College Town Primary School



**Staff and Finance Committee Meeting**

**10th February 2020**

**Minutes - DRAFT**

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| **Present** | |
| Tony Whiddett (TW) | Co-opted Governor |
| Jenny Hipkin (JH) | Vice Chair & Co-opted Governor |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Emma Britton (EB) | Staff Governor (not present for part 2 discussions) |
| Cheryl Bentley (CB) | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
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| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
| **Apologies** |  |
| None received | TB Parent Governor did not attend |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  None received - TB did not attend |  |
| 2.0 | **Minutes of the Last Meeting:**  No matters arising all approved |  |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  None |  |
| 4.0 | **Sites and Buildings Update:**  Gates are an issue again. Came to do checks on them but didn't do the tests as they would fail the guidelines set out by DHF which they are now a member of. DHF is a company that back and insure the work of automatic gate installations and maintenance and therefore have guidelines that their members must follow. The current company now follow. On speaking to BF it was confirmed that these are only guidelines and are not the same as laid out under the Health and Safety legislation for automatic gates and that the gates are currently safe. However in light of this the school has looked at what work needs to be done and sort quotes from several companies to identify what is actually required.  Quote from Mirus who maintain the gates at Owlsmoor School and have quoted £12308.  Harling (the current company) have quoted £5k to fit the appropriate safety edges that are required to meet the DHF guidelines they are working to.  We are awaiting a third company to quote.  *CB : Does the repair work come with a guarantee / warranty? CW not broached the subject will look at it.*  *TW : Work has to be done so we need to see a 3rd quote especially as current quotes are 2 extremes. Happy to sign off around £5k expenditure from next years budget.*  Toilets in 3/4 are not in a good state as discussed at previous meeting and need upgrading. Have received quotes varying from £84k to just under £30k.  Able - £84k  Artizan - £29.3k  Abacus - £42k  *JP : Are the prices quoted to the same spec? CW - yes exactly the same*  We have used all three suppliers in the school before and been happy with all their work. Artisan are the best price, good quality work and reliable.  It is therefore proposed that the school goes with eth Artizan Builders quote:  **Proposed : TW**  **Seconded : JH**  **Carried unanimously**  Fire alarm work is booked in for next week - this is to connect the 2 current systems together though not sure it will happen as the panels differ and engineer who came out isn't sure the part ordered will work. PN is talking to the engineer. Cost of £4.3k but this will be reimbursed by Bracknell Forest as it was part of the amalgamation work.  *JP : When done with there be intensive testing to ensure the fix works?*  *CW : yes and weekly test on Tuesdays will continue.*  CCTV repair being done at halfterm - builders dispute being responsible for the damage but Bracknell Forest have confirmed that they will pay for this work and authorized it to go ahead.  Capital spend for the roofing work has been taken from BFC |  |
| 5.0 | **Staffing Update:**  AD is continuing support for NQT's - KS2's are doing really well.  EB supporting KS1 is going well - in curriculum meeting was explained that NQT's are RI which they should be as they are still developing and improving their skills.  *TW : Are they happy with their workloads etc?*  *TS : Yes, don't realise what workload will be like prior to actually starting teaching. 1 has an issue with managing/organising time not the amount of work - working on this. All others seems ok. Seen it before. Trying to ensure the balance is good for all staff not just NQTs*  Teacher development programme is in place.  Caroline Morgan report didn't get the phonics results expected so has made us review this and improve.  We have a TA undertaking ELSA training as all sessions are completely full.  We seem to be getting a spate of TA resignations  *RC : Why is this?*  *TS/EB : Don't like the job not as they expect / returning to previous careers.*  *New staff also signed on temporary contracts as not possible to offer permanent contracts with budgets and needs as they are at present due to reduction in pupil numbers expected.*  10 applicants so far for the March interview - need to make sure we have the right people in the right roles.  Lunch staff now fully staffed but attendance is a bit of an issue.  AD/AP/EB/JF are all still working to assist other schools. |  |
| 6.0 | **Finance Update:**  High needs funding is now in. Class adjustments are now in and the money being taken back is approx £5k less than expected.  CW gave a rundown on the items detailed in her report regarding overspends and negatives.  3 lunch controllers are currently helping out in the afternoons.  *JP: Is this cheaper than TAs?*  *CW : No same wage(bottom of TA scale and top of lunchtime conitrollers pay scale)*  More pupils with needs than funding provided for – this is why we are recruiting TAs.  5 year electrical contribution now not likely to come from BFC as originally thought – there is nothing in writing.  CCTV and fire alarm works will be repaid by BFC as they are part of the amalgamation funds and partly caused by the builders.  ICT purchase has now been made due to the KS1 equipment not being fit for purpose. The money was already allocated for this in the original budget approved in May 2019. New computers can now be used across all keystages.  *TW : Pointed out an error in the virement request table the contingency figure needs amending.*  Budget indicative paperwork is available on the governor zone.  *TW : Given expected changes we will be in better position than expected.*  Possible payrises are 3% teachers, 2.5% leadership, 2% support staff. The payrises will be weighted towards the lower paid teachers so they will receive higher than the average 3% rise. Teacher pay rise grant covers the 2 % rise but it is not yet confirmed whether it will be increased to cover the higher pay rise.  Potential pupil numbers supplied by Bracknell Forest were discussed. However the potential number for FS2 in Sept showing of 70 is high, the current expectation is 55 based on the actual applications received (data supplied by admissions.) Pupil numbers will continue to drop over the next few years due to a national low birth rate.  The predicted pupil numbers will be used to complete the five year budget plan and the school will be looking at this all the time when looking at recruitment and replacing staff who leave.  Catering – 5 possible caterers have all visited the site and are now putting together bids. CW visiting wild Ridings to taste food and see how they work. The presentation of the bids by the caterers is on 2nd April 2020 at the Open Learning Centre and Governors are welcome to come along to hear the proposals.  Broadband contract – all Bracknell Forest schools were under the impression that the current contract with RM for broadband was a three year contract with two one year optional extensions. However as schools had to take on the contracts individually rather than the contract being direct with Bracknell the extension options were not actually included in eth contract. Therefore the Broadband is now up for renewal. RM have agreed to requite with the same cost as the last three years. We have received three quotes for Broadband and the current supplier RM are the best price.  *TW : Are we happy with current service?*  *CW : Yes no issues price is £3808k per year for 3 years. They have kept the price the same as the previous contract.*  *TW : If happy with provider and price for 3 year contract then no point in changing.*  Proposed to go with RM for Broadband  **Proposed : TW**  **Seconded : RC**  **Carried unanimously**  BFC SLA’s are now available – although not all are up for renewal. Ed Psych was a bit of an issue last year as you book blocks on a pay as you go system and when new block was needed it was available. However this was resolved.  SFVS – CW gave an overview of the document and the new areas and the actions to be taken including Benchmarking SLT.  The SFVS was approved  **Proposed : CB**  **Seconded : JP**  **Carried unanimously.** |  |
| 7.0 | **Part 2: (if applicable)**  See separate minutes |  |
| 8.0 | **AOB:**  None |  |
| 9.0 | **Date of Next Meeting:**   * 23rd March 2020 - 7pm @ 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** |  |