

Minutes of Thorpe Primary School
Governors Finance/Personnel Committee Meeting
Wednesday 12th October 2016 at 7.00pm

Present: Kate Trethewy (Head Teacher), Anne Clayton (Chair of Finance/Personnel Committee), Colin Hammond (Chair of Governors), Jo White, Jo Fillmore (Vice Chair of Finance/Personnel Committee) and Mansha Mohammed.

Apologies: Tracey Cheung and Manoj Subudhi

In Attendance: Terry Edwards (School Business Manager), Emma Anderson (Deputy Head) 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 Tracey Cheung and Manoj Subudhi.	
2.	Election of Chair and Vice Chair 2.1 Anne Clayton put herself forward as Chair, this was agreed unanimously. 2.2 Jo Filmore put herself forward as Vice Chair, this was agreed unanimously.	Anne Clayton voted as Chair and Jo Filmore voted as Vice Chair
3.	Minutes of the Last Meeting – Thursday 6th July 2016 3.1 The minutes were agreed as a true and accurate record and signed by Colin (as Anne gave her apologies and Naheed has left the governing body).	
4.	Matters Arising 4.1 6.6 Summary information added to trips spreadsheet – Terry believes this has been done but will check with	Terry to check

	<p>Jackie.</p> <p>4.2 6.7 Colin and Nick suggested settlement fees for unpaid trip fees which was agreed and paid by parents.</p> <p>4.3 8.5 Energy costs – site manager is compiling spreadsheet of information and staff were reminded on energy saving at staff briefing.</p> <p>4.4 11.5 sickness policy is on tonight’s agenda for discussion.</p>	summary info added to trips spreadsheet
5.	<p>Declaration of Interest</p> <p>5.1 There were no declarations of pecuniary interest.</p>	
6.	<p>Terms of Reference</p> <p>6.1 Distributed in advance of the meeting. Discussed how this was updated last year to add that if a governor is sending apologies to a committee meeting they should try and find another governor to replace them. This is working well to date.</p> <p>6.2 The terms of reference were agreed with no changes.</p>	Terms of Reference agreed
7.	<p>Budget Update</p> <p>7.1 Distributed in advance of the meeting. Anne and Jo met with Terry and Kate prior to the meeting to look at the budget breakdown.</p> <p>7.2 Terry explained what the different columns mean and advised the percentage spent should be around 50% at this time of year. Anything notably changed has been commented on in the notes column.</p> <p><u>Income</u></p> <p>7.3 I01 to I05 shows income from the LA, all where it should be.</p> <p>7.4 I07 Other Grants and Payments – originally set at £6k, already had in £9.4k. The extra income is from work Nick did via Pixl plus Triad and Teach First.</p> <p>7.5 I09 Income from Catering – originally set at £40.3k now reduced to £35.8k. Terry explained this was looked at in more depth by her and Helen, who decided to reduce as less income than anticipated in to date.</p> <p><u>Expenditure</u></p> <p>7.6 E02 Supply Staff - reduced long term sick by £10k as only at 29% spent. The £7.3k spent is on cover staff.</p> <p>7.7 E03 Support Staff – at 47% spent, there is some contingency for overtime as the school use HLTA’s for cover whenever possible. This is better for the children and also cost effective compared to bringing in supply. Governors discussed how the HLTA’s feel about this arrangement.</p> <p>7.8 E08 Indirect Employee Expenses – high at 72%, this is due to the 2nd year payment of the first teach first candidate, and a second candidate taken on this year. Therefore the budget has been increased from £8.1k to £15.8k – governors agreed this is worthwhile spend and were happy to hear the first candidate is staying in Peterborough.</p> <p>7.9 E12 Building Maintenance & Improvement – 80% spent due to annual contract fees being taken already.</p>	

