Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Finance/Personnel Committee Meeting held on

Wednesday 24th May 2017

Present

Mr M Storey - Parent Governor

Mrs R Hattersley - Parent Governor

Mrs A Carville - Co-opted Governor

Mr D Holmes - Foundation Governor

Mrs C Cessford - Foundation Governor

Mr A Robertson - LA Governor

Ms S Wolff - Staff Governor

Mrs H Cuddy - Headteacher

In Attendance

Mrs L Richardson - Clerk

PART 1

**1.Welcome & Apologies**

Mr T Jones - Co-opted Governor – due to family illness

Mrs R Rawson - Co-opted Governor – due to work commitment

Mr C Stone - Co-opted Governor – due to personal reasons

Mr R Mason - Parent Governor – due to work commitment

Mrs L Thornley - Parent Governor – due to childcare issues

**Governors accept apologies**

**2. Confidentiality & Declaration of Business Interests**

* Confidentiality reiterated
* No new business interests

**3. Any other business to be agreed**

* SATs & Moderation visit
* Pay Committee
* Headteacher’s Performance Management

**4. Minutes of Finance/Personnel Committee meeting held on 2nd March 2017**

**Governors agreed that the minutes of the meeting of the Finance/Personnel Committee held on 2nd March 2017 be signed by Vice Chair as a correct record**

**5. Governor Action log**

33) After school clubs – no more issues. Item Closed

34) Mr Mason &/or Mrs Hattersley to meet with FMS Officer next time she visits school

38) Some Governors still need to write a piece about themselves for the school website

39) Some Governors still need to send a photograph to office for the school website

41) Governor Action Plan now a standing item on agenda. Item Closed

42) Governor visit log creation – ongoing

43) Governors have started shadowing each other & working together for specific roles. Mr Mason & Mrs Hattersley are working together in respect of school finances. Mrs Carville & Mrs Thornley have attended Ofsted training together. Mrs Carville & Mrs Cessford working together in respect of SEN. This will continue. Item Closed

44) Mrs Carville’s visit form emailed to governors. Item Closed

45) Mr Stone still to complete a governor visit report

46) New relief MSA has been employed. Item Closed

49) SFVS completed, agreed and submitted. Item Closed

50) Fraud & anti bribery policy emailed to governors. Item Closed

* ***Q – Have we requested any quotes for toilet area yet?***

***A – Yes, we have received one already***

**6. Confidential minutes (Part B) of Finance/Personnel meeting held on 2nd March 2017**

* Minutes were not available for this meeting. To be dealt with at next Finance meeting

**7. Confidential minutes (Part C) of Finance/Personnel meeting held on 2nd March 2017**

* Minutes were not available for this meeting. To be dealt with at next Finance meeting

PART 2

**8. SDP Finance & Leadership**

* ***Q – Have teacher laptops been purchased and being used?***

***A – Yes except the one for Headteacher. Existing teacher laptops will now be used by the children***

* Booking availability for hall will be advertised
* ***Q – There does not appear to be any budget included for the hall, do we currently pay for the hall? Will we earmark funds in the future for any repairs that may occur to the hall?***

***A – It has not been an issue up to now but we will need to review the situation when setting the budget for 2018/19. Money from providers will be paid directly to school and we will need a pot of money to develop the hall.***

***Q – Will this money be ring fenced in future, as we will have a sustainability & duty of care issue in respect of the hall?***

***A – We will need to check if we are able to ring fence this money***

* ***Q – Any further details on the climbing wall?***

***A – We need to have all safety equipment in place and confirm insurance covers its use, before it can be used***

* ***Q – Any progress on fitness park?***

***A – We are waiting for result of funding grant***

* Remodel cloakroom/wc/learning zone – we have received a quote for the WC area only at £30K. We allocated £30K within budget even though at that time we had not requested any quotes.

***Q – Is it to keep area as it is now but just refurbish it?***

***A – Yes, although we would remove the urinals and replace with WCs***

***Q – Are we only able to use LA contractors for this work?***

***A – No, but if not we would need to be very careful to ensure correct insurances, risk assessments & method statements are in place***

* ***Q – CPD is included in the report, is this a finance issue?***

***A – Yes. Currently Ms Wolff & Mrs Morton have trained in moderation, we have plans to train someone else and this will have financial implications***

* Ms Wolff is currently working with Miss Gent ready for when she leaves
* ***Q – Are all staff Epi-pen trained?***

***A – Yes all except recently appointed staff, but they are already booked on future training***

* Details of which governor visits are still outstanding included in report. Subject visits are complete except Community Cohesion. Mr Storey to organise to visit with Headteacher.

Mr Jones has completed some behaviour for learning walks.

**9. Start budget/SLA/3 year forecast**

* Mrs Rawson sent some questions into school regarding start budget. Answers to be emailed to all governors
* There has been additional impact on admin hours especially in respect of finance & Health & Safety. Headteacher requests that admin hours increase by 5 hours per week to give Mrs Maltby additional time to take on the H & S requirements, this increase will be offset by the additional income to be received from nursery. Budget has been set at worst case scenario and still provides a healthy picture. Governors agree.
* ***See confidential minutes***
* Start budget includes another member of staff for nursery
* Start budget agreed by Governors. To be submitted to LA.

