

PATCHAM INFANT SCHOOL  
GOVERNING BODY  
MINUTES

<b>Meeting of:</b>	<b>FINANCE RESOURCES and OPERATIONS COMMITTEE</b>
<b>Date/Time:</b>	19 <sup>th</sup> October 2016 4.30
<b>Location:</b>	Meeting Room
<b>For:</b>	Governors and Amanda Breeds
<b>Quorum:</b>	3 (4 from next meeting)
<b>Present:</b>	Governors (voting) Andy Ahmad-Walsh (AW) Ron Guilford (RG) Chair of Governors Helen Filson (HF) Andy Flowerday (AF) Thomas Rhodes (TR) Chris Taylor (CT) Headteacher Claire Wickham (CW) Other (non-voting) Amanda Breeds (AB) School Business Manager Janet Johnson (JJ)
<b>Apologies:</b>	Nina Taylor (NT) - accepted

	<b>DISCUSSION and DECISION</b>	<b>ACTIONS</b>
1	<b>WELCOME, APOLOGIES for ABSENCE</b> RG welcomed everyone to this, the inaugural meeting of Finance Resources and Operations (FRO) committee. Apologies were considered.	
2	<b>DECLARATION</b> of interest in agenda items No new declarations of interest were made when invited. It was agreed all could stay throughout with the exception of the consideration of pay items.	
3	<b>ELECTION OF CHAIR</b> RG reaffirmed his intention to step down as chair of this committee as soon as possible so a new Chair of Committee was required. Both subject matter and Chair training was available and it was recommended governors on this committee undertook appropriate training. RG would also discuss this with NT.	All  RG
4	<b>BUDGET UPDATE</b> Governors had already received and considered the current projected outturn and summary by cost centre along with commentary on anomalies and AB now invited questions. <b>Is there anything you wish to raise?</b> <ul style="list-style-type: none"> <li>There will be a carry-over on teaching staff as a teacher on higher pay (UPS) left and was replaced by a newly qualified teacher (NQT).</li> <li>The supply budget at £10k was looking good at the moment but winter was coming.</li> </ul>	

PATCHAM INFANT SCHOOL  
GOVERNING BODY  
MINUTES

	<ul style="list-style-type: none"> <li>• There is an overspend on midday supervisors and underspend on Teaching assistants as a couple have been needed to look after individual children.</li> <li>• The grounds expenditure was urgent – wasp nests and fencing.</li> <li>• CT informed the school would like a further £10k next year to complete fencing and improvements to the grounds and the new fundraising team had indicated they would help with regard to the development.</li> <li>• Utilities were still unknown.</li> </ul> <p><b>What insurance for staff absence do you get?</b> This was clarified.</p> <p><b>Is the supply staff a fixed rate?</b> It depends what level they are at. CT the highest we have is a 6. Luckily here we do not need to use agency staff as all the supply are in house and local. It is good that they can come at short notice and they do know the expectations of the school. Another factor in keeping supply costs low this year has been membership of the partnership which contributes to supply costs related to training. Supply will be needed to cover the pupil progress and appraisal meetings.</p> <p><b>What are you doing about the nursery roll?</b> We may charge for extra sessions and preferably offer a further 15 hours block. Apart from the two nursery schools we are the most full in Brighton.</p> <p><b>Will you have much interest?</b> Probably 3 or 4 families. We will have to make sure we don't fill up for the 30 free hours.</p> <p>TR arrives 16.47</p> <p>AB advised the pool roof needed attention and funds received from fundraising will go towards that along with any savings from this year's swimming funds. Quotes would be requested.</p> <p>Governors were pleased with the budget running to plan and one recalled the budget had looked worse in previous years. In discussion governors shared CT's opinion that the DSG portion of the budget remain with the local authority (LA) not only as they had the buildings and contracting expertise but the school did not have contingency funds. Governors noted the devolved formula capital available continued to reduce year on year. This was for use with specific capital projects and difficulties in coming years were envisaged.</p> <p><b>Do you have anything planned internally?</b> We are still a priority for asbestos removal.</p> <p><b>Will the LA do that?</b> Yes and also the flat roofs but lowering the ceiling in the hall would not come from that budget. The shelter might be replaced. This year's funds covered flooring and paths in the playground.</p> <p>AB was thanked for her assistance in keeping to budget and leaves 17.00.</p> <p>Matters turned to item 6.</p>	
5	<p><b>MINUTES from Previous Meeting (of Finance and Personnel)</b></p> <p>The minutes from the last meeting of the Finance and Personnel meeting were agreed to be an accurate record and signed accordingly.</p>	
6	<p><b>MATTERS ARISING</b></p> <p>761 The breakfast club has a waiting list. Another member of staff has been employed and the expectation was that another member of staff was leaving soon.</p>	

