

**Kirk Smeaton Church of England Primary School
Governing Body**

**Minutes of Finance/Personnel Committee Meeting held on
Thursday 30th June 2016**

Present

Mr M Storey	-	Parent Governor
Mr R Mason	-	Parent Governor
Mrs R Rawson	-	Co-opted Governor
Mr T Jones	-	Co-opted Governor
Mrs A Carville	-	Co-opted Governor
Mr C Stone	-	Co-opted Governor
Mr D Holmes	-	Foundation Governor
Mrs C Cessford	-	Foundation Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mr A Robertson	-	Proposed LA Governor
Mrs L Richardson	-	Clerk

Apologies received from:

Mrs R Hattersley	-	Parent Governor
Mrs L Thornley	-	Parent Governor
Ms S Wolff	-	Staff Governor

PART 2

13. Minutes of meeting held on 17th March 2016 & matters arising

Unanimously agreed that the minutes of the meeting of the Finance/Personnel Committee held on 17th March 2016 be signed by Chair as a correct record

Matters Arising

- None

14. Confidential minutes of meeting held on 17th March 2016 & matters arising

- ***Q – What does CPD mean?***
A – Continuing Professional Development
- ***See confidential minutes***

15. Governor Action log

- 5) Budget Management Policy agreed. Item Closed
- 6) Remaining PE funds have now been spent. Item Closed
- 7) Governors to meet buddies instead of attend staff meeting. Suggested questions to be given for that meeting
- 8) Mr Mason met with PE co-ordinator. They went through documentation and reviewed policy. Mr Mason saw how policy is implemented. Another meeting to be

- arranged. Item Closed
- 9) Deadline for PE funding to be spend clarified. Item Closed
 - 10) Date for 'The Committee' to meet arranged. Item Closed
 - 11) Finance training requirements given to school office. Item Closed
 - 12) Budget monitoring report is an agenda item. Item Closed
 - 13) Final copy of Budget management report emailed to governors. Item Closed
 - 14) Security quotes are an agenda item. Item Closed
 - 15) Slides reviewed for Sex & relationships policy. Item Closed
 - 16) Letter sent to parents in respect of Se & relationships policy. Item Closed
 - 17) Comments sent to Headteacher re: RE & collective worship policy. Item Closed
 - 18) SPAG report to be reviewed with new data. New version of report to be reviewed
 - 19) Questionnaire results attached to school newsletter. Item Closed
 - 20) Comments sent to Headteacher re: Educational visits policy. Item Closed
 - 21) Headteacher met with Mrs Beck. Item Closed
 - 22) It has been decided that Mr Mason no longer needs to meet with Mrs Beck. Item Closed

16. Update on Staffing for 2016/17

- Full time TA needed. Possibility of extending Mrs Harrison's hours from mornings to full days, we will then advertise for a TA mornings only
- NQT in Y5/6 has settled in well

17. Budget monitoring report

- Governors are aware that forecast looks bleak. Monitoring report does not include money for IT and insurance money for maternity cover. There has been an under spend in resources/premises/supply
- FMS officer is happy with monitoring report
- Capital funds to be spent before end of year so that none is clawed back by LA
Q – Can money move from revenue to capital?
A – Yes but not capital to revenue.
- Governors are asked to email any questions in respect of budget monitoring reports to school office prior to meetings so that answers can be sought from FMS Officer and then given to Governors during meetings
- **Q – We seem to have already spent much of our premises budget and we are only 3 months into new budget is that correct?**
A – Yes as the budget include committed figures too
- **Q – Friends/PTA have £10K in their bank what will it be used for?**
A – Playground lines and play based equipment for outside. Also a new swing is needed in Starfish. Anything to enhance outdoor learning for all would also be nice
The Friends/PTA committee needs to be more formal and become an official committee

18. PE funding update

- Included in Headteacher's report as part of FGB meeting
- PE co-ordinator is doing well
- **See confidential minutes**

19. Pupil Premium update

- Included in Headteacher's report as part of FGB meeting

20. Security Quotes

- No further quotes received
- Business case document to be completed by Mr Jones, Headteacher & Mr Mason
- Back gate key code to be added to quote
- Quotes to be emailed to governors for agreement so that work can take place over summer holidays

21. Charging & Remittance Policy

- This policy includes all charging made by school including the community hall
- Governors discuss whether access to site should be stopped out of hours or whether site will be locked during school hours and then left unlocked out of hours. Governors agree that this should be discussed further once security work completed. If we were to change this we would need to explain in detail to the community. We need to add signage to the playground equipment which states that people on site will be liable for any damage done. We need to consider that safeguarding and safety of children is a priority over site.

- ***Q – What do we currently charge for?***

A – There is no current policy.

Suggestions to Headteacher by end of term and then updated draft of policy to be brought to next Finance meeting, to include review of existing charges for hall.

We need to consider additional caretaking/cleaning costs if using toilets as well as field.

Standard information in respect of nursery needs to be added to this policy. To include a schedule of rates.