

## FINSTALL FIRST SCHOOL

### Minutes of the Governors' Finance & Personnel Committee held on 5<sup>th</sup> June 2017

**Present:** Mr A George  
Mrs Caroline Spencer  
Mr S Evans (Head)  
Mr M Mason (Deputy Head) – Associate member

Apologies had been received and were accepted from Mr M Evans, Mrs A Barton and Mr D Handford.

**Declarations of Interest** – none

**Minutes of the meeting** held on 13th February 2017 had been circulated prior to the meeting, were approved and signed as a true record by Mr George. There were no matters arising from the Minutes.

#### **Finance**

**School Budget 2016/2017 update**– The Committee met on 6<sup>th</sup> April to review the 2016/2017 budget and to approve the provisional budget for 2017/2018.

The Head Teacher's report to the Committee contained full details of 'Other Income' received since the start of the year, totalling £112,961.08. This figure took into account end of year accruals for money received in 2016/2017 for payments to be made from the 2017/2018 budget. The figure for the Supplies and Services budget was also amended to £277,208.48.

Energy and Water budget stood at £16,682.12 and included income generated by the Solar Panels.

**Expenditure:** at the end of the 2016/2017 financial year the total expenditure was 93.8%

**Employees** - slightly overspent due to the need to employ additional staff to cover two periods of maternity leave. Significant payments were expected from Staff Insurance payments when the staff return from their maternity leave.

**Premises budget** - well under-spent at 37.9%, partly due to in-house maintenance carried out by the Caretaker and because the £40,000 set aside as a contribution to the Year R extension work had not been required.

**Energy and Water** expenditure for 2016/2017 was £11,947.15 and details of the breakdown figures for Gas, Electric and Water were shown in the Head Teachers review document.

**All virements and changes to budget headings made during the period were approved by the Finance Committee . Proposed by Andy George, seconded by Caroline Spencer.**

#### **School Budget 2017/2018 update**

Governors were advised by the Head Teacher of the difficulties encountered since the transition from SAP to the Mercury system at the start of this financial year. Since the changeover by the LA, the School had been unable to run any of the usual reports relating to the 2017/2018 budget and consequently had been unable to carry out any financial monitoring or reporting to Governors. Complaints had been fed back to the Local Authority and hopefully the situation will have improved considerably in time for the meetings next term.

An amount of £5,599.98 had been received for High Level Needs Block Funding.

The predicted Uncommitted Revenue Balance currently stands at £52,354.64 although this figure may rise as more Pupil Premium funding is expected than initially budgeted for.

**Governors approved the amended Budget.**

**School Fund Update** – The balance currently stands at £9,982.69 (12<sup>th</sup> May 2017)

Since the last report the following transactions have taken place:

**Paid out –**

- £80.00 to the Bible Lands charity
- £651.43 - Book Fair (Scholastic)
- £275.08 – Y3 Collection to Primrose Hospice

The following still needs to be paid out:

- £1,700.08 – Staff Insurance Claim (Harrington Bates) – to be transferred to School Budget

**Received –**

- £651.43 – Book Fair
- £1,045 – Bell Boating money

The following still needs to be paid in:

- £275.08 - Y3 Collection (Primrose Hospice)

Once the remaining payments have been made, the balance will be £8,557.69.

**Devolved Formula Capital Allocation**

Further to the last report the DFC allocation currently stands at £7,403.63. Once Place Partnership have taken their fee of £7,119 for their Reception building work, there will be £284.63 remaining. A small amount of addition DFC funding was expected for this financial year, as yet not confirmed.

**Any Other Business – None**

**Staffing**

**Declaration of Interest** - the Head Teacher and Deputy (Item 4 on the Personnel agenda).

**Teaching Staff:**

Year R – Mrs Shanna Bennett is due to return from maternity leave on 26<sup>th</sup> June and will return on a 3 day/week part time contract. She will be working Wednesday to Friday. Both Mrs Barton and Mrs Bevins will complete the academic year in Yr R and Y2 respectively. Mrs Barton will return to Y2 in September. Mrs Bevins was interviewed and was successful in being appointed as a part time teacher for 2 days/week and will be working alongside Mrs Davis in Y3. Mrs Davis had asked to reduce her part time contract from 4 days to 3 days/week from September.

