

Minutes of Thorpe Primary School
Governors Finance/Personnel Committee Meeting
Wednesday 5th July 2017 at 7.00pm

Present: Kate Trethewy (KT) (Head Teacher), Colin Hammond (CH) (Chair of Governors), Laura Davies (LD) and Seetal Swan (SS).

Apologies: Anne Clayton (AC) (Chair of Finance/Personnel Committee, Emma Anderson (EA) (Deputy Head) and Tracey Cheung (TC).

In Attendance: Terry Edwards (TE) (School Business Manager) and Hannah Jackson (Committee Clerk)

The meeting commenced at 7.00pm

Item	Points Discussed	Decisions/ Recommendations/ Action Points/Dates
1.	Apologies for absence: 1.1 Apologies were received from Anne Clayton, Tracey Cheung and Emma Anderson.	
2.	Minutes of the Last Meeting – Wednesday 8th February 2017 2.1 The minutes were agreed as a true and accurate record and signed by CH (in AC's absence)	
3.	Matters Arising 3.1 7.1 SS to book onto new governor training. 3.2 11.1 SFVS Q9 head to rewrite due to change of person, believe done but will double check. 3.3 12.1 Leave of Absence Policy on hold as midyear change would not be appropriate. 3.4 12.6 Attendance Policy, the head confirmed 30 days would span over summer holiday period. 3.5 12.9 KTU and EA did meet re SEN, however the report from KTU still to be received. 3.6 All other matters arising on tonight's agenda.	SS to attend new governor training KTU to share SEN visit report.
4.	Declaration of Interest 4.1 No declarations of pecuniary interest.	

<p>5.</p>	<p>Budget Update 2017/18</p> <p>5.1 Budget was sent in advance of the meeting, and a slightly updated version was tabled with some changes to staffing after being checked by the LA today.</p> <p>5.2 Governors asked what has changed since the original budget submission. TE confirmed the following:</p> <ul style="list-style-type: none"> • I05 Pupil Premium income has been confirmed by the LA and is just under £3k less than original budget. • I08 Income from facilities is around £5k higher than original due to Teach First funds received. • E01 Teaching Staff reduced by around £16k following staffing recruitment and appointments. • E03 Education Support Staff reduced by around £3k also due to staffing recruitment and appointments made. • E07 Cost of Other Staff increased by around £4k due to additional recruitment needed from September such as midday supervisors. • E19 Learning Resources increased by around £3k to reflect school improvement services brought in, hopeful to have some of these costs offset from the MAT later in the year. <p>5.3 The current predicted carry forward sits at £54k, which is considerably higher than the original budget; but governors are mindful it's early in the financial year. Also around £10k may be needed for the MAT budget, the head will know more on this next week.</p> <p>5.4 Governors asked if there are any funds left in the capital budget? TE referred governors to the document detailing premises project work over the 2017 summer holiday that was sent in advance of the meeting. This work comes to an estimated total of £40.5k so would be the majority of capital funds spent after these works are completed. Governors requested further explanation on the planned work, and the head / TE added:</p> <ul style="list-style-type: none"> • Nursery / Reception canopies are part of the Ofsted action plan; enabling continuous learning to an outside area. The external doors to the same areas are also to allow this access. Approx £7k from closing the school fund will help towards these costs. Also the school have applied for a grant of £10k towards these costs; but will not know if successful until September; so continue to budget as if this is unsuccessful for now. • Remove Yr5 shared area and relocate wet area, this is again to make better use of the space available. Redecoration will also help with bringing the whole school up to fresher looking standards. • Repairs needed in foundation area are a H&S issue, therefore not optional. • New dining tables and chairs needed to manage lunchtimes from September for 30 additional students on roll. • Rationale oven is needed for the same increase to numbers. Governors questioned the high cost of this at £9k, and were reassured that it has been extensively reviewed to ensure the schools needs will be met. Also 3 quotes were received and compared as per the financial management policy. <p>5.5 Governors queried if best value has been achieved with all the works planned, the head confirmed it has. All governors agreed to the planned works following recommendation by the Premises committee.</p>	<p>Governors agreed to all planned works over summer holidays.</p>
<p>6.</p>	<p>Income / Expenditure School Visits</p> <p>6.1 A spreadsheet detailing Trip Balances 2016/17 was sent in advance of the meeting.</p> <p>6.2 TE advised governors this has been compiled following a request from governors to keep track of the shortfall</p>	

