


DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FINANCE & PERSONNEL COMMITTEE MEETING

Tuesday 9 th July 2019		10.00 - 11.30a m	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	
Geoff Breckin	GB	Co-Opted		Lucy Woollett	LW	Parent	

Apologies	Initials	Reason (Category of Governor)
Donna Read (maternity leave)	DR	Co-Opted
Joanne Tisdall	JT	LA (Chair)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Marea Sayer	MS	
Kevin Taylor	KT	
Karen Barnett	KB	Chief Finance Officer, Trust Governance and Compliance Lead, Clerk to Trustees and SLE

Minutes to
All Governors
School Web Site
FIPs

Documents shared or referred to:Budget Monitoring Report as at 30th June 2019 (MS)

Detailed Budget Monitoring Month 3 - June (MS)

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. KB - Chief Finance Officer, Trust Governance and Compliance Lead, Clerk to Trustees and SLE	
4.	Minutes of the last meeting, held on 1st May inc. Part 2	Approved. <i>MK to sign a copy</i>
5.	<p>Finances</p> <p>5.1 Monthly Monitor & budget report from MS MK asked MS to take governors through the latest monitor and report, with special reference to any increases - see budget monitoring report. MK - when is school comms (online payment system) due to start? CR - September, this will give us efficiency savings in the office as admin staff will no longer have to process payments and parents can no longer run up a deficit. GB queried fluctuating figures shown over time in the monitor - is this now stabilising? MS the monitor is a 'snapshot in time' so there is a lot of variation.</p> <p>5.2 Supply costs MK- are we within budgeted costs for supply? MS - we have allocated an additional £8,000 supply. CR - we benchmark high for supply and low on teachers. Our HLTA is used to cover PPA rather than supply. We have had more staff out of school this half term for various costs such as attending interviews.</p> <p>5.3 Costs of new Management Partnership KB- Headteacher (CH) and 2 class teachers from LAPSW remain LAPSW employees for the duration of the management partnership, LAPSW will invoice Dartington on a monthly pro-rata basis for these costs and the costs of TC's time (initially 2.5 days a week) to support CH. In addition a maximum £30,000 contingency has been agreed that will not be payable if we academise and join LAPSW at the end of the partnership.</p> <p>5.4 Staff costs - update See above. CR - New SENCO is at a lower point on the scale than our current SENCO. GB queried fluctuating staff costs in</p>	

	<p>the monitor. MS - Just had confirmation of staff costs from LAPSW for September plus we have had a recent round of recruitment so figures should now be a more accurate forecast for the end of the year. MK commented that he found the format of the monitor hard to understand, KB recommended that MS print off the accompanying notes for governors.</p> <p>5.5 New/ongoing matters arising</p> <p>MK - do DCC still owe us for any costs associated with the previous partnership with USF? MS - funds came from Devon through our account to USF. CR - Following the phonics review CR has bought Read/Write/Inc to support phonics and literacy across the school. This is also used by LAPSW and will start in September. We have received a grant of £3,000 for this but it does not cover all the costs. CR & MK thanked MS for holding Glenn Cleaning to account and for the recovery of some costs here following inadequate standard of service. KT- manager at Glenn cleaning is introducing a clocking in & out system for these staff. KB and ME expressed concerns at the continuation of contract when it is due for renewal in September. CR confirmed discussion of options for September is on-going including taking cleaning in-house.</p>	
6.	<p>Personnel Update</p> <p>Following recent recruitment round and partnership with LAPSW CR confirmed class structure for 2019/2020:</p> <ul style="list-style-type: none"> • F1/F2 (29 pupils) Kate Hutchinson (3 days) & Sian Rive (2 days) • F2 (25 pupils) Polly Clark (4 days) Sally Maclachlan (1 day) • Yr 1 (23 pupils) Natasza Zaki • Yr 1/2 (22 pupils) Jade Pook • Yr 2 (23 pupils) Hannah Calder • Yr 3 (28 pupils) Sophie Perry • Yr 4 (31 pupils) Amy Humphries • Yr 4/5 (28 pupils) Claire Jones (4 days) Fina Lewis (1 day) • Yr 5/6 (31 pupils) Gilly Honey (2.5 days) Rachel Floyd (2.5 days) • Yr 6 (26 pupils) Mariana Foucher (4.5 days) Frazie Hubert (0.5 days) <p>NZ is an NQT we recruited and will be supported by JP. JP is an Early Literacy Lead with LAPSW. AH is coming out of her NQT year and will be supported by SP from LAPSW. We recruited CJ, who is very strong on ICT and will lead on this next year and FL is an artist so will lead on art next year. Unfortunately we were unable to recruit any male teachers</p>	

