College Town Primary School



**Staff and Finance Committee Meeting**

**Monday 4th February 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 – left at 9.35pm |
| Katherine Middlemiss (KM) | Co-opted Governor – left at 9.35pm |
| Emma Batten (EB) | Staff Governor |
| David Spence (DS) | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor – left at 9.35pm |
| **In attendance**  |
| Cath Wadsworth (CW) | Business Manager |
| Gemma Yates (GY) | Clerk |
| **Apologies**  |  |
| Toni Barton (TB) | Parent Governor  |

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**Toni Barton |  |
| 2.0 | **Minutes of the Last Meeting:**Previous minutes were approved as a true representation of the meeting held 19th November 2018. 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. Completed. Notice given to end the contract in the Summer.
 | DS/TW |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:** As FGB meeting |  |
| 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 is booked for February half term along with boiler servicing and legionnaire testing and an accessibility audit.
* New outdoor gym equipment has been installed in the KS2 playground using the sports funding.
* Work continues on clearing out areas/rooms within KS2 to make better use of the available space.
* Five new external lights along the drive were installed in December by Bracknell.
* The KS2 flat roof and bungalow roof are being replaced by BFC in the summer and may start earlier during the summer term.

**Waste Management**CW reported that currently our waste bins are collected under a contract through BFC. As of August 2019 schools waste collection will no longer be part of the Councils contract and schools need to find their own suppliers. As part of managing the waste for the site there are also several legal requirements/ responsibilities that the school must follow, such as ensuring that we use a regulated supplier and know where the waste is being taken to etc.CW is currently getting quotes from several suppliers, including the current supplier for waste collection. The East Berkshire School Business Manager group is also reviewing waste contracts and has proposed using a company called GPT. They have a large number of waste contractors they work with and by dealing in bulk and providing a large number of collections they obtain discount on the cost of the collection. Assuming the cost of the collection is not hugely more than the other quotes the GPT option is a good option, providing security of collections and covering all our legal requirements. CW informed the meeting that the waste contract from Sept will cost the school significantly more than in previous years under BF. We expect at least a 50% increase from approx. £3000 to £4500. |  |
| 5.0 | **Staffing Update:**The governors received a full staffing report, training/CPD report and an overview of time allocated to teaching staff prior to the meeting to review.**NQT development**TS reported that all three of our NQTS successfully completed their first term with many strengths evident. **Resignations & Recruitment** * TS reported that the teacher resignation deadline date for this term is 28th February.
* TS has received one resignation from Mrs Parsons and has received confirmation from Mrs Grimes that she will be returning after the May half term, but she has already given her resignation for the next academic year 2019-20. When Mrs Leighton starts her maternity leave in June Mrs Grimes will cover until the end of term.
* Miss Nuttall’s maternity leave commences on 18th March and will be covered initially by Mrs MacDonald our trainee teacher with support from Mrs Duncan and Mrs Faircloth. Following the Easter break Mrs Duncan and Mrs Faircloth will share the class.
* Mrs Faircloth is currently teaching one day in Year 2, but this will now be covered by Alison Gaylard.

JP asked how does the training come about.TS replied that 75% of training is directed by her using the school development plan. TW asked if it would be worth providing staff with time management training.TS replied that time is allocated within the 1265 hours and that time management should include resilience and the desire to work hard. DS asked if the admin work for teachers has increased.TS answered that it had decreased.  |  |
| 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: * Change to the budget is due to a clawback of -£12909 because of lower numbers in Nursery. An additional income of £5591 for the Autumn term KS1 class size recalculation. There is an estimated clawback of -£9400 for Spring tem Nursery numbers but an increase for KS1 class size of approx. £4000 giving a further estimated net reduction in budget of -£5400.
* Teaching Assistants –This is now underspent as a TA left.
* Grounds Maintenance – This is showing as overspent due to the purchase new outdoor gym equipment for KS2.
* Furniture Purchase – Overspent due to the cost of replacing two lunchtime tables. There is an additional requirement for one more table giving an overspend of -£3574. **Proposed by TW, Seconded by DS, Approved by Governors**
* Uniform - As discussed previously this is overspent due to the purchase of sports uniform. This is funded within the sports premium allocation.
* ICT Resources Purchases – The school has purchased 21 new small laptops for children, 15 for in class and a further 6 to be used in the SEN room. The six laptops are funded from within the original budget which was allocated for new resources after the amalgamation as agreed when the budget plan was set. The remaining 15 laptops are being funded by the PTA who received nearly £7000 from the Co-op under their charity scheme for last year.
* Ed visits – overspend for this year is offset by payments received from parents. Some of the commitment is for the Year 6 trip which is not due to be paid until next financial year.