**10. Current budget monitoring report**

* ***Q* – Is this the out-turn figures for end of last financial year?**

***A*** – ***Yes***

***Q – We appear to have a high c/f figure is this a problem?***

***A – If we were to academise then the academy may choose to use the money for something other than our school***

***Q – Could we fund an extra class?***

***A – Over the next 3 years our numbers reduce and therefore we will have in year deficits.***

* September classes will be:

25 in Nursery/EYFS, 26 in Year 1/2, 26 in Year 3/4, and 29 in Year 5/6, the following year sees Eagles class with 31 children., but will reduce again the following year

***Q – So do we need an additional class? How long would we keep it for? Is the room big enough to use as a classroom?***

***A – The room is very small. Also some children may leave in Y5 to go to Ackworth school. We could employ a teacher for each morning and then the children return to their own classes for the afternoon, this person could also be used to release SLT to conduct monitoring visits.***

School intends to keep Miss Harrison, TA to work with Maths interventions during the afternoons, alongside Mrs Garside, HLTA

* Having wraparound care from September should make us more desirable to working parents
* We could use some of the surplus budget to fund Forest School provision, pay to use the music service and could develop art within school, Ackworth private school have also offered us access to a coach and their stage for us to develop drama
* ***Q – Could we have a reserves policy to identify designated funds?***

***A – School would need to discuss this with FMS Officer as it may not be possible to designate funds over a longer period of time.***

* ***Q – How is the lottery doing?***

***A – We are currently making £750 per year and have 44 people signed up***

* Headteacher to bring wish list to next finance meeting for discussion

**11. Pupil Premium update**

* Document included on school website. This is a snapshot of what we do without highlighting individual children. Mrs Cessford discusses these children in more detail with Ms Wolff
* ***Q – How many of our vulnerable children are out of area?***

***A – None, all PP children are within catchment. A high percentage of our SEN children are out of catchment***

**12. Sports Funding update**

* Reviewed by Mrs Hursthouse
* Focus – active fusion.
* Many competitions are organised at last minute and so we are unable to organise attending them in time. We have another option, we could enter virtual activity competitions. Being a small school also makes it difficult to choose teams as we may not have enough children of the right age to choose from.
* Campsmount school employ a teacher part time and would like to employ them full time using sports premium so they can become a co-ordinator for sports, PE & playtimes, we would be happy to join them in this
* We also have an issue with our location, we currently work with many Doncaster based schools but we are unable to take part in their competitions due to being a North Yorkshire school

**13. Health & Safety with financial implications**

* We need to install display boards with Perspex covers along all fire routes
* ***Q – What about the fencing?***

***A – It was heavily damaged by the horses but is currently sturdy where it was repaired. We have asked that it be replaced***

PART 3

**14. Current staffing updates**

* The new teacher appointed is Michelle Homes
* Staff will need to appoint a new Staff Governor for September

**15. Pupil numbers & staffing for 2017/18**

* Discussed earlier in meeting

**16. Classes for next year**

* Discussed earlier in meeting.

***See confidential minutes***

PART 4

**17. Governor Action Plan**

* Plan has been updated & shared with Governors

**18. Governor Training/ School Visits**

* SIN meeting dates for 2017/18 emailed to Governors by Clerk
* E Learning safeguarding information sent to governors, also included information about other E learning for Governors
* Mrs Carville & Mrs Thornley attended a data meeting with EDA, they are thanked for their attendance
* Mrs Cessford is continuously monitoring School’s Single Central Record

**19. Policies**

* Policies not sent to Governors prior to meeting. Headteacher to email them to Governors for consideration at next meeting
* Suggestion made that Governors consider using One Drive via a school email address, this way all information can be added as and when prepared and then can be access by all Governors at any time. There would therefore be no need to remember to send out information via email, it would be the responsibility of each Governor to access the information prior to meetings.

Headteacher to ask Mrs Marner to set up Governor email addresses, once these have been activated Clerk will set up one drive for all.

**20. Any other business agreed at beginning of meeting**

SATs & Moderation

* Mrs Cessford has completed a report on the administration of KS2 SATs. Mrs Carville & Mrs Cessford attended school during SATs tests to monitor the process on behalf of the GB. Headteacher thanks them for their attendance during this time
* Headteacher has been informed that all subjects in KS1 are to be moderated on 8th June and KS2 writing is to be moderated on 22nd June

Mrs Hattersley leaves the meeting at 7.10pm

Pay Committee

* To take place in July, information will be emailed to Governors prior to meeting

Headteacher’s Performance Management

* This has usually taken place in September, but as EDA is leaving at the end of this term, the meeting has been brought forward to July. Mrs Rawson, Mrs Thornley & Mr Storey to attend date to be confirmed

Governors informed that at the meeting in July, staff will attend to share their subject reports.

Meeting ends 7.15pm