

Minutes of Thorpe Primary School
Governors Finance/Personnel Committee Meeting
Thursday 12th October 2017 at 7.00pm

Present: Kate Trethewy (KT) (Head Teacher), Laura Davies (LD), Seetal Swan (SS), Anne Clayton (AC) (Chair of Finance/Personnel Committee), Emma Anderson (EA) (Deputy Head) and Chinari Manoj Subudhi (MS)

Apologies: Colin Hammond (CH) (Chair of Governors), 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 Colin Hammond and Tracey Cheung.	
2.	Election of Chair and Vice Chair 2.1 Anne Clayton was nominated as Chair of the committee for 2017/18. 2.2 It was agreed not to elect a Vice Chair at present.	AC Chair of Committee for 2017/18
3.	Minutes of Last Meeting – 5th July 2017 3.1 Agreed as a true and accurate record and signed by Seetal Swan.	
4.	Matters Arising 4.1 3.1 SS to arrange New Governor and Safeguarding training. 4.2 3.5 SEN Governors Visit Report shared at last FGB. 4.3 5.4 All school building improvement work completed in summer holidays as planned. 4.1 6.6 Residential trip costs spread out as requested and an ongoing spreadsheet tracking trips is being	

	continually updated.	
5.	Declaration of Interest 5.1 There were no declarations of pecuniary interest.	
6.	Terms of Reference 6.1 A copy of the Terms of Reference from 2016/17 was distributed in advance of the meeting. 6.2 Section 1, governors agreed for 'vice chair' to be removed. 6.3 Section 7, vii – giving the head permission to write off anything under £100 without further authorisation. This seemed like a low figure for the head to be able to authorise. Governors discussed whether to increase this, but agreed to keep as it is due to the £100 being the current value and not purchase price. 6.4 All other points to remain the same creating the 2017/18 Terms of Reference.	2017/18 Terms of Reference agreed.
7.	Budget Update 7.1 A copy of the budget was distributed in advance of the meeting. 7.2 TE talked through any headers with notes which explain reasons why the actual has altered since the budget was originally set, and invited governors to ask questions at any point. 7.3 I03 SEN funding has increased due to an additional EHCP, expecting this to increase further as 3 more EHCPs are currently being completed. Governors asked if this was from an additional child joining the school, EA advised the EHCP was in process when a reception child started school, and the 3 in process are children already at school. 7.4 I07 Other Grants and Payments. Additional income from PIXL, the school didn't realise have to come out of the trust budget. 7.5 I08 Income from Facilities/Services has increased due to funds from the Trust for training. 7.6 I13 Donations has increased as the balance of the school fund account was added on this budget line when closed, and a donation from TCA. These funds from TCA are not yet reflected on the expenditure as it has not been decided where to use as yet. 7.7 E01 Teaching Staff is fully up to date with pay progression etc. 7.8 E07 Cost of Other Staff has increased due to extra midday supervisors employed for 1-1 needs at lunch. 7.9 E30 Direct Revenue Financing. Increased almost £9k from the agreed spend over summer holidays to be paid out as a capital project. 7.10 E27 Bought in Professional Services. Governors asked what this header covers, TE advised learning support services, agencies outside of school, etc. This has been reduced since original budget. 7.11 A Carry Forward of £34k is currently predicted, although this does include the £9k from TCA not yet allocated to expenditure; so a more realistic figure is £25k. 7.12 Capital is currently overspent by around £4k which is not allowed, so the school need to cover this from	

	<p>revenue and move to capital. Governors queried where would this come from within the budget, TE suggested E02 Supply Staff as this is where £35k for long term sick is kept, and at the moment only spent around £5k at almost half way through the year, would still leave a budget of £26k. Governors discussed how this has been used in previous years, and also cautious of coming into the winter period when sick cover is more likely to be needed; however still agreeing there should be sufficient funds. Governors asked why/how the capital was overspent? TE advised the planned spend over the summer was always tight, and several unforeseen extras that had to be done caused this – such as the concrete levelling, heater repairs, etc. Governors asked if the school receives grant funding for capital; TE confirmed yes, £9320 was received from DFE all of which was spent on these summer projects too. Governors discussed how this is all needed as a knock of effect of gaining 30 additional children each year until the school is full. TE confirmed the school have applied to National Lottery Funding for funds spent on the canopy, but will be around a 3 month wait to hear if successful or not as an updated form had to be resubmitted delaying this further. Governors agreed to move the £4k needed from E02 to Capital.</p> <p>7.13 E09 Staff Development and Training, £24k was originally budgeted and £6k spent, governors asked if a plan is in place to use the remaining funds, reminding of the importance of using this for staff development. The head advised yes, and it was looked at this week; noting there is potential to reduce this budget line. Also depending on the MAT when changing to an academy, the school could receive significant funds for school improvement training.</p>	<p>Governors agreed £4k from E02 to move to Capital.</p>
<p>8.</p>	<p>Personnel Audit</p> <p>8.1 The EPM HR Update and Training Programme for 17/18 was distributed in advance of the meeting.</p> <p>8.2 Data protection is mentioned in the programme, governors asked if staff have data protection training. The Head advised on Monday morning she and TE are watching the EPM webinar on data protection updates, as suggested schools in the MAT should all look at together; as they will appoint a data protection officer. It's also anticipated there will be more in-depth training with the MAT next year. However the Head assured the school has a privacy statement in place, but will review further after attending the webinar on Monday.</p> <p>8.3 The HR audit within the programmes was completed by a working party from this committee last year, it was decided this year to review the answers given then with the following agreed after discussion:</p> <ul style="list-style-type: none"> • A. Introduction. Keep action of training for new governors to the committee (as agreed in 4.1 tonight). • D. Discipline and Dismissal. KCSiE information is available for all staff and is in the staff handbook. Also all staff and governors sign a declaration regarding this. • F. Paying Staff. The Oct 16 STPC was added to the policy file as previously requested. • O. Child Protection and Whistleblowing. The policy was sent to all governors as previously requested, all signed and returned. TE and EA will attend updated safer recruitment training in November. 	<p>Personnel Audit changes agreed.</p>

