College Town Primary School



**Staff and Finance Committee Meeting**

**Monday 8th July 2019**

**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) |
| Trudi Sammons (TS) | Headteacher |
| Katherine Middlemiss (KM) | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor |
| Toni Barton (TB) | Parent Governor |
| Emma Batten (EB) | Staff Governor |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Gemma Yates (GY) | Clerk |
| **Apologies** |  |
| Jenny Hipkin (JH) | Vice Chair & Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| David Spence (DS) | Co-opted Governor |

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Jenny Hipkin  Jo Plant  David Spence |  |
| 2.0 | **Minutes of the Last Meeting:**  Previous minutes were approved as a true representation of the meeting held 20th May 2019. The minutes were signed by TW.  **Matters Arising:**   1. Booked for Wednesday 10th July 19 2. Completed. Equipment will be collected during the first week back in September. |  |
| 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.  CW reported that there was not much in the report that the GB did not already know about. CW asked if the GB has any questions.  TW asked how the roof works were going.  TS replied that the ongoing work was all on schedule and is well managed.  TS informed the GB that it is intended to change one of the offices in the KS2 building into an assessment room. TS reminded the GB that the other room there was successfully changed into a therapy room.  The assessment room would be used to store staff belongings and be an ideal location for TS to work from when in the KS2 building allowing her to oversee things.  CW informed the GB that an estimated cost of £2325 would be required to gut the office, decorate it and then install bespoke cupboards and units. CW asked if the GB were in agreement.  **Proposed by CW**  **Seconded by TW**  **Approved by Governors** |  |
| 5.0 | **Staffing Update:**  TS gave a brief verbal review of the staffing at CTP.   * All NQTs has settled in and were progressing well. * CW is ensuring that the induction programme does not slip for new staff. * CW had completed the staff handbook for next year. * CTP would be welcoming 10 students from Reading university. They will be working in classroom from the Autumn term. * There are a 4 staff pregnancies at present. * Diner lady training has taken place following some concerns regarding talking on the playground rather than watching the children. From September there will be a rota for the dinner laddies to cover the 20 minutes from when the children go back in after lunch. The tasks on the rota will include first aid, behaviour log, handing out jumpers. * The Site Manager’s wife has been employed in a new role for 3 hours per week to mop the hall floor.   TB asked if the dinner ladies were aware of the bullying incident that was recorded and are they aware of the behavior policy.  TS replied that they were all aware.  KM asked how big the Y3 classes would be next year.  TS replied that they would be 34.  TB asked what would happen if more children joined.  TS replied that that would be unlikely. It would be more likely to lose some as there are a number of military families. |  |
| 6.0 | **Finance Update:**  The Governors received a detailed finance report prior to the meeting to review.  CW reported that 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 what had been decided regarding the catering contract.  CW replied that a procurement exercise would commence in Sept 19collaboratively with the Berkshire School Business Manager Group managed by procurement company Minerva. The contract is not due to end until Sept 20. |  |
| 7.0 | **Audit:**  CW provided detailed feedback from the financial audit prior to the meeting as the formal report had not been received as yet.  CW asked if there were any question regarding the audit or the feedback.  No questions were asked. |  |
| 8.0 | **Part 2: (if applicable)**  These are confidential and will not be circulated. They will be retained within the school office. |  |
| 9.0 | **AOB:**  None |  |
| 9.0 | **Date of Next Meeting:**  Monday 23rd September 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** |  |