College Town Primary School



Staff and Finance Committee Meeting

21st September 2020 held via Teams @ 7pm

meeting was also recorded

**Draft - Minutes**

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| **Present** | |
| Tony Whiddett (TW) | Chair of the Committee & Co-opted Governor |
| Rita Carvosso (RC) | Chair of Governors (Link & Authority) |
| Jenny Hipkin (JH) | Co-opted Governor |
| Trudi Sammons (TS) | Headteacher |
| Angela Harris | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor |
| Toni Barton (TB) | Vice Chair and Co-opted Governor |
| Angela Harris | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Emma Britton (EB) | Staff Governor |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
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| **Apologies** |  |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  None received. |  |
| 2.0 | **Minutes of the Last Meeting:**  All approved - unanimously  **Matters Arising:**  Email final minutes over to TW for signing and emailing to CW for filing. | KC |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  See FGB notes for updated information. | KC |
| 4.0 | **Terms of Reference**  Terms of reference amendment to item 11 regarding number of quotes required for works which cost under £5k. Now only need at least one and this can be oral. Over £5k need 3 written quotes.  *Governors discussed and agreed that the £3k previous limit is to low and should be changed.*  **Proposed by RC**  **Seconded by JH**  **Approved unanimously** |  |
| 5.0 | **Staffing Report :**  TS provided a report on staffing in her head teacher report for governors to read prior to the meeting (a copy is attached to the FGB minutes).  Staff are now back in school and adapting to the new way of working and supporting pupils and each other well.  2 new lunchtime controllers and an LSA recruited over the summer with further interviews to take place.  Performance Management under way looking at amending the way targets are set and achieved  *Governors commented that all performance management in every work place will be impacted by the current situation and that common sense should prevail.*  NQTs have all been observed this term and are working well. They still have lots to learn and given that they missed large part of training there will be extra training costs.  Work is being done to ensure all teaching staff receive useful and personalised training over the coming months - this will be done virtually or with internal training.  *Governor asked as there are no INSET training days what whole staff training in being undertaken?*  *TS : There have been various training sessions completed including first aid, Epipen training and workshops on the new maths programme.*  Class sizes in reception and year 1 are very close to needing an extra classes. This would mean 1 in each year group in the current climate as opposed to a mixed class as previously. A cost of approx £90k to cover 2 teachers etc.  *Governors comments:*  *If that is what is needed to maintain the year group bubbles then possibly need to take it and adjust the budget accordingly.*  *Would this be a whole year requirement or could it change?*  *TS : Could have some RMA postings which could mean some leavers so may not need to happen.*  *Could move staff from years 3 and 5 and have larger classes there or use the HLTA if needed. Just wanted to make governors aware that we may have to make some choices.*  As mentioned in the FGB report we are looking at running some catch up sessions over the half term holidays.  It is proposed that this would be current teaching staff and that they either get paid for this work or are given the time back in lieu to take at a time of their choice. the alternative is to employ agency/supply staff  *Governors comments:*  *If catch up funding will definitely cover the costs happy for either paid time or time off.*  *If staff working their own holiday time they should definitely be recompensed.*  *Fantastic idea in principal if staff are happy to do this.*  *Using class teachers where possible is best option rather than using agency*  *What has the response been from staff so far?*  *TS : Haven't put to the staff yet as wanted to get governor approval for the expenditure before putting it out there.*  Governors discussed the proposal and agreed to teaching staff either being paid or given time back in lieu for hours worked on catch-up session.    **Proposed by JH**  **Seconded by CB**  **Approved unanimously** |  |
| 6.0 | **Financial Update :**  CW had provided a full and thorough financial report for governors to read prior to the meeting including the up to date spend against the budget, funding, site update and catering.  Discussion points were:  BFC have not asked for new budget report but CW will be taking a closer look at expenses so far line by line and report to governors.  *Governor commented*  *there is a sum of £60 been charged back to the school "irrecovable debt"*  *CW : relates to CTJS staff member overpaid when they left all but this has been recovered by BFC so debt returns to school.*  Pay reviews - support staff has now been agreed 2.75% to be backdated to April. Teachers grade changes are in the committed spend but payrise has not as it has not been approved - hopefully by the end the month to be in October pay.  