	<p>7.10 E18 Other Occupation Costs – 74% spent also due to annual contract fees been taken e.g. clinical waste, alarm system maintenance etc. Terry is confident the remaining funds should cover the cleaning supplies etc. that will be needed for the rest of the year.</p> <p>7.11 E26 Agency Supply Staff - not using Textbook teachers, however this is being used for supply agency cleaners for an ongoing sick cover.</p> <p>7.12 Carry forward currently predicted at £20k. This is less than this time last year but governors are happy. This is looking more promising than when the budget was set 6 months ago as it was built on a £15k carry forward. Kate added there are still a few places the school can look to save, e.g. property services contracts; the site manager has built up relations with other contractors that could reduce costs going forward.</p> <p><u>Capital</u></p> <p>7.13 Currently only at 27% spent, the nursery improvements hoped for have not happened as there isn't enough funds to make the difference wanted.</p> <p>7.14 Colin thanked Terry and Anne for their work on the budget reminding governors that building the budget was difficult this year to even make balance let alone have a carry forward. However this is still a tight carry forward for the size of school so needs to remain closely monitored.</p>	
<p>8.</p>	<p>Personnel Update</p> <p>8.1 The EPM document HR Update and Training Programme for Governors, Trustees and Senior Staff 2016-2017 was distributed in advance of the meeting.</p> <p>8.2 This document had an audit in on HR matters. Governors agreed for Anne, Jo and Tracey to form a working party and work through the audit. This will then be reported back to all governors via email.</p>	<p>Anne, Jo & Tracey to complete audit and report back to governors via email</p>
<p>9.</p>	<p>Statutory Policies – Personnel / Finance Committee</p> <p>9.1 Anne has been through all statutory model policies from EPM, not many changes.</p> <p>9.2 Governors discussed the grievance policy – agreed to change to 2 governors to form a panel in point 2.3 as this matches the schools current policy. Also agreed to change grounds of appeal to 10 days rather than 5 in point 3.3, however this will be checked with Tracey and can be amended later if needed.</p> <p>9.3 Governors agreed to adopt all policies with relevant amendments (e.g. school name, storage places)</p> <ul style="list-style-type: none"> • Recruitment and Selection Policy and Procedures • Support Staff Probation Procedure • Induction Policy • Ex - offenders Policy Statement • Redundancy Policy • Disciplinary Rules • Appraisal and Capability • Staff Code of Conduct 	<p>Governors agreed policies listed in 9.3</p>

	<ul style="list-style-type: none"> • Misconduct • Grievance Procedure • Pay Policy 2016 -17 • Personal Information • Flexible Working • Policy for Dealing with Allegations of abuse • Leave of Absence • Health & Safety • Whistleblowing Policy 	
10.	<p>Sickness Absence Policy - Amendment</p> <p>10.1 This policy was agreed at the last meeting. Governors discussed 'return to work discussion' point 12.1 and agreed to the suggested wording of ' when an employee returns to work following any absence requiring a fit note or the 4th absence during the academic year the line manager will normally meet with the employee'.</p> <p>10.2 Governors considered reducing this to the 3rd occasion of absence rather than 4th as a duty of care, but decided to stay with 4th.</p>	Agreed change to 12.1 in Sickness Absence Policy
11.	<p>Pay Policy 2016-2017</p> <p>11.1 Distributed in advance of the meeting.</p> <p>11.2 Terry advised the wording of 'review' committee has been changed to 'salary' committee throughout as this is the term used by the school. Also 2.5.1 added dates for threshold applications / pay progression for teachers.</p> <p>11.3 UPR or UPS? Should be left as UPR (upper pay range) as this is the commonly used term, although still UPS in the annexes added by the school.</p> <p>11.4 Annexe 6 and 7 – conflicting information as whether there should be 5 or 6 pay ranges for leading practitioner role. Terry to check on contract / salary committee minutes and confirm to governors via email. Also the amount for L7 on the pay range in annexe 7 needs correcting, which Terry will do also.</p> <p>11.5 Governors agreed to approve amendments via email, this needs agreeing soon as performance reviews are commencing.</p>	Terry to advise governors of changes via email and agree Pay Policy
12.	<p>School Fund Account 2015-2016</p> <p>12.1 The schools fund account has been audited and a copy was distributed in advance of the meeting.</p> <p>12.2 Terry reported the auditor was happy with the accounts. They identified a £56 loss in uniform stock; some stock is put into the budget for things like football club kits, sweatshirts for school trips. These are then a shared resource in school.</p> <p>12.3 There is a carry forward of £7k. Around £3k in uniform stock currently held at schools. Uniform does sell</p>	