	<p>the school are making up, and review if any further action is needed because of this. Governors were reminded that the shortfall may include payments made from pupil premium for some students, so is not solely unpaid contributions from parents.</p> <p>6.3 Governors agreed the total shortfall for the year of £4k is lower than last year which is a positive sign.</p> <p>6.4 The head asked for governors' views on charging parents for events taking place in the school within normal school hours, such as the recent History off the Page event? After discussion governors agreed that such events that the school cannot offer themselves, and that adds to children's learning are justifiable, as they do come at a cost to the school.</p> <p>6.5 Governors asked is there a set limit of funds needed to ensure a trip can take place? TE confirmed the policy does state trips can be cancelled if not enough funds are received from parents – although this has never happened.</p> <p>6.6 The costly trips are residential to Finborough and London, therefore have the largest shortfall. Governors asked what more can be done to help parents spread the cost of these particular trips? TE explained the current process, allowing parents to start making payments from September; however agreed to make the payments more frequently staged, possibly monthly; to help spread the cost further. This will make more work for the office but will hopefully help decrease the shortfall. Same report to be shared next year to show the impact of this change.</p> <p>6.7 Governors asked if there are any additional trips planned for next year? The head confirmed a member of staff is currently working on mapping out the curriculum, including associated trips. However, this doesn't always have to be a big expenses by utilising any local events taking place.</p> <p>6.8 Governors summarised that trips are an invaluable part of children's development and often what they remember fondly from school. Therefore no further action needed amending trips schedule, reminding the school to be mindful of potential shortfalls when considering anything else.</p>	<p>Residential trip costs to be spread over more frequent payment stages.</p> <p>Ongoing trips spreadsheet to be compiled for 2017/18.</p>
<p>7.</p>	<p>Catering Costs</p> <p>7.1 An updated spreadsheet was distributed in advance of the meeting.</p> <p>7.2 The first page shows average daily meals for April – June this year, and the income over expenditure is currently at £2480 so a positive first quarter. Governors added that included in the costs are many extras supplied by the kitchen than just school meals; such as taster food for parents evening, governor and staff BBQ, etc. The Cook is very careful with costs, including avoiding staff overtime costs whenever possible.</p> <p>7.3 The second page shows an annual comparison, with average monthly meals. June is down by just 1 compared to last year. However, the Finborough residential was in June this year and not last; so not a concern. The head confirmed staff meals are included in this breakdown following a governor query.</p> <p>7.4 The last page is a breakdown of meal take up (UIFSM, KS2, FSM, adults free, adults paid) and the income generated. Governors asked how many free meals are given to staff? The head advised 1 a week provided they eat this with children.</p>	

	7.5 No further questions on Catering Costs.	
8.	<p>Staffing</p> <p>8.1 A proposed staffing structure was tabled showing key leadership posts in school with each roles responsibilities. The head had shared and discussed this proposal with the school effectiveness committee recently, who agreed to the proposed changes.</p> <p>8.2 Governors asked for further explanation of the changes. The proposal adds a 2nd Phase 2 leader and slightly changes the roles of the current 2 x Phase 1 and current Phase 2 leader, splitting the roles into Pastoral and Raising Standards. Therefore making 4 Phase leaders who will each share an 'area' colleague and a 'phase' colleague for support when needed. Also the phases are now defined as Phase 1 Nursery to Year 2 and Phase 2 Year 3 – Year 6.</p> <p>8.3 Another document was shared that breaks down each role even more, this was developed with the current staff helping to decide what falls under pastoral or raising standards. There is some overlap. As the school grows it needs more staff focussing on raising standards, which is good for succession planning. Governors asked if the staff currently in role were happy with the proposed changes? Yes, they have helped breakdown the roles and the current Phase 2 leader has given a preference to which role is preferred, they are happy to give this structure a go.</p> <p>8.4 This document also outlines pay scales for each role, with no changes to any leadership scales – 4 posts at this TLR were already previously approved so no further financial implications and already budgeted. If agreed, this structure won't be in place for September as not enough time to recruit to the vacant role.</p> <p>8.5 After discussion governors fully approved the proposed structure. The head will share with staff at the next team briefing.</p>	Governors agreed the proposed staffing structure.
13.	<p>Any Other Business</p> <p>13.1 None.</p>	
	<p>Date and Time of Next Meeting</p> <p>TBC</p>	

The meeting concluded at 7.50pm