College Town Primary School



**Staff and Finance Committee Meeting**

**Monday 19th November 2018**

**Minutes**

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| **Present** | |
| Tony Whiddett (TW) | Chair of the Committee & Co-opted Governor |
| Rita Carvosso (RC) | Chair of Governors (Link & Authority) |
| Trudi Sammons (TS) | Headteacher |
| Jenny Hipkin (JH) | Vice Chair & Co-opted Governor – left at 9.20pm |
| Katherine Middlemiss (KM) | Co-opted Governor |
| Emma Batten (EB) | Staff Governor |
| Toni Barton (TB) | Parent Governor – left at 8.25pm |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Gemma Yates (GY) | Clerk |
| **Apologies** |  |
| David Spence (DS) | Co-opted Governor |

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  David Spence |  |
| 2.0 | **Minutes of the Last Meeting:**  Previous minutes were approved as a true representation of the meeting held 24th September 2018. The minutes were signed by TW. |  |
| 3.0 | **Matters Arising from the Previous Minutes:**  Referred to the action points table:   1. Completed by CW 2. H&S walk around still outstanding. Will arranged a date with site controller. 3. Completed by CW 4. Completed by CW | TW/DS |
| 4.0 | **Declaration of Pecuniary Interests and Business Interests:**  As FGB meeting |  |
| 5.0 | **Sites and Buildings Update:**  The Governors received a site and maintenance report prior to the meeting to review.   * CW reported that the building company were still working through the snagging list and that they will be in over the Christmas break to finish any outstanding issues. * CW reported that the school are still chasing the fire alarm company to link the fire alarms. * CW reported that the reception area and front desk didn’t come out well with the new building works and that Mr Norman is working to improve the work station. * CW stated that the areas of improvement for next year will be redecorating of Y3, 4, 5 and 6 corridors and reflooring of the KS2 kitchen and the y5/6corridor. * CW reported that there is no CCTV in the KS2 building. CW is currently obtaining quotes to install CCTV but it may cost more than expected as the current system is out of date so the whole CCTV system will need to be replaced. This is expected to cost in the region of £12k. This may include some extra cameras.   TW asked about the budget implications and if there would still be funds left for the remaining jobs. CW replied that the maintenance budget will cover the cost of the CCTV.  TS stated that for safeguarding reasons CCTV is extremely important and is keen to have it replaced.  CW asked if the GB were in agreement to purchase new CCTV system.  **Proposed by CW**  **Seconded by JH**  **All in favour**  CW asked if there were any further questions relating to the report. No questions were asked. |  |
| 6.0 | **Staffing Update:**  The governors received a full staffing report prior to the meeting to review.  Staff   * TS reported that the school has received 3 resignations and been informed of 1 retirement across the school. These are detailed in the HT’s report. * TS explained to the GB the staff movements put in place to cover these resignations and also informed the meeting of the new appointed member of staff in Y5. * All classes have been successfully covered for January.   JP asked who has responsibility of the Y4 class shared by Mrs Parkinson and Mrs Ruffle. TS replied that it would be shared and that Mrs Duncan, AHT T&L will oversee all planning in Y4.   * TS reported that 2 support staff had also resigned. Interviews have been held and both posts successfully filled.   JP asked if this amount of movement**/**resignations was worrying. TS replied that movement within a school is always a dilemma but it is not a surprise or a worry and that out of 21 classes the movement CTP has had is normal.   * TS reported that there are currently adverts running for both teachers and teaching assistants as our capacity is limited and with additional resignations and maternity leave inevitable we are hoping to over recruit if at all possible. TS will update the GB at the next meeting. * TS reported that a new temporary post has been created. Mr Murphy has been appointed as a Physical, Social and Emotional Support work has been employed to help meet the various needs of a variety of children. The children have responded very well to the additional provision. TS has extended it on a temporary basis to assist with the ongoing support of a child who has had two fixed term exclusions, internal exclusions, and who is currently not accessing the classroom or curriculum due to a member of staff having stated that they are frightened to be alone with the child. The member of staff concerned has now been relocated to Y1.   Performance Management   * TS reported that all teacher targets have been set and that the pay committee have met to agree all teacher pay reviews. TS confirmed that CW has informed BFC of the outcomes.   Future staffing   * TS informed the GB that she is aware that there are currently two members of staff who are pregnant and therefore additional teachers are soon to be required. Miss Nuttall will be leaving in mid-March, just prior to the Easter break, so this is our current priority. The other teacher is expecting to leave in June and I am hoping that if we have successfully recruited a student for the coming year they will be able to teach the last few weeks of the summer term in that class. * TS reported that Hannah Campbell is returning in the last week of Autumn term. * TS stated that due to the amount of work required to get the pupils up to speed, she will be overseeing Y6 this year.   Training   * TS reported that Anne Duncan continues to provide excellent support to the three NQTs. |  |
