safety from Violence & Aggression Policy</u> - Ratified.</p> <p><u>Health, Safety & Wellbeing Policy</u> - Ratified.</p> <p><u>Lettings - Appendix</u> - Ratified. AR requested feedback on the lettings that currently take place (days / times / income).</p>	<p>YE to update and file ratified policies</p> <p>Sarah M to share lettings info</p>
13	<p>Strategic Questions</p> <p>Questions asked during the meeting.</p>	
14.	<p>Actions, Questions and Next Steps</p> <p>Covered in the minutes above.</p>	
15.	<p>Evaluate Impact on School Improvement</p> <p>The important decision has been taken to support SEND and PP families and specifically for raising standards.</p>	
16.	<p>Date of next meeting</p> <p>Tuesday 12th March 2019, 1.30pm. Meeting closed at 3.40pm.</p>	