

FINSTALL FIRST SCHOOL

Minutes of the Governors' Finance & Personnel Committee held on 13th February 2017

Present: Mr M Evans
Mr A George
Mr D Handford
Mr S Evans (Head)
Mrs C Spencer
Mr M Mason (Deputy Head/Associate member)

Apologies had been received and were accepted from Mrs A Barton
There were no **Declarations of Interest** to record.

Minutes of the meeting held on 10th October 2016 had been circulated prior to the meeting, were approved and signed as a true record by Mr George, the Chair of the Committee. There were no matters arising from the Minutes.

Finance

2016/17 budget update – Governors had received a detailed budget report which covered expenditure from the end of August 2016 to the end of January 2017.

Income

Governors had received a full report of the income received since the previous meeting, including details of Other Income received and transient payments within the Supplies and Services budget headings.

All virements and changes to budget headings made during the period were approved by the Finance Committee. Proposed by Martin Evans and seconded by Darren Handford.

There was a discussion regarding the carry forward amount and the following suggestions were made for how this might be used:

- Setting aside an amount for contingency in next year's budget to supplement the new budget when the outcome of the new funding formula is known.
- Project to re-develop the School field including more drainage to allow the area to be used for longer during the year.
- Replacing carpets in Upper School and some re-decoration (part of a rolling programme of work)
- Take into account that some of the IT equipment will be reaching the end of its warranty period and will require replacement in the not too distant future.

School Fund Update – At the time of the last report the balance of the School Fund was £7,621.57 (12th August 2016).

The balance currently stands at £9,292.77 (12th January 2017).

An amount of £1,700.08 Staff Insurance Claim (Harrington Bates) remains to be transferred into School Budget, leaving a healthy working balance of £7,592.69.

Schools' Financial Value Standard (SFVS) – Governors had received an evidence based report which had been discussed with Andy George and Martin Evans prior to the meeting. Governors were asked to review their financial competencies matrix. No remedial action was required at the current time. The Outcome of the Self-Assessment, signed by the Chair of Governors, would be forwarded to the Local Authority following the meeting of the full Governing body on 13th March 2017.

Financial Benchmarking 2015/2016 - this formed part of the SFVS process and Governors received a report which compared areas of our income and expenditure with 7 other schools with between 276 and 300 Primary aged pupils. Our school was also compared with 11 other schools with between 301 and 400 pupils as our data is often included within this group. This helps us to ensure that resources are being used in the best manner and helps us to identify any changes, which may be required. The data showed that within the most significant areas the school's costs/expenditure were generally in line or just below that of other similar schools.

Review of School Development Plan 2016/2017 – Governors had received a detailed report prior to the meeting and agreed that good progress had been made with the targets.

Identifying Priorities for School Development Plan 2017/2018 –

Governors received a full and detailed document identifying areas for their consideration as priorities to be included in the SDP for 2017/2018:

Following further consultation with Staff, the new priorities will be proposed for approval at the full Governing body meeting on 13th March.

Devolved Formula Capital Allocation

Following completion and funding of the new Year R extension and linked resources, the balance remaining in the DFC stands at £284.63. A small amount of additional funding is expected in the new financial year.

School Self-evaluation – Whole School Monitoring – Steve Longley and Jean Hall will focus on Teaching, Learning and Assessment as visiting Governors this term. Their report will be sent out prior to the Summer term meetings.

Leadership and Management will be the focus of a light touch review this term by Caroline Spencer and Andy George. Their report will also be sent out prior to next term's meetings.

Policies: the following policies were reviewed and recommended for approval by the Governors in brackets:

Finance (Martin Evans /Andy George) – recommended for approval

Best Value Statement (Martin Evans /Andy George) – recommended for approval

Governors approved the Policies.

Personnel

Teaching Staff – changes since the last report:

Year 3

Helen Desmond was appointed to cover the maternity leave post in Class 3JE and commenced 5th December following a very effective hand-over period with Mrs Jordon-White.

TLR 3 Roles

Consideration will be given to changing some aspects of the curriculum because of a significant gender imbalance in Years 1 and R. Both Year groups have a very high proportion of boys and the aim would be to adapt our curriculum and learning styles to take into account the needs of a large group of boys, whilst also remembering to provide for the needs of the smaller groups of girls. This would be a whole school project.

Performance Management / Pay awards – Performance Management reviews for all Teaching staff took place in the Autumn term. New targets had been set in line with the new Pay Policy. Interim review meetings to monitor progress are scheduled for this term. Those teachers eligible to progress on to or further along the Upper Pay Scale were successful, following two positive Annual Performance Management Reviews.

Policies

Staff Guidance for using Social Networking Sites (Steve Longley) – defer to Property and Curriculum Committee meeting on 1st March

This is an existing Policy that has not been subject to significant change.

Any Other Business - None

The meeting closed at 5.05pm and Governors were thanked for their attendance.

JMR/Feb 2015