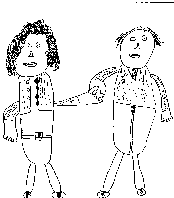
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College Town Infant & Nursery School

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

DRAFT MINUTES FOR STAFFING, FINANCE & SITES COMMITTEE MEETING

**Monday 21st May 2018**

**Present:**

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| **Rita Carvosso (RC)** | **Chair of Governors (Link & Authority)** |
| **Trudi Sammons (TS)** | **Head Teacher** |
| **Tony Whiddett (TW)** | **Co-Opted Governor** |
| **Katharine Middlemiss (KM)**  **Jenny Hipkin (JH)**  **Apologies: David Spence**  **Toni Barton** | **Co-Opted Governor** |
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| **In Attendance:** |  |
| **Helen Collin** | **Minutes** |
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**Apologies:**

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| **David Spence**  **Toni Barton** |  | |
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| **Minute No.** | **Details** | **Action by** |
| --- | --- | --- |
| **1.0** | **Apologies:**  Toni Barton and David Spence |  |
| **2,0** | **Approval of Previous Minutes:**  Previous minutes had been agreed via email with the following changes:  5.4 change name (Jeremy Saunders)  4.0 FS2 – remove question mark |  |
| **3.0** | **Matters Arising**  None |  |
| **4.0** | **Annual Review Of Declarations Of Pecuniary Interests And Business Interests**  TW’s wife rents school hall |  |
| **5.0** | **CW Report**  Carry forward of £11848 (less than 16% of budget) including £3.5k from Bracknell Forest – surplus from central services. Possible to retain up to £80k (8%) without explanation, the authority therefore require explanation of future expenditure for the remaining balance above this (approx. £31k). It is proposed that the surplus is used to fund the Lead Practitioner; Staff restructure protected Salaries and KS2 refurbishments and furniture. All these items have been included in the proposed budget.  Proposed TW  Seconded RC  Agreed by All  The Capital carry forward is £3717.  **Budget** – The proposed budget was presented and the assumptions 9as shown in the finance notes) were discussed. The budget assumes we receive 7/12ths of the junior school budget for the period Sept to March and that the current junior school deficit is included in the junior school budget to August leaving no carry forward/deficit. The Junior school budget can include their deficit due to the lack of Head and Deputy and additional funding from the authority, therefore there may be some carry forward left in August to be added to the budget.  7/12 from Pupil Premium funds and sports grant – CW assumes 1 lump sum, not 2 – estimating lower.  Teachers will be as per staffing structure. All higher level support staff have their pay protected for 3 years from 1st Sept 2018.  Supply planning, living wage increase, staff training including senior leader training and specialist training. TS clarified £2000 on School Pupil Tracker training & student direct. RC asked if training internal or external. TS confirmed largely external, needs led training to improve internal consistencies. There is £25k in the training budget.  Maintenance Plan: Site Controller has looked around the school looking for highest priority work. Roof is highest priority and this is being completed by the Local Authority over the summer. The hall floor in Junior School also needs work but this has been added to the junior budget plan. In the Infant school he identified 6 higher priorities. RC agreed it would be good to see improvement in all buildings in September. Some priorities listed with zero cost (ie re pointing) as Site Controller to do as and when. General maintenance budget will be reassessed next year.  PP Money: TS to provide a detailed plan, most will be staffing costs. PE Grant: will be shared as a primary school, used for outside agencies. Curriculum costs will be based on previous years. SLA costs will be as for the separate schools till March next year except for SIMS/FMS which is costed for one school from Sept.  £1k work life balance amount, fixed for all schools.  The proposed budget leaves a contingency of £57550. This may change slightly as BF are supplying a new budget plan template to reflect the 7/12ths junior budget for the primary school and some of the assumptions as to what is paid when may change, e.g assumed all rates are paid in July but it may be that it is paid as 5/12ths and 7/12ths.  TW asked how much of budget is non recurring costs. CW said protected pay (3 years) although possible there will be staffing changes during that time. A few Teaching Assistants have resigned, there are 2 x temp TLR posts and 2 x highly paid teachers which could save £10k. Initial training and maintenance costs for the primary are not recurring as these have been heavily increased for the first year. TS added that current budget could run safely for 2 years however will have a clearer picture next year. TS said there will not be automatic replacing of staff and restructuring will also be a possibility although base structure likely to remain the same.  CW said in a normal year of maintenance costs, the figures are close enough to be sustainable. CW said there is no 5 year plan as couldn’t be accurate enough to provide a good picture – also not looked at capital expenditure. This will be revisted in Sept and a 5 year budget plan produced.  