

Minutes of the Pay, Personnel & Finance committee

Friday 12th February 2016

Present:

Julie Evans (Chair), Kate Brown, Sue Evans, Dave Spencer (minute taker) Joanne Barker (Bursar)

Julie welcomed all.

Apologies:

Kim Yeardeley-Jones, Yvonne Clarke

There was no new declaration of Business & Pecuniary Interest.

No A.O.B. declared.

Minutes of last meeting was accepted as a true record. There were no matters arising.

Joanne (JB) presented the period 9 report:

Governors discussed the following:

Rates: Are the current rates (£71,288) for the whole building or are they our share? JB to investigate.

Overspends (from review meeting) on, repairs & maintenance, repairs and maintenance general, computer equipment, professional fees – services general, hired or contracted services. JB informed governors that some codes had spends allocated to them which required re-allocating to more appropriate codes. This has been completed.

E.g. Tech support charges removed from 30632500, Shred-it, Kings-span (contract + sludge removal from rain water harvester), Biffa waste removed from 499422535

KB gave an update on the Biomass boiler replacement.

Water rates: should this cost be a 50% split with Stanley? Stanley use more water than us, their harvester is also off service at present. **Governors to investigate.**

R10111999 showing an underspend of £2,743 possibly due to a refund, DS requested that a comment be entered to clarify where the amount came from.

E60364633 now coded for Atlas security.

E60264611 insurance cost now costed, £8798.

R30432003 £4,500 inserted for kitchen equipment repairs/replacement 2016/17

Present underspend 2015/6 £122,231 underspend for 2016/7 £64429.

Governors discussed the demise of M.E.A.S

Governors discussed our temporary and fixed term staff contracts, advice to be sourced regarding legal rights of temporary contact staff.

JB left the meeting.

Heads report to governors

Governors discussed TA staffing and the staffing of the year 3 class.

Governors noted the present sickness levels. KB informed the governors of the present situation regarding the long term absences. KB reported that at present she has no staffing issues regarding the sickness situation. Governors questioned KB on the present process for the return to work interviews.

After discussion the governors proposed the following:

If staff report sick 3 times in a single term or 5 times in a school year this will automatically trigger an interview with the head-teacher. 3 weeks continuous sickness triggers the occupational health process. The head-teacher can use discretion on sickness, however any use of discretion must be reported to the governors at the P. P & F committee.

Proposed by DS seconded by JE, all agreed.

This motion to be taken to full governors for approval.

Update from Kim for finance committee was discussed:

Governors noted the SCITT account situation (KB update), closure of the uniform account, imminent closure of the P.P.C.C. account.

The effectiveness of the Tucasi cashless system was discussed. Savings being made from cash to bank & SIMS dinner money services being closed.

JE informed governors about the Compliance testing charge and this has now been addressed.

Governors thanked all those involved with the Tucasi system

Meeting closed 11:35.

Date and time of next meeting 7th June 2016 @ 09:15