9.	<p>Statutory Policies – Personnel / Finance Committee</p> <p>9.1 Governors referred to the list of policies on p.12 of the EPM HR Update and Training Programme for 17/18.</p> <p>9.2 TE advised all had been printed noting the EPM amends mainly adding in extra information on data protection. Governors agreed to adopt all statutory policies listed.</p> <p>9.3 The head advised following recent training; once the school officially joins the MAT, wording explaining the MAT takes responsibility will need to be added to all policies. This can be on the cover if appropriate. Also an overarching statement explaining the same will need to be added to the schools website.</p>	All Statutory policies agreed.
10.	<p>School Fund Account 2016/17 – Close of Account</p> <p>10.1 The financial statement was distributed in advance of the meeting.</p> <p>10.2 TE advised the account is now closed, has been audited for year-end and this statement uploaded onto the charity commission website as required. The closing balance of £9373 was used for the canopy in reception/nursery during summer holidays.</p> <p>10.3 Any leftover uniform has been brought into the school budget.</p> <p>10.4 There were no further questions, the statement was signed by the Chair of Committee.</p>	
11.	<p>School Meals – Costs / Budgets etc.</p> <p>11.1 The School Meals spreadsheet was distributed in advance of the meeting. Takings were slightly down in September, however this is common for the start of school year and tends to increase over winter.</p> <p>11.2 Governors asked if anything is causing concern. TE advised the school are 10 pupils short in reception at the moment, who would all be entitled to UIFSM, which may be affecting numbers. Also census day number was 386, which will affect funding going forward, but this cannot be changed now.</p> <p>11.3 The kitchen are always promoting their meals, and will be offering tasters at parents evening next week; also a roast dinner day is planned when all children will participate in the preparation.</p> <p>11.4 The income over expenditure is down at the moment, however this is from the usual knock on effect of £0 takings in August. Governors are happy to continue monitoring.</p>	
12.	<p>Any Other Business</p> <p>12.1 A proposal outlining changes to the breakfast club offer was tabled. The head explained following discussions with Pupil Premium leads; they would like to offer breakfast club for free to PP children as some are coming to school without having breakfast. Also the food choices would be improved, and enhanced facilities would be available. The additional cost to school for this would be for a member of the kitchen staff to start 15 minutes earlier to prepare the food. This would allow the 2 current TAs better time to interact with the children, for example games or reading. The proposal has an increased cost of 50p per day to parents.</p> <p>12.2 Governors discussed the proposal, with concerns around the price increase to parents of 50%. The Head has asked what other schools in the MAT charge and is waiting to hear back, governors were aware of other</p>	

	<p>schools who charge £2-£3 already. Governors wanted further justification of the price increase, the head advised it has been £1 only for several years, and the increased costs will cover a better variety of food and not just staff costs. Governors asked how quickly the school would want to put the proposal into place, how much notice would parents be given. The head advised staff can be ready from after half term. Governors asked how many PP already attend breakfast club, and is it realistic that more would attend? The head advised no PP pupils currently attend, and a questionnaire was sent to PP parents; 12 of which agreed their child would benefit from breakfast club. Governors agreed they are happy to go ahead with the proposal; but would like more investigation into cost to be completed. The school cannot afford to make a loss, but will bring down the proposed cost if possible.</p> <p>12.3 The head reported sadly the TCA has ended. At the recent AGM only 3 parents attended so it was felt there was not enough voluntary support to continue. This has also been supported consistently by the same members of staff who agreed. The TCA has been officially disbanded following charity rules. Governors asked if this could be started again if more interest was shown, the Head confirmed it can easily start again and hopes once parents see the impact of not having the TCA, e.g. Xmas party etc. something bigger and better may be created.</p> <p>12.4 Governors discussed the possibilities of an after school club, like breakfast club, and the different rules around setting these up.</p>	<p>Agreed the Breakfast Club proposal following further costs investigation.</p>
	<p>Date and Time of Next Meeting TBC</p>	

The meeting concluded at 8.10pm