CB asked if the school had looked into laptop recycling for the old unused laptops as some companies will pay for old laptops.CW asked if CB would mind investigating this option.**Proposed Additional Spend**CW reported that in KS2 most of the whiteboards are old, not working and no longer supported. Promethean, one of the brand leaders, provided a demonstration of their boards. The cost of 8 new boards will be around £16000, but an extra £2000 would be required for brackets, delivery and installation. We will also look at other makes. Funds would either need to be vired to ICT Resources Purchase or some of the spend could come from Capital funding.TW asked what the maintenance costs would be for the boards if required.TS replied that Promethean are a long standing reputable company that do offer good customer support.TW suggested to take half of the funds out of capital. CW asked if the GB approved the funds.**Proposed by TW****Seconded by DS****Approved by Governors**CW reported that as part of the repairs and maintenance budget it is proposed to redecorate the corridors within the KS2 building at an estimated cost of £5k.**Proposed by TW; Seconded by DS; Approved by Governors**The proposed virements were discussed and agreed.**Proposed TW; Seconded DS, Approved All****Capital** CW reported that there has been no capital expenditure. CW reported that BF have given the school £15k from the amalgamation budget to fund new CCTV across the whole site. Therefore the total capital budget available is £32685.CW explained that the school had received three quotes for similar specification cameras and placements and that having carefully reviewed the CCTV proposals we propose going with Gemtec. The additional cost to come from the capital fund. A Data Protection Impact Assessment will be carried out for the CCTV and passed to the DPO for approval before implementing the project.**Proposed by TW****Seconded by DS****Approved by Governors****Pupil Premium Spend Update**CW provided the GB with an updated plan of spend. The total current spend for the year is £76911 and the total grant received is £51810. The PP grant is lower than originally budgeted due to a reduction in PP numbers. **Indicitive Budget**CW provided the GB with a detailed indicative budget for 2019-20 and fully explained the main points. CW asked the GB if there were any questions regarding the report. No questions were asked.**Junior School Private School Fund 2017/18**CW reported that the school fund for the Junior school has been checked covering the period from 1st Sept 2017 to 31st August 2018. This has been sent to BF and uploaded to the governor zone. **Benchmarking**CW presented the benchmarking report and reported that benchmarking can now be carried out by anyone without the need for a login. CW reminded the GB that when carrying out any comparisons against other schools the data needs to be looked at carefully as there will be several areas where schools may allocate the spend in different areas.  | CB |
| 7.0 | **Data Protection Update:**CW informed the GB that a Data Protection Impact Assessment (DPIA) would need to be done for the CCTV. CW has a template and will tailor it for the school and email to DS to review and sign.  | CW |
| 8.0 | **Documents for Approval:**CW presented meeting with the E-Safety and Data Security policy. This has been updated in Jan 19 with the acceptable use policy (AUP) wording now in line with BF safety policy.**Proposed by DS****Seconded by TW****Approved by Governors** |  |
| 9.0 | **Part 2: (if applicable)**None |  |
| 10.0 | **AOB:**TS reported that when she arrived at school last Saturday at 8.35am there were people in the building and the school was left open. TS made is clear to Mrs Hurley? That this was unacceptable and has since received an email apologising and asking for the school not to terminate her contract until July. Since receiving the email TS had also received a noise nuisance complaint regarding the Zumba classes. TS will call the number on the letter to find out further details and will report back.CW informed the meeting that we can give the Zumba class 2 months notice if we wish.TS replied that she will follow up on the letter, but we may not have any other option than to terminate the contract at Easter.EB reported that the nursery are struggling with the 1 staff to 7 children ratio at present due to 2 children who require 1-2-1 support and 5 children who require toilet training. EB reported that she is chasing SEN emergency funding for under 5’s and is also moving a member of staff from Y1 after half term to help out. |  |
| 11.0 | **Date of Next Meeting:**Monday 25th March 2019, at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 4 February 2018**

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| **Ref** | **Action** | **Date** | **Owner** | **Status**  | **Comments** |
| **Action 1** | Site walk around. | By end of the summer term | **TW/DS** |  |  |
| **Action 2** | Look into laptop recycling companies | By next meeting | **CB** |  |  |
| **Action 3** | Complete a DPIA and send to DS for signature | By next meeting | **CW** |  |  |
| **Action 4** | Follow up noise nuisance complaint letter | By next meeting | **TS** |  |  |