College Town Infant & Nursery School

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 **Quality Education in a Caring, Happy Environment**

MINUTES FOR THE STAFF, SITES AND FINANCE COMMITTEE MEETING

**19th March 2018 at 5pm**

**Present:**

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| **Tony Whiddett (TW)****Rita Carvosso (RC)** | **Committee Chair, Co-Opted Governor** **Chair of Governors, LA Governor** |
| **Trudi Sammons (TS)****Jenny Hipkin (JH)** | **Head Teacher****Vice Chair, Co-opted Governor** |
| **Emma Batten (EB)****Toni Barton (TB)****David Spence (DS)****Apologies:****Katharine Middlemiss (KM)** | **Staff Governor/Early Years Leader****Parent Governor****Co-Opted Governor****Co-Opted Governor** |
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| **In Attendance:** |  |
| **Cath Wadsworth (CW)****Jackie Frew (JF)** | **School Business Manager****Clerk** |
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| **Minute No.** | **Details** | **Action by** |
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| **1.0** | **Apologies:**KM apologies. TB had advised that she would be late. |  |
| **2.0** | **Declaration Of Interests**No declarations |  |
| **3.0** | **Approval of Previous Minutes:**Approved as a true representation of the meeting held on 15/1/18. The minutes were signed by TW.Proposed RCSeconded JHActions: DS had done a site walk the previous week. |  |
| **4.0** | **SITE REPORT**CW told governors that the roof had been repaired, nothing else major was anticipated.The governors had been asked by email to approve the purchase of artificial turf for the field, costing £7.5K, and had confirmed via email. Two new picnic tables, four recycling bins and a shed had also been installed.The doors had been delayed as the LA needed to check them against new regulations; they were likely to be installed at Easter; the change would not affect the cost.FS2? flooring had been installed.DS had checked the new work (roof, flooring, shed, tables) plus the playground and walked around the Junior school. He reported that it all looked good. He would do a second site walk that week. **TW asked when they should start monitoring the Junior site.** TS said they would do so from September. **DS asked when they could start to share the environmental centre at the Juniors.** TS said they would need to wait until September when the sites merged. |  |
| **5.0****5.1****5.2****5.3****5.4** | **FINANCE UPDATE** (see separate report) by CWCurrent Financial ReportAn extra £18K received for the nursery would show in the March statement. CW would include staff changes in the new budget. The overspend in repairs and maintenance was due to the new flooring plus £10.5K spent on the outdoor area (turf, bins, tables, shed).**TW asked whether there was any clawback on school meals.** CW replied No, since they were always billed retrospectively. As a result of the 2 day snow closure, IIS had requested a contribution of the Infant free school meal funding to help cover their costs. CW felt this was reasonable. DS had no issue with this but thought that it should be included in the contract. CW replied that a contract would encourage additional charges in future. The menu change was noted.Printing costs were lower than predicted as they had printed fewer booklets; this could be carried forward.Income: the school had received £6K from the NLE for TS as a national leader of education.CW read out the virements - primarily grounds maintenance but also external professional services (paid for with Sports Funding). The governors were already aware of them and approved them.The carry forward was £106K, below the 16% restriction. There was £3,217 capital. The school was making more money from the nursery than predicted, with 24 children rather than the expected 16. They would need to spend some money on maintenance in future to support the higher numbers.2018-19 BudgetCW had done more work on the budget to check whether the staff structure was viable for September. She did not yet know what the Junior’s deficit (currently £50K) would be, or what would happen to it moving forward; she had not included it in the Infant’s budget. **TW asked whether the Junior’s £50K deficit included the cost of TS as exec head.** CW confirmed that it did. The Juniors had also spent £5.5K to deal with their virus, which would take another 1-2 days to resolve. **TW asked whether the Infant school would have to absorb the Junior’s deficit.** CW and TS expected that they would need to absorb some but not all of it.CW had assumed the most expensive staff model with protected pay for September. **TW asked whether they would need to cost for temporary staff**. TS expected to retain current teaching staff. Running costs were based on a ratio of 7:5 Juniors:Infants. CW anticipated an additional £10K in addition to the current carry forward. Even if absorb part of the deficit, she calculated that the staff structure was viable for September.Current balance of £18K in private fund.SLAs/Contracts**TW asked about shared services.** TS explained that with the Junior bursar on long term sick leave, CW had taken on their finances. CW had spoken to the LA about the SLAs and they would get the Primary rate from September (in some cases sooner) for both schools. A joint contract for IT support would be cheaper; they were receiving unlimited support plus remote monitoring. Although it represented an increase from the current Junior’s contract, there would be no further charges if they got another virus and the LA had advised them to keep the existing Infant supplier for the time being. **TW asked whether the IT costs were included in the budget.** CW confirmed that they were. The governors were happy with this.The cleaning contract had increased, with the SLA going to a new company from 1st April. **TW asked whether the current service met the standard they expected.** TS and CW replied that it didn’t, but they were hoping for new and better managers.GDPRCW had been gathering information on GDPR. The new contact at the LA is Jeremy Sinders? JF also circulated notes from the recent Bracknell Forest training.**TW asked when they would need to approve the 2018-19 budget.** CW was planning to have it ready in May, although the LA had advised that they could have more time if needed for the amalgamation. **TW asked TS whether she was happy with the figures so far.** TS confirmed that she was. CW expected the carry forward to reduce in 2018-19 as the schools combined, but over time they would reduce duplication. **TW asked whether the figures were based on current pupil numbers.** CW confirmed that they were, but she would adjust them if the number on role changed.  |  |
| **6.0** | **STAFF UPDATE** (see separate report)The Infants would second their SENDCo to the Juniors for the summer term. Mrs Tate would help support Hedgehogs and fill in PPA time.TS had put a lot of work into advertising for new staff. They had received several applications for the Maths and English leads. She expressed the importance of recruiting good quality teachers to make the new school successful. One new applicant was actively seeking challenge.*TB joined the meeting at 18:07.*31st May was the last resignation date, but TS was not expecting further resignations. |  |
| **7.0** | **Policies & Procedures**JF advised TS and the governors of the change to the staff appraisal policy (GB have already agreed to adopt latest BFC version of HR policies). |  |
| **8.0** | **Governor Training**RC told governors they would need to look at reconstituting. She asked them to do a skills audit.**Action: All governors to do a skills audit** | **FGB** |
| **9.0** | **Part 2 Minutes***EB left the meeting at 18:15.*TS proposed that since both EB and Jade had brought in new staff, she would like to gift them in recognition of the external work they had done, in particular EB who had put in a significant amount of work. The governors discussed and agreed to award EB £1,000 and Jade £500 NET. TW voiced that it was important to recognise staff who had stepped up.*EB rejoined the meeting at 18:18.* |  |
| **10.0** | **AOB**2 applications had been received for the clerk’s position, which had just closed. JF suggested including a short minute-taking exercise in the interviews. DS and JH to be on the panel. |  |
| **11.0** | **Date of next meeting:**21st May at 5pmThe meeting ended at 18:22. |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**