Minutes of Governors’ Staffing and Finance Committee held on Thursday 18th October 2018 at 5:00pm

Present:
Mr Robert Jones (Headteacher)
Mark Eaves-Seeley (parent governor and Chair of Governors)
Charlotte Bull (parent governor)
Eleanor Taylor (parent governor)
Dawn Rottenbury (co-opted governor)

By invitation: Ms Rebecca McAnulty (DHT)
Ms Fay Tilley (DHT)
Ms Judy Kimberley Schools Financial Services FO
Ms Karen Baker (SBM)

In attendance: Mrs Janice Moorhouse (clerk)

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<td>1.</td>
<td><strong>Apologies for absence</strong>&lt;br&gt;Apologies for absence received and accepted from Emma Hughes (co-opted governor)</td>
<td>Action</td>
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<td>2.</td>
<td><strong>Agreed:</strong> Charlotte Bull to chair the staffing and finance committee</td>
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<td>3.</td>
<td><strong>Minutes of the previous meeting</strong> held on Thursday 21st June 2018&lt;br&gt;The minutes of the meeting were agreed as a true and accurate record. The minutes were signed by the chair and handed to the HT for filing in school.</td>
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<td>4.</td>
<td><strong>Matters arising.</strong>&lt;br&gt;<strong>Item 4:</strong> clerk reported the skills matrix was sent to Ms Hughes.&lt;br&gt;<strong>ACTION:</strong> Chair of Governors to follow up with Ms Hughes&lt;br&gt;<strong>ACTION:</strong> all governors to complete the matrix. Skills Matrix to be collated/analysed for the next meeting&lt;br&gt;<strong>Item 5:</strong> HT to follow best practice on spending. HT reported three quotations were being sought for all items of expenditure.&lt;br&gt;<strong>Item 6:</strong> IT disposal: HT reported certificate of disposal obtained. Al equipment recycled under Waste Electric and Electronic Equipment (WEEE) regulations.&lt;br&gt;<strong>ACTION:</strong> HT: certificate to be made available to governors&lt;br&gt;<strong>Item 9:</strong> swimming proficiency figures: year 6 whole year group&lt;br&gt;swim confidently, competently and proficiently over a distance of at least 25m: 28.6%&lt;br&gt;use a range of strokes effectively: 7.1%&lt;br&gt;perform safe self-rescue in different water based situations: 61.4%&lt;br&gt;<strong>ACTION:</strong> HT: pupils’ proficiency figures from the start of year 3 to be presented.</td>
<td>C of G Governors/HT&lt;br&gt;HT&lt;br&gt;HT</td>
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<td>5.</td>
<td><strong>Completion of pecuniary interest forms</strong>&lt;br&gt;<strong>ACTION:</strong> clerk: forms to be circulated to all governors</td>
<td>clerk</td>
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<td>6.</td>
<td><strong>Terms of Reference</strong>&lt;br&gt;Terms of reference agreed as presented</td>
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<td>7.</td>
<td><strong>Budget monitoring</strong>&lt;br&gt;FO presented Financial Monitoring report 2018/19 covering the period from 1st April to the 4th October ’18 (circulated before the meeting)&lt;br&gt;2017/18 surplus balance: £142,115&lt;br&gt;Appendix B: suspense: 66 items (total of £14,504) relating to purchase card transaction and income.</td>
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Appendix C: variance. FO reported the variance with City ledger was nil. A variance within the school was being investigated. An estimated 2018/19 inyear surplus of £42,817 Noted: a low teacher:pupil ratio of 19:1 was impacting on the financial health of the school.

Appendix D: virements: content noted and signed by the chair of the committee
Appendix E: orders >£10k: content noted

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<td>• Review staffing overview</td>
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<td>• Proposals for After School Club(AFC) vacancy</td>
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Agreed

**Governor asked if the AFC was breaking even**

SBM reported this was not yet clear. Three staff members had left. 15/16 hours lost. The TA would pick up those hours.

• Lunchtime supervisor role advertised
HT reported role advertised to allow for more flexibility at lunchtime
Currently 12 lunchtime supervisors working in school. The pastoral team has requested a restructure at lunchtimes.
Agreed

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<th>9. Performance Management update</th>
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<td>HT reported HT performance management not yet completed.</td>
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<td>Chair of governors, chair of the S&amp;F committee and the HT to meet with the external reviewer on Tuesday 6th November to review previous targets and set new targets.</td>
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Staff Performance management completed. HT reported all those that could would move up their pay scale including one moving onto the upper pay scale.

**Governor queried the process of moving from main scale to UPS**

HT reported the staff member to present documents to support moving through the threshold and that we have the Career Stage Progression Policy to guide but there is no standard template.

Teacher appraisal targets: two generic targets and one target bespoke to the role of the individual staff member.

**ACTION:** Chair of governors, chair of the S&F committee to check on the process followed and decisions made

DHTs and SBM performance management to take place in the second half of the autumn term.

• Model Pay Policy for Schools 2018

**ACTION:** policy to be emailed to governors

A list of the decisions made in 2017 on the discretionary powers to be emailed to governors
Policy to be recommended for approval at the FGB meeting on Thursday 15th November '18.

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<th>10. Review of pupil premium and sports premium spending (circulated before the meeting)</th>
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<td>• Sports premium</td>
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C of G/ committee chair

Clerk

C of G
| **2017/18** | 46% of pupils accessed after school clubs (153 pupils)  
Allocation: £19,300 spending: £25,409  
HT reported an increase in pupil engagement with sport and PE. A positive impact on physical fitness, healthy lifestyles, skills and behaviour.  
**2018/19**: 50% of pupils accessing after school clubs (165 pupils)  
• Pupil premium  
2017/18: 178 pupils eligible for pupil premium: £257,540  
2018/19: 177 pupils eligible for pupil premium: £242,840  
**ACTION**: pupil premium governor to meet with HT and report back at FGB meeting |
| **11.** | **Governor financial skills matrix**  
**ACTION**: committee members to complete and return to the HT |
| **12.** | **Review HT financial delegation limits** |
| **13.** | **Policies**  
• Charging and remissions policy (circulated before the meeting)  
Governors agreed to adopt the policy as presented for use in the school. |
| **14.** | **Any Other Business**  
• Finance guidance from the LA  
• The FO and the SBM presented the new documentation (circulated before the meeting) and explained the processes required.  
• Schools financial efficiency: top 10 planning checks for all governors  
• Budget Setting and Budget Monitoring Checklist for the Full Governing Body  
• Budget monitoring summary report for all governors  
**Date of next meeting**: Thursday 12th March 2019 5pm  
The meeting closed at 6.30pm | KJ  
Committee governors