College Town Primary School



**Staff and Finance Committee Meeting**

**Monday 20th May 2019**

**Draft - Minutes**

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| **Present** | |
| Tony Whiddett (TW) | Chair of the Committee & Co-opted Governor |
| Trudi Sammons (TS) | Headteacher |
| Jenny Hipkin (JH) | Vice Chair & Co-opted Governor |
| Katherine Middlemiss (KM) | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor – arrived 1908hrs |
| Toni Barton (TB) | Parent Governor |
| Emma Batten (EB) | Staff Governor |
| David Spence (DS) | Co-opted Governor |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Gemma Yates (GY) | Clerk |
| **Apologies** |  |
| Rita Carvosso (RC) | Chair of Governors (Link & Authority) |

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Rita Carvosso |  |
| 2.0 | **Minutes of the Last Meeting:**  Previous minutes were approved as a true representation of the meeting held 25th March 2019. The minutes were signed by TW.  **Matters Arising:**   1. Ongoing 2. Ongoing 3. Completed. | TW/DS  CW |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  TB is employed by BFC in the role of supply teacher. |  |
| 4.0 | **Sites and Buildings Update:**  CW provided the governors with a detailed update prior to the meeting to review.  Mains points covered:   * Waste removal contract – CW updated the GB on the quotes obtained. CW is working with a group of BFC Business Manager’s to establish which company would better suit CTP. CW explained the pros and cons of the 2 main waste companies to the GB, including the legalities, contract details and quotes. The GB all agreed that although GPT were slightly more expensive it was the better contract to sign up to.   **Proposed TW**  **Seconded DS**  **Approved All**   * Catering contract – CW informed the GB that the current ISS contract is due to end next year. BFC will retender for the catering contract but schools will have to sign up by July 2019 and agree to accept the result when the tender happens, regardless of the company that is successful. CW reported that many BFC schools have decided not to sign up to this process as they have not been happy with ISS. CW suggested an option is to run a tender process as a group of BFC schools and share the cost of the process. CW explained how this would happen.   CW also mentioned that an option would be to go in house catering. The GB did not think this would be a viable option.  CB asked if we did sign up to the BFC retender how long would we be tied in for.  CW replied that it would be either 3 or 5 years.  TB asked about the broken oven in the kitchen and who was responsible for the repairs.  CW replied that iBFC will pay for half of the cost of a new oven and the school will need to pay the other half, £4k. BFC have obtained quotes for the oven and made a recommendation which the school will take and ask BFC to purchase.  CW asked the GB if they were all in agreement that we would not sign up to the BFC retender for the catering contract.  **Proposed TW**  **Seconded DS**  **Approved All**   * CW reported that work on the roof will commence on 17th June and should be completed by the last week in August. Scaffolding will be put up during half term.   KM asked if it would block the CCTV cameras.  CW replied that the cameras would have to come down whilst the work was taking place. |  |
| 5.0 | **Staffing Update:**  The governors received a full staffing report prior to the meeting to review.  Main points covered:   * Unscheduled closure day for children on May 23rd which proved useful as we were able to secure Target Tracker training for the whole day. This would have otherwise had to be built into the first few weeks in September. There are 2 spaces left if any member of the curriculum GB would like to attend. * Mrs Beamish has been accepted onto the Reading University SENCO course and was very grateful for the support of the GB. * We have decided that next year the school will be ready to accept students once again from the local universities. Reading University has already contacted us and we have submitted our request for the next academic year. * The school has been very busy in other schools with our three moderators out regularly for the LA and Miss Batten has already started to work with the LA in her new role. * There were 2 applicants for the internally advertised AHT for T&L. One did not meet the person specifications. We will be interviewing one candidate, Mr Peaple, on June 12th. RC will be on the interview panel. Once all posts are filled staff will be informed of the changes to the leadership structure which will come into effect for September 2019. * We are not expecting any resignations and will have 5 new starters next year. |  |
| 6.0 | **Finance Update:**  The Governors received a detailed finance report prior to the meeting to review. The Governors also received the budget and spending plans for the next financial year and were asked to submit any questions or queries prior to the meeting if possible.  There are no areas of interest that have not been previously discussed. CW asked the GB if they had any questions regarding her report.  KM asked if the Berkshire Maestros would be coming into school.  TS informed the GB that there would be a music week coming up with taster session and parents will be invited in. This will take place in year groups.  TW asked that the cost of the tendering process for the catering contract could be added to the budget.  CW replied that she would add it in.  TW asked why there was a £50k increase in teaching costs on the 5 year plan.  CW replied that the £50k would include new staff and current staff pay increments.  Financial budget for 2019/20 was discussed in detail including all the maintenance plans (flooring and decoration, electrical work and condition survey items); the proposed music room project; the proposed additional IT resources (more childrens laptops) and agreed.  **Proposed by: TW**  **Seconded by: JH**  **Approved all governors**  IT and Music Room Project was discussed and agreed  **Proposed by: TW**  **Seconded by: TB**  **Approved all governors** |  |
| 7.0 | **Part 2: (if applicable)**  N/A |  |
| 8.0 | **AOB:**  None |  |
| 9.0 | **Date of Next Meeting:**  Monday 8th July 2019, at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 20 May 2019**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Site walk around. | By end of the summer term | **TW/DS** | **ongoing** |  |
| **Action 2** | Look into laptop recycling companies | By next meeting | **CW** | **ongoing** |  |