| 7.0 | **Finance Update:**  The Governors received a finance report prior to the meeting to review. CW went through the report and specifically noted:  Main Budget   * CW reported that Nursery numbers are lower than in the budget therefore there will be a clawback of £13200 this term and an estimated clawback of £9400 next term. Low nursery numbers is a national trend. * CW provided the GB with the current spend to date for CTPS and went over the areas to look at. * We are awaiting a grant of £9887 which has been provided by the government to fund the additional pay rise. Rise was expected to be 2% but was 3.5% so the additional 1.5% has been funded. * CW explained that with all the virements stated in the report and discussed, the contingency will be £56052.   **Proposed TW; Seconded DS; Approved All**   * CW informed the GB that Y5 will be having swimming lessons in Jan at the Bracknell Swimarium (previously Harmanswater swimming pool.) The total costs for the ten weeks including transport is £3950. We will be asking parents to fund this as they have in previous year (apart from PP children) but as it is a requirement of the curriculum if we do not receive enough funds to cover the costs the additional cost will have to be funded from the school. * CW reported that the overspend showing is the cost of the Year 6 residential trip. This is covered by income received from parents showing on the income line for parental contributions. The school is funding half the cost of the residential trip for the FSM children. (Two children in total, another child decided they did not want to attend)   TW asked if there would be any other residential trips in other year groups. TS replied that in future the only residential will be run in Year 6.  Capital   * CW reported that there had been no capital spend. TW asked if you can carry forward the capital balance. CW replied that the balance can be carried forward up to 3 years.   School Fund Check   * CW reported that the school fund for financial year 2017/18 has been checked and presented the audit report. The balance at the end of financial year 2017/18 was £24102. There is currently a balance of £25382. * CW reported that the closing balance in the junior school private fund is £2761 the account has been closed and the money transferred so the total balance in the private fund is £28143. * CW reported that the Junior private fund will now also be checked for the school year Sept 2017 to close of account Nov 2018. The Junior accounts were run on a school year basis rather than financial year.   Pupil Premium   * CW requested that the GB review the updated PP plan of spend. The total planned spend for the year is £78337 and the total grant received is £51810. CW informed the GB that the PP grant is lower than originally budgeted due to a reduction in PP numbers and that PP progress is reported at Curriculum Governor meetings. |  |
| 8.0 | **Data Protection Update:**  CW reported that there was data breach on 7th November 2018. Two pupils data collection sheets were incorrectly enveloped and sent to the wrong parents. They were both returned immediately the next morning. The Data Breach form was completed and the ICO contacted for advice. The ICO advised that there was no significant risk of harm and therefore the breach does not need to be formally reported. We have updated procedures so that when sending out data two people are tasked to double check the enveloping and that the task is carried out away from the office and any disturbances. Both parents have been sent a written apology and informed of the procedures to avoid this happening again. The DPO was advised on the day and has signed the data breach form. |  |
| 9.0 | **Lettings:**  TS reported that there have been a number of concerns regarding the ‘lettings’ of the school. The current lettings are Zumba and Yoga. Recently it has been noted that the toilets have not been left in a clean state and a member of one of the clubs was seen taking a photo using their phone, of a staff noticeboard. TS reported that this could have the potential to put someone at risk.  CB asked if the school could give the clubs notice or does the school have to honour the current lettings? TS replied that it was the decision of the school. TS proposed that the clubs were given notice to ASAP to end their letting at CTP at the end of the school year.  **Proposed by TS**  **Seconded by RC**  **All in favour** |  |
| 10.0 | **Documents/Procedures for Approval/Review:**  The following documents have been adopted from BFC and were presented for approval:   * Grievance Procedure * Leave of absence during term time * Managing sickness absence   **Proposed by RC**  **Seconded by TS** |  |
| 11.0 | **Part 2: (if applicable)**  These will not be circulated and will be retained within the school to adhere to data protection requirements. |  |
| 12.0 | **AOB:**  None |  |
| 13.0 | **Date of Next Meeting:**  Monday 4 February 2019, at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 19 November 2019**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Walk around the site with site controller once the building work on the school is completed. | ASAP | **TW/DS** |  |  |
| **Action 2** | Give notice to the Zumba and Yoga club | ASAP | **TS** |  |  |
| **Action 3** |  |  |  |  |  |
| **Action 4** |  |  |  |  |  |