Cleaning materials spend will be double the original budget though some of this can be offset with the £7.5k received for the covid grant claim. These will continue to increase.  Catering payments : The change in catering company has highlighted a clause in the contracts that means any monies owed for dinners taken but not paid for are liable to be paid to the outgoing company by the school. The school is also responsible to credit the accounts of those who are in credit at the time of the change.  As a result there is an unexpected sum of £12000 to be paid to ISS and parents. Some of the debts go back 5 years and are not recoverable and CTJS debts were not chased or recovered prior to amalgamation. There is also staff debts for ex employees.  *Governor commented*  *not at all happy with this how did this get to this situation and who is trying to reclaim the monies?*  *CW : The situation did not come to light until mid August and office staff are working to get as much of the debt from existing parents and staff in as quickly possible. Staff who have left and ex CTJS pupils are unlikely to be recoverable.*  *Governor asked when schools merged was it not a new contract?*  *CW : No the contracts were just merged together*  *Governor asked will they claim if we don't pay? Is this the same with the new catering company?*  *CW : Yes they would take us to court - it is all detailed in the small print of the contract and yes it is the same however, they will be putting in a claim termly for any outstanding monies*  *Governor didn't think this could happen as you aren't able to order if there are no funds on the pupils account?*  *CW : Pupils can order a meal in school on the day without credit on the account but not if ordering online in advance.*  The new catering company is now up and running and all seems well. Quality of food is better and being well received. Had to purchase new fridge and freezer.  FUNDING / INCOME  Catch up funding £80 per pupil and split over the 2 financial years.  No change to way funding is allocated but proposed to be 3.3% higher than this year  Looking at providing in-house after school provision from January at between £12 and £15 per pupil per session.  Schools must now submit a 3 year budget forecast to BFC by 30th June each year - previously produced just for school use. Must also submit recovery plan when revenue deficit rises above 5%. |  |
| 7.0 | **Site Report :**  Tree survey back and estimated work required come in at £12k as there is a new company looking at it. Had it reviewed by alternate tree surgeon who has said that none of the work listed is urgent. Caretaker has asked BFC to priorortise the works listed.  *Governors discussed and agreed that the report is hopefully being over cautious as works have been done annually on the tree.*  There have been ongoing issues with the drainage around the nursery for several years and costs to rectify this are coming in at around £3270. As well as the cost of this work there is the added cost of having a single bespoke walk in shed built to replace the ones which have been water damaged with the floods. This will be £4250.00  *Governors discussed as some of this has already been allowed for in the budget some hasn't. Question was raised whether the drainage costs could come out of the capital budget -*  *CW unsure as it is a fix to the problem rather than a replacement. will look in to and advise.*  **Approved unanimously** | Caretaker / CW  CW |
| 8.0 | **POLICY & PROCEDURE UPDATES AND APPROVAL :**  **Finance Procedures -** minor wording amendments updated private fund reporting to school year not financial year from September 20201.  **Pay Policy** - not had from BFC expected at the end of October  **Lettings** - No changes  **Charging** - added reference to after school provision  **Procedure for Use of Procurement Card -** minor amendments for FSM  **Data Protection -** No change  **Expenses** - No change  **Publication Scheme** - No change  **Proposed by JH**  **Seconded by TW**  **Approved unanimously** |  |
| 9.0 | **Items / documents for approval :**  **1. Delegated contract authority** - CW increase to £%k as many costs are high than previously. Additional approver added initially to cover for maternity leave but will remain afterwards to ensure segregation of dutiy.  **2. Payroll register of certifying officers -** as per document 1  **3. Revenue and capital certifying officers -** as per document 1  **4. Register of authority for use of procurement card -** limits for TS and CW cards are increased to £%k per month as per BFC guidance.  *Governors discussed and agreed that as expenditure is regularly over £1.5k in the current climate (they haven't reached £5k) this should be reviewed regularly at committee meetings with CW providing expenditure reports. Proposed that £3k should be the minimum limit if reduced in the future.*  **5. Equal opps. Monitoring form for school year 2019-20 -** minuted that the report has been seen and read by all governors.  **Proposed by RC**  **Seconded by TB**  **Approved unanimously** | CW |
| 10.0 | **Part 2: (if applicable)**  None |  |
| 11.0 | **AOB:**  Governors took opportunity to wish EB all the best for her maternity leave and the arrival of her baby. |  |
| 12.0 | **Date of Next Meeting:**  16th November 2020 @ 7pm - whether in person or via teams to be confirmed. |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** |  |  |  |  |  |
| **Action 2** |  |  |  |  |  |