Mrs Jordon-White has indicated that she would like to reduce her 3 day/week contract to 2 days/week when she returns from maternity leave in December. She has also indicated that she would be happy to move from Y3 to Year R. On her return she will work alongside Mrs Bennett in Year R. From September until December, Mrs Desmond who is currently covering Mrs Jordon-White's maternity leave, will work alongside Mrs Bennet for 2 days/week and alongside Mrs Evans in Y3 for 2 days/week. It was hoped that she would continue with the 2 days/week in Y3 from January 2018.

**Governors studied the organisation of teaching staff for September 2017 and from January 2018 contained in the Head Teacher's report and approved the proposed changes.**

**Performance Management** – interim review meetings with teaching staff continued to take place. Good progress was being made towards their targets with appropriate levels of support where required. In order to help meet the targets the following appraisal arrangements were being used:

- School Development Plan targets
- Pupil Performance targets
- Individual Teacher's targets related to career / professional development

The process helps to ensure higher standards and a quality education for the pupils and the school ensures that the process is fair and helps staff to progress. The school also ensured that the process did not discriminate against any individual in any way.

It was agreed that it would be helpful for Governors to have a short summary document which covered the general performance targets which staff were working towards with regard to performance management, and how this linked into the School Development Plan. This would not identify specific staff members. Mr Mason would work on producing this document.

### **Review of the Leadership and Management Structure**

As previously agreed the school would continue to review the Leadership and Management structure.

At the previous meeting of the Finance and Staffing sub-committee, it was agreed to maintain the Leadership structure as it is and to renew the TLR 3 payments made to Rachael Hackney in Lower School and Louise Davis in Upper School, for taking a leading role in researching and adapting the School's curriculum, where possible, in order to help the current Year R and Y1 cohorts, which have a significantly high proportion of boys, as they progress through the school.

**Governors confirmed their decision made at the Budget meeting in April to maintain both TLR 3 payments for this new project, with effect from 1<sup>st</sup> June and to be reviewed in May 2018.**

### **Whole School Monitoring**

A copy of the review of 'Teaching, Learning and Assessment' carried out last term and the Visiting Governors' Report from Jean Hall and Steve Longley would be sent out prior to the full Governors' meeting on 12<sup>th</sup> June, together with the most up to date version of the Summary Self Evaluation form.

In addition a light touch review of 'Leadership and Management' was carried out last term. The Governors' self-evaluation document and report completed by Mrs Spencer and Mr George would be sent out prior to the Governing body meeting on 12<sup>th</sup> June.

In line with the timetable for Whole School Self-evaluation there will be a review of 'Personal development, behaviour and pupil welfare' during this term. Juliette Fleming and Paul Morton will arrange to visit the School to discuss the findings early in the Autumn term.

In addition there will also be a light touch review of 'Overall Effectiveness' during this term and Martin Evans will arrange to visit to discuss the findings early in the Autumn term.

Both reports will be presented to Governors at next term's meetings.

### **Non-teaching Staff -**

Ms Laura Sallis was appointed as a Year 4 Teaching Assistant following Kate Bateman's retirement. Ms Sallis has settled into Year 4 well.

There is currently one vacancy for a Lunchtime Supervisor.

### **Cleaning Staff –**

The team of Cleaners is now back to full strength. One Cleaner is from an Agency, which ensures a little flexibility with regard to any absence.

### **Policies**

*Policy for Handling Unreasonable, Persistent, Harassing or Abusive Complainants* (Martin Evans) – reviewed and recommended for approval. No significant changes required.

*Volunteers in Schools* (Andy George) – this Policy has been subject to a greater degree of change and was recommended for approval.

**Governors approved both Policies**

**There was no other business and the meeting closed at 5.40pm. Governors were thanked for their attendance.**

JMR/2017