	<p>as these were not the strongest candidates in the recruitment process, however our contract with Premier Sport is continuing next year.</p>	
7.	<p>Premises:</p> <ol style="list-style-type: none"> 1. Snagging list - KT reports issues still not resolved include leaking windows, leak in boiler room, wrong fittings etc., and has been chasing Kier to action. Kier have invoiced for some issues that have been put right. GB - this is an issue for Neil Pateman (project manager at DCC) DCC to chase as they are the client. MK asked GB to support KT in resolving this. KB offered support from LAPSW, GB reiterated that we need to hear from DCC first before any action is taken. KB recommended arranging a site visit from Neil Pateman at DCC. 2. Sandpit covers & removal KT awaiting quotes, has had one at £750 for each sandpit, (all work needs to be completed by same contractor in order for this to go through capital funding, usually £250 minimum spend. KT - sand clogging sinks, getting into air vents and window workings. CR is checking with staff re their needs for number to be removed and what they are to be replaced with (used for planting/extra seating/astroturf/composite decking). MK asked for clarification of costs CR estimated at around £700 per sandpit. 3. Doors to back of hall KT reported that Kier have slightly raised the floor to prevent water coming in when it rains. 4. Leaking windows/Leak in the boiler room.KT reports these are still ongoing and have been present since we occupied the building so they should be on the snagging list (see above). 5. Sand in window workings & air vents - see discussion on sandpit covers/removal above. 6. Matters arising GB -utilities bills update - Laser are persistently late in billing so we are now refusing to pay any bills that pre-date the occupation of the new building and we have passed the matter to DCC. KB- has this been factored into the budget? MS- allocated £6,000 (already paid) & we may be due some back. MS & GB have been persistently chasing Laser. KT - Alarm call outs - we are having a lot of false alarm call outs, JW attends in first instance. 	

8.	<p>Health and Safety:</p> <ol style="list-style-type: none"> 1. Walkabout CR & KW need to complete. KB offered to attend with DS (Estates) from LAPSW before summer break 2. Working party not now needed as KT has cleared the studio. MK and CR expressed thanks to KT for hard work and enthusiasm on behalf of governors. 3. Matters arising. No additional matters - KB queried if H&S incidents came to this committee? GB confirmed that this has been the case in the past (including the accident book) so governors could monitor incidents and trends, but not recently, so needs reinstating. 	<p>Future agenda item: accident book to come to this committee</p>
9	<p>Matters arising not dealt with above</p> <p>GDPR - Lockable filing cabinets have now been purchased and put in every classroom so that teachers can keep confidential information safely.</p> <p>KT - several servicing contracts need to be setup following move to new site e.g. air conditioning, kitchen appliances, fire alarm CCTV. KB requested that KT send her a list so that DS can liaise with him.</p>	<p>KT to liaise with KB and DS (LAPSW)</p>
10.	<p>Evaluate impact on school improvement</p> <p>MK asked CR for her opinion on how finances are impacting school improvement? CR - increase in number of classes comes with additional costs but facilitates lower class numbers and reduces number of classes with split year groups. Also provides capacity for the school to grow which will have a positive impact on finances in the future. CR is getting more requests from prospective parents for school visits. CR has bought Jigsaw - whole school strategy to support mental health and well-being of all children and families (covers PSHE and new OFSTED framework), should key in to work LAPSW do with their families & children. GB queried N. O. R.? CR - 275 now, forecast to be 266 in September. KB asked about level of feed through from nursery to F2? CR - now retain more of our F1 into F2.</p>	
11.	<p>Date of next meeting</p> <p>To be set in stand-alone session with LAPSW in September FGB - 17th July 2019.</p>	