College Town Primary School



**Staff and Finance Committee Meeting**

**Monday 25th March 2019**

**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 |
| Katherine Middlemiss (KM) | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor – arrived 1908hrs |
| **In attendance**  |
| Cath Wadsworth (CW) | Business Manager |
| **Apologies**  |  |
| Toni Barton (TB) | Parent Governor  |
| Emma Batten (EB) | Staff Governor |
| David Spence (DS) | Co-opted Governor |
| Gemma Yates (GY) | Clerk |

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**Toni Barton, Emma Batten, David Spence, Gemma Yates |  |
| 2.0 | **Minutes of the Last Meeting:**Previous minutes were approved as a true representation of the meeting held 4th February 2019. The minutes were signed by TW.**Matters Arising:**1. Walk around the site still needs to happen. Date within the summer term to be confirmed.
2. Laptop recycling options – ongoing
3. Complete DPIA and send to DS for signature – done
4. Follow up noise nuisance letter – no follow up
 | DS/TWCWTS |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:** Nil |  |
| 4.0 | **Sites and Buildings Update:**CW provided the governors with a detailed update prior to the meeting to review.Mains points covered:* 5 Year electrical testing has been carried out and final report awaited (this has been chased)
* The KS2 flat roof – awaiting further update from Bracknell Forest regarding replacement in the summer
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| 5.0 | **Staffing Update:**The governors received a full staffing report prior to the meeting to review.**Recruitment**TS reported that recent recruitment has been very successful with lots of good candidates. 3 x NQTs have been appointment, all considered to be strong. KM asked why NQTs have been appointment, not more experienced teachers. TS said that this was partly for budgetary reasons but also some of the more experienced applicants did not appear to bring as much value when looking at their salary expectations. All 3 NQTs know each other, which TS considers beneficial, and 2 are Maths specialistsTW asked if the school has been 100% clear with the NQTs about expectations of them, particularly in relation to workload. TS confirmed that she has been very clear with them on this. This means that the School is now fully staffed for September 2019, although there is still the potential teacher resignation date in May to be aware of. KM asked how NQTs are monitored, TS replied they are supported by Ann Duncan and Alex Peaple (Ann helps them plan)TS advised that Mrs Williams and Mrs Channing have been appointed into the 2 x TA posts discussed at the meeting on 4 February.  |  |
| 6.0 | **Finance Update:**The Governors received a detailed finance report prior to the meeting to review. CW went through the report and specifically noted: * Expecting a clawback of £5k for nursery.
* The school hasn’t had notifications of class sizes for Reception in September yet.
* CCTV – this has now likely to come from main budget, not Capital
* Expected carry forward is now £133k. TW said that this is above the 8% but the school needs to demonstrate a plan for this additional money. The plan is the continued provision of having Ann Duncan as a non classroom based teacher. TW also reminded that the school knows it will lose funding going forward.
* Total School Capital budget is £37k, of which £7k is for CCTV and the new interative white boards will come from here.
* PP spend – spent £77k against a grant of £54k.
* CW now has a new budget planner – expected amounts for 2019 / 20 financial year are £2,137,426 for main budget and £22,047 for Capital budget
* All staffing costs are included in the planner, plus curriculum costs, maintenance (including decorating remainder of KS2 corridor and flooring to school kitchens).
* There is a plan being formulated to change the (largely redundant) IT suite into a creative arts room (some of this work will come from Capital budget). (IT work will continue in classrooms, some desktops will be relocated to the library and for PPA rooms). Work to be done in summer, ready for Autumn 2019.
* Currently CW is budgeting on 496 pupils, once final numbers received for Reception 2019 will know whether this triggers extra funding
* TW stated that budgeting for 2019 / 20 isn’t a concern, but that 2020/21 is a concern going forward. Ideally the school should look to break event in this coming financial year to keep the carry forward available for then. Although he is currently comfortable, need to ensure no complacency going forward
* JP asked what CW considers the biggest risk – CW replied the impact of inflation on the SLAs (considering Brexit) and staffing (although current levels are budgeted for, any change to staffing via resignations could have a financial risk.
* CW presented an inventory for school (produced with Mr Norman) which has been completed.
* CW had circulated the SFVS in advance of the meeting for Governors, which needs to be approved by Governors. TW confirmed he was happy with it.

**Proposed TW****Seconded RC****Approved All** |  |
| 7.0 | **Data Protection Update:**DPIA has been signed for the CCTV.  |  |
| 8.0 | **Documents for Approval:**CW advised that she had uploaded the Finance Procedures today for review. The update is that the school now has the ability to make BACS payments rather than rely on cheques. TW asked if one person can generate and approve a transaction. CW said that this wasn’t the case and will change the wording in the procedure. CW also confirmed that this change does not alter the segregation of duties. TW stated that he was happy with this update, subject to the amendment to wording for authorisers. **Proposed TW****Seconded RC****Approved All** | CW |
| 9.0 | **Part 2: (if applicable)**These will not be circulated and will be retained within the school to adhere to data protection requirements.  |  |
| 10.0 | **AOB:**None  |  |
| 11.0 | **Date of Next Meeting:**Monday 20th May 2019, at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 25 March 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 | **CB** | **ongoing** |  |
| **Action 3** | Change wording in the finance procedure (item 8) | By next meeting | **CW** |  |  |