CW said pupil numbers based on Oct 17 census numbers. JH asked if current Year 2 are full – there are 80 pupils in Yr2. Approx 84 Reception children in September. Year’s 6, 5 and 4 currently only 2 form possibility due to low birth rate however lower year groups have more children, therefore going forward these will go back to 3 classes as the children go up the school. TS said she has to be responsive to what is coming up and cannot do the same thing every year.  CW said the 1 combined budget going forward need approving. All agreed with caveats happy to approve. It was noted that some spending needs to be upfront due to amalgamation with quality education coming first.  Proposed TW  Seconded JH  Agreed by All  **Condition Survey** - JH asked what highlighted sections in the condition survey report meant – ie C2. CW explained based on grade of condition (ABCD) with D being the worst and the priority of the work (1234) with 1 being the highest priority. For example D1 would be worst. Every year priorities change. Hall floor and KS2 school decoration will be taken from the junior budget. Ran through items from Junior school survey that have been included in the proposed budget. CW also explained that schools can bid for capital funding for projects and that the school was previously successful for fire alarms. So this could be looked at in the future if required for the high expenditure items on the Junior survey.  TW asked what the Daykin System was – as mentioned in report. CW advised heating & aircon system in the music room but that when it fails it would be replaced with a heater only. KM asked what will happen if roof isn’t completed over the summer. CW said work will very likely continue in Sept - area will be cordoned off and made safe. Regarding the CTINS condition survey, 5 items left to be done, 3 will be completed (not floor or nursery walls).  DS to have a Governor walk around school with Site Controller.  **Policies** - TS advised off site policy must be adhered to with reference to locking the school down, getting parents and visitors off site quickly at the end of the day. TS advised doing walk around at a time that demonstrates importance to parents. Currently at 4.30pm all doors and gates open, anyone can access site. TS noted that parents cannot use car park, gates must be locked for clubs and after school clubs to be protected as at any time of day. TS added for safety play areas have also started to be locked at the end of the day.RC said the Local Authority safeguarding audit was clear – letter to go home in June with changes. JH asked when the back gate is open. TS advised not open at all for Nursery at lunchtime collection – all children to be dismissed through the front. Rear gate will be locked 3.40pm as per policy.  TW – updated Governors re dress code policy. KM asked for clarification of footwear. TS included pictures of suitable footwear in policy. KM did not like reference to “common sense” .in policy and asked this phrase to be amended to “professional judgement”. TS agreed to change. CW noted that the reference to tattoos has been removed as TS felt that a visible tattoo does not affect ones ability to do their job and is not a health and safety related issue such as piercings or flip flop type footwear.  RC asked if any changing facilities for staff to use to change for PE lessons rather than the toilets. CW advised disabled toilet large enough to be a changing area. TS stated that staff are allowed to remain in their PE kit for the morning or afternoon, therefore there is an expectation that they change either before eth start of the day or at lunchtime. RC said changing for PE lessons should be viewed as preparation for a lesson, as any other lesson requires preparation.  Site access and Dress Code Policies  Proposed RC  Seconded TW  Agreed  **GDPR**. CW said that the school has carried out a data mapping process looking at what data we retain. 3 privacy notices have been produced and were presented using ICO templates from website. CW noted special categories and said we are able to tell parents why we hold the data and the legal reasons not to have anything removed. The main reasons for holding data within the school come under Legal obligation, Vital Interest and Needed for a Contract which do not required consent and that we will continue to seek consent for photographs/trips.  TW asked about the destruction of data for leavers – CW advised we have to retain until the child is 25 years old, although most of the data is transferred as part of the pupil file to the new school and is therefore retained by their last school until the child is 25. Staff data has to be retained for 7 years after the date on which they leave. We have to share data with 3rd parties such as School Comms but this is covered under “vital interest in running a school”. Other parties we share information with are DfE, School nurse, ISS, SPTO. CW proposed that we adopt the BF Model Data Protection Policy. David Spence (DS) has agreed to be the Data Protection Officer.  Privacy Notices and Data Protection Policy  Proposed RC  Seconded TW  Agreed |  |
| **6.0** | **AOB**  None |  |
| **7.0** | **Date of Next Meeting**  2nd July 2018 |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**