	<p>throughout the year. The Head has advised looking at alternative uniform providers as the current stock is expensive. The school do not want to make profit on uniform, just make it more affordable for parents. This will be a question on the spring parents evening survey to get some feedback with a view to making changes for September. Also considering a tie for Year 6 children, preparing them for secondary school.</p>	
13.	<p>School Meals – Costs/Budget etc.</p> <p>13.1 School Meals spreadsheet distributed in advance of the meeting.</p> <p>13.2 Terry ran through the spreadsheet explaining all the headers, summarising for September the average meals a day was 276 and a small profit of £376 was made.</p> <p>13.3 Colin asked if there could be a separate column showing numbers of free staff meals given, cost of snacks, etc. just to monitor. There was information on the spreadsheet showing that 94 free adult meals were given in September. These will be for occasions where staff are working late or once a week when staff have the opportunity of a free school meal if eating with the children.</p> <p>13.4 At parents evening next week there will be food tasting samples for parents to encourage the uptake of school meals.</p> <p>13.5 Governors discussed the price of school meals (currently £2.20) and agreed this is to remain.</p>	
14.	<p>Lettings Charges</p> <p>14.1 Terms and Conditions of Hire document was distributed in advance of the meeting.</p> <p>14.2 Governors agreed point 3 (school telephones) to be removed.</p> <p>14.3 Colin brought this to the committee as it was discussed during Monday’s premises committee meeting. Kate advised the school are losing money for the current letting price of £17.50 per hour, the costs in salary alone are £25 without taking into account utility costs.</p> <p>14.4 Governors agreed to the suggested increase of £30 for the first hour and £15.00 per subsequent hour. There is only one current hirer and Terry will ensure they are advised of the increase via the school office.</p>	<p>Governors agreed changes to Hire Letting costs. Current hirer to be informed.</p>
15.	<p>Rights Respecting Schools</p> <p>15.1 Jo F advised this will be a standing agenda item for all sub committees this year and the Our Rights Articles were tabled.</p> <p>15.2 Jo F gave an overview of the Rights Respecting work ongoing within the school which is really embedding the ethos of human rights of the child for students and staff making it a whole school practice.</p> <p>15.3 To achieve the Level 1 Award evidence is needed in the form of an interviewer coming in talking with students, staff, parents and governors. There is a £500 cost for this which governors agreed to.</p> <p>15.4 Examples were given of the work the school council have been doing with staff: attending an office team meeting, talking to the catering staff; all activities they have enjoyed. The school council would like to do the same with the premises committee and make a video to show all governors to help educate.</p>	<p>Governors agreed interviewer costs for Level 1 Award.</p>

	<p>15.5 Also it would be nice for governors to have their own charter as each class does. It was agreed at the next full governors meeting to split into groups for 15 minutes and each discuss one of the articles.</p> <p>15.6 Financially there was a one off fee of around £120 to access the Respecting Rights resources, and the £500 interviewer fees. If Level 1 is achieved the status lasts for 3 years. Governors agreed if this is making a difference to the children it should definitely continue.</p>	<p>15 Minute group discussions at next FGB on Articles.</p>
<p>16.</p>	<p>Any Other Business</p> <p>16.1 Following on from the discussions in premises committee, Colin advised it was agreed security needs to be improved in school such as different door locks and CCTV installed. Quotes are being sourced and the initial costs appear to be around £10k. There may be match funding available which will reduce the cost to the school to around £5k and capital funds can be used. This is an important safeguarding issue which has to be addressed. The decision of CCTV provider and confirmation of the match funding will be emailed to all governors.</p> <p>16.2 Colin reminded governors to please use the governor register whenever visiting school.</p> <p>16.3 The Year 7 survey was taken off the school and completed by Jack Hunt last year. Emma believes this is done in the spring term to enable students to give quality feedback. Once completed this will be sent to the school.</p>	<p>CCTV preferred quotation to be emailed to governors.</p>
	<p>Date and Time of Next Meeting Wednesday 8th February 2017 at 7.00pm</p>	

The meeting concluded at 8.10pm