

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Committee	FINANCE and PERSONNEL
Date/Time:	23 rd October 2015 8 am
Location:	Meeting Room
For:	Governors
Distribution:	FP committee and Amanda Breeds
Attendees	Chris Taylor (CT) Headteacher Ron Guilford (RG) Chair of Governors Elaine Thompson (ET) Chair of Committee Janet Johnson (JJ) Clerk

	DISCUSSION AND DECISIONS	ACTION
1	WELCOME and apologies for absence ET opened the meeting and advised apologies had been received from Helen Emerson. Robert Lenton's absence was noted.	
2	DECLARATION of interest in agenda items No new declarations were made.	
3	MINUTES These were agreed as an accurate record of the last meeting and signed accordingly.	JJ ET
4	MATTERS ARISING It was considered there were no important matters arising for discussion.	
5	BUDGET OUTTURN 2015/16 Governors had already received and considered the current expenditure against budget and the Consistent Financial reporting document, along with explanations of anomalies. ET signed the documents. A governor had sampled the reconciliation between the two and queried the Teaching staff figure. This was resolved. AB reported the school was in a good position and that staff had the funds to meet with their requirements. It was noted that with the cold weather approaching supply teaching costs were expected to increase along with utilities and AB confirmed the figure for utilities was as per the local authority (LA) recommendation. Governors had noted there were a number of zeros and this was explained to their satisfaction. How have you been keeping the printing costs so low? The contract was good and keeping a higher profile on the issue. There was	

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	likely to be a partial off-set from the ICT budget as more of these had been purchased. CT and AB were thanked for their work in continuing to keep the budget under control.	
6	<p>Finance report</p> <p>6.1 Nursery AB advised there were currently 6 spaces and some clawback was expected as funds had been received on the basis of last year's census when numbers were 4 higher. Governors had previously been concerned this would have an adverse impact on the budget and the school had been considering filling spaces from a younger age group or offering extra sessions. Being mindful of the extra administrative and teaching costs involved, along with the likelihood of problems linked to the need for selective admission criteria, governors supported the decisions not to proceed and for recruitment to start earlier next year with a small advertising budget.</p> <p>6.2 School Financial Value Standard (SFVS) Governors had received the up-dated action plan. RG had met with AB and confirmed the actions were proceeding to plan.</p>	
7	<p>Pay 2014/15</p> <p>Teaching staff. In the absence of the 3 governors required for the pay committee the recommendation was for this to be approved by FGB.</p> <p>Headteacher. CT withdrew. RG reported the HTPM panel had met 4 times, most recently with the external advisor, to review performance against the objectives. The recommendation to put to FGB was agreed.</p>	ET
8	<p>SCHOOL IMPROVEMENT MONITORING</p> <p>The operational plan up-dated for 2015/16 was received and accepted. In addition to its primary function of ensuring the development plan was financed it was decided this committee's involvement was linked to Theme 2 ensuring sports funding has maximum impact, and Theme 4 ensuring value for money for pupil premium. Link governors were already in place for these two areas and attention turned to the plan. Governors agreed that it would be easier to compare the cost effectiveness of the different strategies if the resources were fully costed. Can, for example items such as 'Time with Heads' be costed? In discussion CT agreed to attempt to do this.</p>	CT
9	<p>SCHOOL IMPROVEMENT MONITORING*</p> <p>9.1 The meeting's Aspect: Sports Funding Governors had already received and considered the sports funding report which was published on the website. Their vision of a healthy, sporty school with lots going on was entirely met.</p> <p>9.2 Governor Visits</p>	

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	<p>ET was due to visit and would report at the next meeting.</p> <p>9.3 Governor Training Governors had not attended any training relevant to this committee since the last report. JJ reported back from the data protection session at the Clerks' forum. A model policy from the LA would not be available. It was recommended governors discharge their duties by obtaining sight of the training register signed by staff and governors, confirming they had read and would work within related policies. Governor email communications were also discussed. These would be covered at a later date.</p>	<p>ET CT</p> <p>ET RG</p>
10	<p>POLICIES –</p> <p>10.1 Pay 2015/16 The Pay policy, drawn up and amended within the restrictions of the model Brighton & Hove policy had already been considered. It had been agreed by the unions. Were the highlighted areas of significance? No. It was agreed this would be recommended for approval at FGB subject to the amendment of the dates within to 2015. The pay and appraisal review and monitoring system by governors would be reviewed.</p> <p>10.2 Whistleblowing The policy had been circulated and JJ advised a new model policy had been produced by the LA. The LA policy adoption advice sheet was received and accepted. The policy now provided a mechanism for anyone to raise a concern. Governors approved the adoption of the LA model policy and satisfied themselves it would be well publicised including on the website. JJ checked the contact details for CT and RG were correct and the Headteacher would be named in section 9.</p>	<p>ET</p> <p>JJ CT</p>
11	<p>Staffing up-date</p> <ul style="list-style-type: none"> • The staffing structure was presented with no changes since the last budget. All new staff had settled in well as had those with new roles. • There had been difficulty in the recruitment of mid-day supervisors. • Higher Level teaching assistants were covering for two afternoons to release staff for leadership time. <p>Governors were clear their vision was of well supported lunchtimes; it was crucial to development and was a time of learning. They supported the schools decision to arrange cover from teaching assistants and to continue to think of creative ways round the difficulty.</p>	
12	<p>Date of Next Meeting 18.1.16 At the next meeting the draft budget 16/17 and projected outturn 15/16 would be discussed, as would any policies due for monitoring or review. There being no further items for discussion, the meeting closed 9.00</p>	<p>AB ET</p>

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	OWNER	ACTION	DUE BY
7	ET	Take action as appropriate. Take to FGB	
8	CT	Cost plan.	Next committee meeting
9.3	ET CT	Discuss approach to governor duties under data protection	
9.3	ET RG	Discuss approach to governor email communications	FGB
12	AB	Ensure papers sent to JJ	11.1.16
12	ET	Receive FP policy list from JJ, liaise CT as appropriate and prioritise	

Signature of minutes recorded in minutes of following meeting.