

College Town Infant & Nursery School



Quality Education in a Caring, Happy Environment

MINUTES FOR THE STAFF, SITES AND FINANCE COMMITTEE MEETING

15th January 2018 at 7pm

Present:

| | |
|--------------------|------------------------------------|
| Tony Whiddett (TW) | Committee Chair, Co-Opted Governor |
| Rita Carvosso (RC) | Chair of Governors, LA Governor |
| Trudi Sammons (TS) | Head Teacher |
| Jenny Hipkin (JH) | Vice Chair, Co-opted Governor |
| Emma Batten (EB) | Staff Governor/Early Years Leader |
| Toni Barton (TB) | Parent Governor |
| David Spence (DS) | Co-Opted Governor |

Apologies:

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|---------------------------|-------------------|
| Katharine Middlemiss (KM) | Co-Opted Governor |
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In Attendance:

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| Cath Wadsworth (CW) | School Business Manager |
| Jackie Frew (JF) | Clerk |

| Minute No. | Details | Action by |
|------------|--|----------------------------|
| 1.0 | Apologies: KM had to leave after the FGB, so was unable to attend the finance meeting. | |
| 2.0 | Declaration Of Interests No declarations | |
| 3.0 | Approval of Previous Minutes: Approved as a true representation of the meeting held on 6/11/17. The minutes were signed by TW. Actions: Flooring will be re-done in Feb | Proposed TW Seconded TS |

| Minute No. | Details | Action by |
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| | There was no change to the TOR. | |
| 4.0 | SITE REPORT – covered in FGB meeting item 11 | |
| 5.0 | <p>HEAD TEACHER REPORT</p> <p>CW requested that a governor to do a site walk each term.</p> <p>Action: DS to do site walk this Spring term</p> <p>CW requested approval for spending to replace the nursery doors. This was approved. DS proposed RC seconded</p> | DS |
| 6.0 | FINANCE UPDATE (see separate report) by CW | |
| 6.1 | <p><u>Budget</u> CW reported that the school would save on the HT's salary once she was being shared with the Juniors.</p> <p>JH asked why they used an agency. CW explained that they used an agency plus a list of supply teachers from Bracknell Forest, although most BF teachers were already allocated to schools and it was not clear which days they had available.</p> <p>The training budget had been increased, with £1K being spent on new safeguarding credits.</p> <p>The school needed to purchase a significant amount of new fire equipment this year.</p> <p>Numbers had reduced at the Wake Up club with children going to the Junior school club.</p> <p>Wall carpeting in nursery needed replacing at a cost of £3-4K. Other spending decisions were on hold until they knew the outcome of the proposed merger.</p> <p>DS asked about finalising the carry forward. CW said they would know once the next budget had been finalised, but would not need to confirm until June. She anticipated that they would need the carry forward for the following year. TS added that they would need a new staff member for the Junior school.</p> | |
| 6.2 | <p><u>Indicative Budget</u> CW told governors that funding was reducing with a 10% drop in pupil numbers. TW asked the reason for the drop. CW replied that they had a smaller intake in Reception, reflecting the lower birth rate. The nursery had not been impacted. She would need to review staffing requirements once she knew the intake for September. The forecast was based on retaining the current number of classes. The school has enough contingency to cover this year's reduction in numbers, but will need to consider</p> | |

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| 6.3 | <p>grouping classes vertically if numbers continue to fall.</p> <p><u>General Data Protection Regulations (GDPR)</u> CW circulated '12 Steps' taken from the ICO website. She said Bracknell Forest SIMS had updated their system to reflect GDPR requirements, for example they were able to provide data if requested by a parent, and tidy up the data. The school was waiting for further instructions before appointing a data protection officer. CW had been told that the SBM could not be the DPO. TB asked about teacher notes. CW replied that they would need to review what data they held in school. The governors considered forming a governor working party, to include DS. CW agreed that a governor's input would be useful. DS pointed out the need for Bracknell Forest to provide guidelines on how schools should manage their data.</p> <p><i>JH left the meeting at 7:44pm</i></p> | |
| 6.4 | <p><u>SFVS</u> The governors were not ready to approve this. Following the meeting, the SFVS was approved by governors via email.</p> | |
| 6.5 | <p><u>Inventory</u> The governors reviewed the list. TW queried whether any equipment was still being used that needed replacing/disposal. CW replied that they needed to dispose of the older laptops.</p> | |
| 7.0 | <p>POLICIES</p> <p>The governors approved adopting the latest versions of the Bracknell Forest HR policies: Capability Procedures, Staff Code of Conduct, Disciplinary Procedures for HT, Disciplinary Procedures for Staff, Grievance Procedure, Teacher Appraisal Policy, Whistleblowing Policy.</p> <p>JF suggested that they simply include a link for staff to the HR policies on the BF schools management website. Any significant updates to HR policies are listed on that webpage.</p> | |
| 8.0 | <p>Part 2 Minutes</p> <p>No part II minutes</p> | |
| 9.0 | <p>AOB</p> <p>CW told governors that Bracknell Forest had increased the cleaning contract cost, but she preferred to remain with them. TB asked whether the company would remain the same. CW replied that the company was changing although the staff would be retained.</p> | |
| 10.0 | Date of next meeting: | |

| Minute No. | Details | Action by |
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| | 19 March to follow FGB at 5pm The meeting ended at 8pm. | |

APPROVAL OF FINAL MINUTES

Name:

Signature:

Position:

Date: