

# **Bevendean Primary School**

## **Minutes of the Finance, Personnel & Premises Committee**

### **held on Thursday 25th November 2014**

**Present:** Jo Whitmore (Chair), Mark Back, Rachal Daniels, Teresa Goble, Wendy King, Mo Marsh, Joyce Owen, Trudy Roberts, Jane Harrower (Business Manager), Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** Meeting was quorate

2. **Apologies:** None

3. **Consideration of apologies:** NA

4. **Notification of A.O.B**

None

5. **Minutes of last Meeting**

The minutes of the meetings of the meeting held on 2nd October 2014 were approved.

6. **Matters arising**

(i) Risk assessment re damage to tablets

This has been done verbally. A written version will be brought to the next meeting

(ii) Council to be informed re agreed virements

This was done immediately after the last meeting as outlined in the Business Manager's report (see 7 below)

(iii) Code of Conduct

This has been included in pack for new governors

(iv) SFVS

The use of the Parentpay system was included in Section 17 of the SFVS which was signed by the Chair of Governors and submitted to the Local Authority

(v) Epi-pen system

Debbie Munn from the school office has taken responsibility for this: the system has been checked and all relevant people have been trained

7. **Finance**

Business Manager's report

The report had been circulated to, and read by, the committee. The following points / questions were raised:

a) The budget share remains at £1,859,850

b) Abigail Lee has been appointed as TA to replace Keilee Bargeman who resigned in October 2014

c) A surveyor has examined the structural damage to the water tower and is of the opinion that a repair will not be possible. The surveyor will be sending a written report but has stated that there is currently no danger. However, JH has asked him to inspect the situation at least every two months. Options are being considered for dealing with this and JH confirmed that this will be at the Council's expense

- d) A complete refurbishment of the kitchen is looking likely. A Governor asked about previous kitchen inspection reports which commented on the cobwebs on the old cruttall windows and JH reported that this would be discussed when the inspections of the works to be done took place
- e) In response to a question asking whether the finance system concerning free school meals is working, JH confirmed that it is, at no cost to the school
- f) Jeremy Dresner will attend the meeting in February 2015 to present his analysis and findings re the possible installation of a solar PV system
- g) St Luke's swimming pool has reopened and swimming has restarted

Out-turn (attached)

***Please note that all governors may see a copy of the out-turn on request at the school office***

JH took the committee through the out-turn statement making the following points:

- a) The figure for the teaching staff is based on the assumption that the recommended pay awards will be agreed, this to show that the funding is available
- b) A support staff payrise of 2.2% from January 2015 has been included
- c) Sickness among Midday Supervisors has resulted in the forecast of a small deficit
- d) Additional support for traveller children has been put in place resulting in a planned overspend on supply staff Pupil Premium cover. This is balanced by the surplus in the teaching cost centre
- e) The short-term contingency stands at £55,575
- f) It is anticipated that the whole of the curriculum budget will be spent by the end of the financial year
- g) The budget is on track, still with a lot of room for manoeuvre

## **8. Summer Term Pupil Premium Data** (attached)

JH explained that the remit of this committee is to ensure that PP funding is fully and appropriately allocated and that value for money can be demonstrated. She reminded the committee that costs per intervention vary according to a variety of factors (level – and therefore salary – of staff used, degree of planning involved, number of children in intervention, level of need of children etc).

Having reviewed the term's document, the Governors felt that the money allocated to this term's programme had been spent wisely, that the interventions had been effective and that the data demonstrated that the school had procedures for showing value for money.

It is the remit of the curriculum sub-committee to assess the effectiveness of the different interventions in terms of progress made by children in an intervention group compared with the progress of the rest of the class.

At the end of the financial year 13/14, £7000 was carried forward into spending for the current year 14/15

## **9. School Fund Audited Accounts**

The audit of the account for 2013-14 had been circulated before the meeting. The auditor was satisfied that all was in order. Income totalled £5452.71, expenditure £8405.50, with a balance at year end of £1321.17. Details of donations and expenditure are included in the Business Manager's report (circulated with the agenda for this meeting).

## 10. Performance Management Cycle Report

### (i) Impact on school of 13-14 cycle

WK presented her report (attached) and made the following points:

#### ➤ Writing

This was an SDP priority across the school. All teaching staff were involved in Talk for Writing training with standards rising as a result and subject knowledge improving considerably

Staff meetings focussed on boys who subsequently made progress in line with girls and the attainment gap closed

#### ➤ Maths

Year 3/4 teachers are involved in a cluster project on Maths with 4 local schools and all say this has had a profound impact on their teaching and understanding, giving them greater confidence in their teaching and subject knowledge

#### ➤ Coaching

This had taken place in peer groups of 3. Staff had reported that they did not feel it had helped significantly, although areas for improvement had been identified. A governor asked why this was the case. WK responded that time had been an issue as all staff are very busy tackling the new curriculum and the revised requirements of Ofsted. It has been agreed not to continue this in the current academic year.

A governor suggested that coaching would be more effective if conducted by someone from outside the school rather than by peer groups

#### ➤ Individual Support and Development

Professional development is an integral part of the process and has taken place through staff meetings and peer comparison support.

Professional development, using action plans, has been put in place for individuals where there are concerns. This has had a very positive impact

### (ii) Performance Pay Awards (recommendations from Pay Sub-Committee)

Recommendations from the Pay Committee concerning the Headteacher's salary and all eligible teaching staff salaries were agreed.

### (iii) Annual Statements of Salary

JH reported that these were prepared and could now be finalised and issued. It may be possible to send a second one to support staff in January 2015 to inform them of their payrise.

## 11. Safeguarding

RD reported that she continues to hold regular meetings with JH and WK, checking the Single Central Record and the training record for any gaps or anomalies. It has been identified that Jo Whitmore should receive training in safer recruitment in her capacity of Chair of the FPP committee

## 12. Grievance Policy

This had been circulated before the meeting. It was explained that the policy follows the LA model and that there have been no changes since the last review. The policy was approved.

**13. AOB**

MB thanked Joyce Owen, who is to retire from the Governing Body at the end of the year, for all her hard work and commitment over many years. She will be much missed.

**14. Date of next meeting**

Thursday 12th February at 3.30 pm.

**There being no further business, the meeting closed at 4.25 pm**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Action	By	Person responsible
Risk assessment re tablets	Next meeting	JH / WK
Report on Solar PV analysis	Next meeting	JH / Jeremy Dresner
Jo Whitmore to receive training in safer recruitment	ASAP	JH/JW
Ongoing use of exercise books into new school years to be considered	Ongoing	WK and staff
Purchase and installation of outdoor gym circuit to be considered	February meeting	GHR / JH

\*\* Please note that all governors may see a copy of the out-turn on request at the school office