	<p><b>Does it generate income?</b> A little but it is mainly for supporting families.</p> <p>6.2 Benchmarking. AB had done some of this with the partnership and CT had used the school information pack. The school compared well with infant schools achieving similar results. There was good value for money. Over time if we retain our staff it will become more expensive but outcomes based on the money spent were good. It was agreed benchmarking was a useful tool to highlight areas where questions should be asked; however, the context needed to be considered.</p> <p>6.3 Costing the school improvement plan. CT advised the most recent operational plan was having costs included.</p> <p>6.4 Business continuity plan. This was deferred.</p> <p>6.5 Governor attendance at appropriate staff meetings. RG offered to attend.</p> <p>6.6 Staff survey. CT advised staff will be consulted prior to the survey regarding how it should be done in an attempt to increase response rate.</p> <p>6.7 Skills audit. This was not discussed.</p>	<p>RG</p> <p>RG TR?</p> <p>RG</p> <p>RG</p>
7	<p><b>TERMS of REFERENCE</b></p> <p>These were considered. It was agreed to recommend the following amendments to the full governing body for approval.</p> <ul style="list-style-type: none"> <li>Increasing the quorum to 4 with the proviso at least 3 must not be members of staff</li> <li>Amending 'recommending' the budget to 'agreeing' the budget.</li> </ul> <p>JJ informed the scheme of delegation would also need to be so amended and approved by full governing body.</p> <p>In discussion the following were also agreed:</p> <ul style="list-style-type: none"> <li>Chairs of committee should have responsibility for co-ordinating the training requirements of the committee.</li> <li>Policy monitoring was to be on every agenda.</li> <li>Each policy being monitored by governors would have a linked governor.</li> <li>Governors would visit the school in accordance with monitoring frequency requirements of the policy to evaluate the effectiveness of the policy and report back to committee with their findings and recommendations. The school would bring any revised policy wordings for approval to committee via the link governor.</li> <li>Individual governor links are noted at item 11</li> </ul> <p>JJ would circulate training and visit report proformas.</p>	<p>IL</p> <p>IL CT</p> <p>RG IL</p> <p>RG JJ</p> <p>All</p> <p>JJ</p>
8	<p><b>APPOINTMENT of PAY COMMITTEE</b></p> <p>CT HF and CW withdrew from the meeting.</p> <p>It was agreed governors remaining would form the pay committee.</p>	
9	<p><b>HEADTEACHER PAY DECISION</b></p> <p>RG IL and Robert Lenton had formed the headteacher's performance management panel. They had met regularly with CT during the year to discuss progress and with the external advisor Linda MacMillan, the school partnership advisor for the final review. The pay committee now approved the recommendation made by the final review panel.</p> <p>CT was recalled, thanked for all his achievements and advised of the decision.</p>	
10	<p><b>APPRAISAL UPDATE AND TEACHER's PAY DECISIONS</b></p>	

