


FINANCE & PERSONNEL COMMITTEE MEETING

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Tuesday 11 th June 2019	9.30	Dartington C E Primary School		DRAFT MINUTES (PART I) 			
<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>Category of governor Any office held</i>	<i>Time they joined/left if not present for full meeting</i>
Claire Redwood	CR	Acting Headteacher		Mike King	MK	Foundation	
				Lucy Woollett	LW	Parent	

Apologies	Initials	Reason (Category of Governor)
Donna Read	DR	Co-Opted
Joanne Tisdall	JT	LA (Chair)
Geoff Breckin	GB	Co-Opted

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Marea Sayer	MS	

Minutes to
All Governors
School Web Site
FIPs

Documents shared or referred to:

- Budget Monitoring Report as at 31st May 2019 (MS)
- Detailed Budget Monitoring Month 2 - May (MS)
- Custom Bench Marking Report (GOV.UK)
- SIP (CR)

Agenda Number	Details of discussion	Decision or action
1	Present MK chaired the meeting, LW acted as clerk	
2	Apologies	Accepted
3.	Declaration of Pecuniary or Business Interests. None	
4.	Minutes of the last meeting, held on 1st May inc. Part 2	Approved. <i>MK to sign a copy</i>
5.	<p>Matters Arising</p> <p>5.1 Uptake of FSM: FSM uptake has increased from 15 (Jan 2018) to 26 (Jan 2019).</p> <p>5.2 Online payments for school meals: Ongoing MS & CR have not yet purchased a system as new partnership is due to start.</p> <p>5.3 Catering Finances: Catering staff have reduced their hours between them by 3.5 hours/week so combined with the increase in FSM uptake the figures are looking much more positive. Thanks to Danielle & Catering staff & MS. Steamer: MS has 3 quotes all come in at around £3,000. MK asked which was the preferred option? Not decided as yet so governors approved purchase in principle for whichever provided the best value for money. CR to check whether this can come from capital rather than catering.</p> <p>5.4 Prospectus: to be updated</p> <p>5.5 New barrier: in place and working well.</p> <p>5.6 Miscellaneous: Visitor Lanyards: these have been purchased Charing and Remissions policy: this has been updated Dinner Money arrears policy: ongoing</p>	<p><i>LW to write in newsletter in September</i></p> <p><i>MS to liaise with Danielle and purchase steamer.</i></p> <p><i>CR/MS/KW to liaise and update</i></p>
6.	<p>Safeguarding Audit An action plan has been compiled following the audit with actions for staff, website and governors. CR to distribute to governors. All risk assessments have been updated since the audit.</p>	CR to circulate safeguarding action plan
7.	<p>Health and Safety: H&S walkabout urgently needs completing. KW and CR to liaise</p>	CR and KW to set date

	<p>on date and carry out. CR has specific concerns especially with shared areas and the studio as these are becoming very cluttered and a working party to clear these areas is needed. MK and LW offered to assist working party. CR reported that there is old and broken equipment which needs removing from site and the current location of the ovens in teaching areas may represent a hazard. CR to set date for working party.</p>	<p>for H&S walkabout and working party</p>
8.	<p>Snagging list: KW reports that there are additional water leaks in at least 3 windows, that were not on the original list and the kitchen fans are letting flies in. MS reports that sand from the sandpits is entering air vents and getting stuck in the workings of the windows. LW suggested that GB could liaise with Kier to place this on the snagging list. Covers for the sandpits were not included in the original design and this should be addressed to prevent fouling by cats etc. LW suggested that GB could follow this up with Kier and KW.</p>	<p>GB to liaise with KW and Kier</p>
9	<p>Finances</p> <p>9.1 Monthly Monitor and Report from MS MS has circulated the monitor and her report. Income is as expected so far, there has been a slight reduction in PP figure which MS is querying (this is historical - from 2017). MS has not heard for FIPs re the Licensed Deficit but this communication usually comes in July. Utilities: invoices have now been received for electricity (£6,000), invoices for gas are not correct so this figure is unchanged.</p> <p>9.2 Teaching Budget CR has considered pupil numbers for 2019-20 and recommends an additional teacher is recruited to allow for inward mobility during the year, allow slightly smaller class sizes than we have this year and prevent mixed classes across key stages. Approved by governors. Staff courses/training - Angie has completed her Level 3 Safeguarding training in line with her new role as attendance officer. Polly and Hannah have attended the new RE curriculum launch and are putting together an action plan to implement in September. Cr has purchased Read Write Inc following the phonics review (this is also used by LAPSW), £3,000 grant was received towards resources, but this does not cover all the cost associated with implementing the new system.</p> <p>9.3 Supply MS reported there has been very little sickness in teaching staff this month. We currently budget £880/month, MS feels</p>	<p><i>Governors approved the recruitment of an additional teacher (new post)</i></p> <p><i>Governors to consider increasing supply in 2019-2020 budget</i></p>

	this is very low - approx. 4 $\frac{1}{2}$ days a week (for refence May 2019 spend on supply was £3,505 and April 2019 spend was £3,020). MS monitors this closely.	
10.	Personnel update - see Part II minutes	
11.	GDPR Update Lockable draws are needed for each classroom	<i>MS to follow up and get quotes for this</i>
12.	Accessibilty Plan update CR and MS to follow up with SC (and check this has been updated since the move to the new site).	<i>CR & MS to liaise with SC</i>
13.	A. O. B. 1. CR distributed paper copies of the SIP to governors present at meeting (electronic copy to follow and paper copies to remainder of the board). CR is completing the SEF this weekend. 2. MS has put paper copies of the Custom Benchmarking Report into governor's pigeon holes. 3. MS stressed the need for a Business Plan from LAPSW, showing costing for the proposed management partnership, this will enable money to be put aside to cover costs in the event that the partnership ends without an agreement for Dartington to join their MAT. 4. Sandpits: see snagging list 5. Headteacher appraisal: CR requested governors to set a date for this before the end of term.	
14.	Date of next meeting Tuesday 9 th July 2019 10.00 a.m. The meeting closed at 11.00 a.m.	