

Redlands Primary School

Finance Personnel and Resources Committee meeting on Wednesday 21st October 2015 at 18:30

Minutes

Present

Sarah Bergson
Sue Black
Maurice Dixon (Vice Chair)
Edith Rigby
Valerie Rudman - Business Manager
Stuart Singleton-White (acting Chair)
Miriam Barlow – Clerk

Welcome

1. Apologies

- 1.1. Apologies were received from Ruth Gilson and Graham Kneebone and were accepted by the Committee.
- 1.2. Absences: Munir Chowdhury, Kris Jones

(Item 2 was taken at the end of the meeting, after AOB)

2. Election of Chair and Vice Chair

- 2.1. **Vice-Chair:** Maurice was proposed by Stuart, seconded by Sarah and approved by the Committee.
- 2.2. **DECISION:** Maurice Dixon was appointed as Vice-Chair of the Finance Personnel and Resources Committee for 2015-16.
- 2.3. **Chair:** Edith expressed her willingness to stand as Chair, except that she can often not arrive at the meeting for the start. Two suggestions were made: (1) that we change the start time of the meeting (2) that the Vice-Chair could Chair the first part of the meetings.
- 2.4. Absent members of the Committee may be able to stand as Chair. **ACTION:** Miriam to find out whether an Associate Governor can be Chair of a Committee. **ACTION:** Stuart to speak to other members of the Committee about Chairing.

3. Declaration of interests

- 3.1. There were none declared.

4. Committee terms of reference

- 4.1. These will be signed when a Chair is appointed. **ACTION:** c/f

5. Pay Committee terms of reference

- 5.1. These will be signed when a Chair is appointed. **ACTION:** c/f

6. Minutes of the meeting 11th March 2015 (attached and distributed to committee members)

- 6.1. These were proposed by Sarah Be, seconded by Maurice, agreed by the Committee and signed by the acting Chair.

7. Matters arising from the minutes

- 7.1. 4.4. – **ACTION:** Modern Governor will be added as an item on the next agenda to see how many people are using it.

8. Polices reviewed by Head teacher (attached):

- 8.1. Charging policy
- 8.11. This was noted by the Committee.

9. Polices for review by Committee (attached):

- 9.1. Premises policy
- 9.2. Pay policy

9.21. **ACTION:** This will be circulated to the Full Governing body.

9.3. The policies were proposed by Sue, seconded by Maurice and approved by the Committee.

10. Pay Committee membership

10.1. The Committee is currently Kris and Maurice.

10.2. Maurice was proposed by Stuart, seconded by Sarah Be and approved by the Committee.

10.3. **DECISION:** Maurice Dixon was appointed as member of the Pay Committee for 2015-16.

10.4. **ACTION:** Miriam will find out if OK for Kris to be on Pay Committee.

Edith Rigby arrived.

11. Private fund accounts - attached and distributed to committee members.

11.1. The Governors noted the accounts.

11.2. **QUESTION:** There is no cake sale money recorded for year 2 and year 6. Answer: Year 2's cake sale money is recorded towards the end of the spreadsheet. Year 6's cake sale money went towards their leavers' events and, therefore, did not go through the private fund. **ACTION:** Val will check this.

11.3. The Private fund accounts were proposed by Stuart, seconded by Sue and approved by the Committee.

12. Appoint Auditor for private fund accounts 2014/15

12.1. **DECISION:** The Committee are happy to continue with the current auditor.

12.2. **ACTION:** The Committee asked Val to pass on their thanks to the auditor.

13. Bank statement reconciliation

13.1. This was noted by the Governors.

14. Financial Procedures Document – prior to going to FGB

14.1. There was a query on p6 – we need to cross reference the ToR for this committee to the Financial Procedures Manual. There were a few minor changes to make on p9.

14.2. **ACTION:** This to go to FGB.

15. Register of Certifying Officers

15.1. This was noted by the Committee and signed by the Chair of Governors.

16. School Energy Account

16.1. This was noted.

17. Premises Update

17.1. The kitchen is finished with a few outstanding bits. It is up and running.

17.2. The fire escape exit is fine.

17.3. We are back to whole school assemblies, which is great.

17.4. The two weeks where we had to do only packed lunches worked OK. Alfred Sutton School were very helpful with this.

17.5. The census day worked well.

18. Elect Governor to oversee Schools Financial Value Standard/Statement of Internal Controls + checklist (March/April 2016)

18.1. Maurice Dixon was proposed by Stuart, seconded by Sue and approved by the Committee.

19. Staffing update

19.1. Sarah Be circulated the updated staff list.

19.2. **QUESTION:** Are we expecting any further staff changes? **ANSWER:** Yes, 2 maternities in Year 1 and FS2. We have recruited for the Year 1 post. The FS2 post is being covered internally until Christmas and a new member of staff has been recruited to cover the remainder of the maternity leave from January.

20. Staff training update

20.1. The budget is tight. The staff development plan was circulated prior to the meeting and is a “live” document which will be updated throughout the year as training is booked.

21. AOB

21.1. Nursery when full has 40 children. The current number of children in nursery is 24. There are a further 10 places allocated for January giving a total of 34 children. The shortfall will mean a clawback of £15,188 at the end of the financial year.

21.2. In September 2016 there will be 12 children remaining in the nursery and we currently have 28 children on our waiting list who would be eligible to join us.

21.3. **QUESTION:** What has caused the lack of children? **ANSWER:** Probably because we are the most oversubscribed primary school in Reading, and parents are realising that it is very difficult to get in and are choosing Nurseries at a school they are likely to get into. Governors need to be aware that when we started to allocate places for September 15 the waiting list had 61 eligible children and 39 declined the offer of a place.

21.4. **QUESTION:** Would the numbers be enforced? **ANSWER:** There are regulations that determine how many children we have to take.

21.5. **ACTION:** This to be added as a rolling FPR item from now on.

Hand-outs: Staff list

The meeting closed at 19:35