College Town Primary School



**Staff and Finance Committee Meeting**

**Monday 18th November 2019**

**Draft - Minutes**

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| **Present** | |
| Tony Whiddett (TW) | Chair of the Committee & Co-opted Governor |
| Jenny Hipkin (JH) | Vice Chair & Co-opted Governor |
| Rita Carvosso (RC) | Chair of Governors (Link & Authority) |
| Trudi Sammons (TS) | Headteacher |
| Katherine Middlemiss (KM) | Co-opted Governor |
| Cheryl Bentley (CB) | 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 |
| **Apologies** |  |
| Toni Barton (TB) | Parent Governor |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Toni Barton |  |
| 2.0 | **Minutes of the Last Meeting / Matters arising**  Minutes approved and signed off by TW  **No matters arising** |  |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  None |  |
| 4.0 | **Staffing Update:**  TS gave a report on the staffing situation:  1 member of staff is getting ready to return from maternity leave and is now doing her keep in touch days.  2 members of staff due to go on maternity leave shortly.  Ms B in Yr1 is still off sick. This is Hedgehog class, plan is to keep JM the regular supply teacher in the class on Thursday and Friday and EB Mon-Wed until we have more information on Ms B return.  Did advertise the job but no suitable candidates.  With the arrival of several new pupils with complex needs, additional support is now required to assist with their learning we are confident that by Christmas we will have recruited or increased hours to plug the gaps.  **CPD**  Mr Tatum is applying to join the National Qualification for Senior Leaders - if successful Mrs Duncan will act as his mentor. This will allow him to further develoop his knowledge and understanding of leadership and strengthen the school's leadership.  Mrs Reed is enjoying her RLKLAN course developing her knowledge and understanding of speech and language delays/impairments in young children. Once completed we hope she will then be able to hold session for the other TA's and share knowledge and up-skill staff across the school.  Suzanne Blake and Clair Ross are nearing the end of their TA qualification and have enjoyed the learning involved.  We have 3 new lunchtime controllers and Mr Norman continues to support the induction of new staff until December.  **Supporting other schools:**  Mrs Britton is continuing to develop her role across Bracknell Forest and has recently supported Binfield Primary and will be revisiting before Christmas. Her target school this year will be working with Meadowvale Primary helping them develop their Early Years provision and planning. Mrs Faircloth will also be continuing to support schools throughout the year in her role as Leading SENCO  JP asked what benefit is there to working with other schools?  TS - It helps recruitment of staff and is one aspect need to get an outstanding OFSTED.  There are some statutory policies being drawn up by The Key regarding NQT and Children with Health needs unable to attend school which we will adopt.  RC advised that at the Governor Chair briefing that it is governors responsibility to keep track of and record all details regarding children who are not attending school and attending alternative provision. |  |
| 5.0 | **Finance Update:**  CW presented an overview of the school finances with key mention to :  The error in the EYFS allocation calculation for the summer term has been corrected and is included in the budget changes this term. There has also been a reduction in budget for an SEN pupil who has left the school. There will be a claw back for EYFS recalculation for the Autumn and Spring term reducing the current budgeted contingency. We have not yet received any information of the Autumn recalculation of KS1 class sizes.   * Teachers – As explained previously the budget is overspent. There is further expenditure due to the back pay for the payrise for Sept and Oct still to come. However due to staff resignation there will be a reduction in expenditure from Jan. As the payrise was more than estimated we will be receiving an additional grant (see below re grants) to cover the additional payrise of approx. £4900 which will cover this shortfall. * Supply – This is estimated to be overspent * Agency Supply – The balance remaining is approx. £20k and the estimated spend includes known supply to cover class teaching from now to March to cover staff resignation plus some additional hours for adhoc requirements * Premises – PN is currently carrying out some additional hours to cover lunch duty. We have recruited 3 new lunchtime controllers but the additional hours will continue for this term to ensure they settle in to their role and to assist with their induction. * Lunchtime Controllers – this will be slightly overspent * Repairs and Maintenance – Bracknell Forest have offered to pay for the 5   Year Electrical testing at a cost of £5672.   * Grant income – We are still waiting for the remaining sports grant, Teachers pay grant and the Teachers pension grant. We have received notification that the total Teachers Pay Grant for this year will be more than in the original budget. This is due to an increase in this grant to cover the additional 0.75% pay rise as the pay rise was 2.75% and not 2% as originally budgeted. We have also received notification of the Teachers Pension Grant which is more than in the original budget. The remaining PE grant will be as is originally budgeted.   