	<p>Governors had already received and considered the anonymised data showing the appraisal summary. CT informed there were lots of successes in the school, including outcomes and building learning power. All staff worked hard at their level. In discussion the impact of teachers on UPS scale was considered.</p> <p>The Pay committee approved the recommendation of CT for the deputy headteacher's pay and the other teachers.</p> <p><b>How many do HF line manage?</b> 4 and mentors two.</p> <p>HF was recalled, thanked by CT and all for her hard work and advised of the decision.</p> <p>CW returned.</p> <p>❖ <b>The appraisal policy was approved.</b></p>	
11	<p><b>POLICY MONITORING</b></p> <p>Individual links to the policies were agreed:</p> <p>TR - Accessibility plan, premises management documents, health and safety, Business continuity plan</p> <p>AF – Single central record (safer recruitment), statement of procedures for allegations of abuse (included in child protection policy), Child protection</p> <p>RG – Charging, governors allowance</p> <p>NT – Data Protection and Freedom of information</p> <p>HF - Complaint Procedures</p> <p>CW – Appraisal and capability, supporting pupils with medical conditions</p> <p>CT – Nursery admissions, Staff Discipline, conduct and grievance.</p> <p>IL would review against the list and allot any further policies.</p>	
12	<p><b>PAY POLICY</b></p> <p>Governors had already received and considered the pay policy 2016/17 which had been completed in accordance with the LA's model policy drawn up following staff and union consultations.</p> <p>❖ <b>The Pay policy was approved and the pay committee would monitor it. It would be due for review Sept 2017.</b></p>	JJ
13	<p><b>GOVERNOR VISITS</b></p> <p>13.1 Health and safety/premises.</p> <p>A governor had attended an external inspection of the premises with CT and the premises manager. They had used the new premises inspection documents from the Health and Safety team at the LA. This had now been tailored to the school and nothing particularly onerous had come to light. Two trip hazards were identified.</p> <p>The internal inspection was next and this would include accessibility. CT advised a Health and Safety audit was now due.</p> <p>13.2 Health and Safety/safeguarding.</p> <p>A governor advised a further meeting of the Patcham Infant Junior and High School governor and lead team had taken place. Shared training had commenced and the alignment of SIMS data resolved. CPOMS was continuing to be rolled out.</p> <p><b>Have mobile phones been an issue at this school?</b> Not with pupils but occasionally with parents and social media.</p> <p>There being no further business, the meeting closed at 18.04</p>	

PATCHAM INFANT SCHOOL  
GOVERNING BODY  
MINUTES

	OWNER	ACTION	DUE BY
3	ALL RG RG	Liaise and make arrangements for the work of the chair of committee to be taken on by others, All to upskill as needed Discuss with NT	Next meeting 7.11.16
6.3	RG	Continue to oversee costing of plans	
6.4	RG TR	Liaise re BCP	
6.5	RG	Attend staff meetings as appropriate and report back	22.2.17
6.7 &7	RG, IL	Take forward skills audit /identify training	
7	IL	Amend terms of reference. Circulate.	29.11.16
7	CT	Arrange for scheme of delegation to be amended ready for FGB approval	29.11.16
7	RG IL	Note for future agenda re policy monitoring	15.1.17
7	All	Take action to meet monitoring requirements <ul style="list-style-type: none"> <li>- Note policy vision and monitoring sections</li> <li>- Check <a href="http://www.beem.org.uk/">http://www.beem.org.uk/</a> Training. Role (governor) for suitable training and book.</li> <li>- Check on Gel <a href="http://www.gelregistration.co.uk/">http://www.gelregistration.co.uk/</a> register (LA) and complete modules</li> <li>- Check school improvement plan and how the policy relates to it</li> <li>- Consider what information you may need to enable assessment of effectiveness</li> <li>- Meet with school link – scrutinise evidence and write report with findings and recommendations. (first meet might be an overview and discuss the best way of providing the information you need).</li> <li>- Circulate report and submit as agenda paper for next meeting and be prepared to take questions.</li> </ul>	14.2.17
	JJ	Up-date policy records	22.11.16