Capital  Contribution to Roof Project – Cost £9227 to the school  The roof project should be completed soon. Outstanding is some electrical work and fascias.  The remaining capital balance is therefore now £1961  Sites and Buildings  We are still waiting for the CCTV to be fixed by the roofing contractors.  KS2 hall floor was stripped and re-varnished in October half term.  The additional fencing originally planned for area in front of KS2 entrance is no longer required as the Pets have been moved to an area by the environment centre and a purpose built pet area has been constructed.  We are waiting for a date for the fire alarms in KS1 and KS2 to be connected. This is being paid for by BF.  There has been some issues with the storm drains in the FS1 playground during heavy rain. When it has been very bad a pump has been hired to pump out the surplus water. This is being looked at to find a solution.  Following a leak caused by the builders working on the roof there is some damage to the carpet.  TW asked how this is being resolved?  TS advised it is being cleaned at the builders request however, we are not happy with this and will be pushing for the carpet to be replaced.  TW commented we should not pay the bill until we are completely satisfied with the all the remedial works for the damage caused i.e carpet, CCTV cabling drainpipe etc.  CW advised that BFC will automatically pay the bills but we will monitor it closely.  Pupil Premium and Sports Funding  Pupil premium spend is currently as planned.  There is approx. £10000 of this financial years Sports funding remaining. The budgeted spend for the remaining expenditure is budgeted against We are looking at the possibility of various activities for the children for next term to enhance their sporting experiences including a winter sports day at John Nike Centre, Archery, Indoor Climbing and Judo.  .  Catering contract  The procurement for the catering contract will be starting soon. Minerva Procurement are undertaking the procurement work on behalf of ourselves and other schools in the Berkshire School Business Manager GroupA presentation day to present the tenders to Heads, Bursars and Governors has been arranged for 2nd April 2020 at the open Learning Centre (time to be confirmed.) We will shortly be receiving a checklist to complete which will cover all the information required to place the tender and will also require TUPE information and staff work patterns etc.  JP asked Is the objective of this to improve quality of school meals?  CW advised no this has to be done as the current contractor has already been extended the maximum number of times it can be. We are in the second round of BFC sites doing this, some of the contracts are only now being signed off following teething issues.  Audit  The only outstanding item on the Audit report was the School Fraud Health check. This has now been completed and is attached for discussion.  As a result of the Fraud Health Check there is one action in relation to checking bank details for suppliers when we receive notification of change:  Action : Update Finance Procedures to define the checks to be carried out when suppliers inform us of bank detail changes to ensure we do not fall foul to bank mandate fraud. |  |
| 6.0 | **Sites and Buildings Update:**  TW/KM did the walk round and the condition of the junior buildings is now up to standard and school as a whole is looking good.  PN is doing well at keeping on top of everything to avoid unnecessary repairs - the only concern he raised was the state of the roofing.  There are a couple of items outstanding but are down to the workmen who were in over the summer and have been mentioned in the finance report.  The drainage across the whole site was discussed it is a french drain which is under the site of the nursery - this could be an issue in the future. There was a flood in the playground with all the heavy rain earlier in the year so will keep an eye on it.  TS advised that the toilets in Yr3/4 need to be brought up to standard especially the boys. Quotes have been requested and it would be good to get the work done during half-term in February possibly. |  |
| 7.0 | **Documents / Procedures for Approval Review**  The site inventory was prepared by Admin and Site Staff and then presented to Governors.  **Proposed TW**  **Seconded RC**  **Approved ALL** |  |
| 8.0 | **Part 2: (if applicable)**  Minuted and attached separately |  |
| 9.0 | **AOB:**  TS advised that pay review panel met on 25/10/19 and performance management set out was approved by the panel.  TW There is a lot of Berkshire Maestro musical kit on site worth several thousand £ who is reponsible for insuring it?  CW will look in to it and let us know | **CW** |
| 10.0 | **Date of Next Meeting:**  Due to the Young Voices concert and several people being unable to attend the next meeting, it will now be on :  Monday 10th February 2020, 7pm at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 18th November 2019**

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