

**Pensby Primary School –Agenda for Governors’ Personnel and Finance Committee Meeting  
on Friday 21st June 2019 at 9.15am**

	<b>In Attendance-</b> KB-Head Teacher J Evans – Co-opted Governor D Spencer – Co-opted Governor S Evans – Co-opted Governor J Lawrence – Co-opted Governor J Barker – Bursar (attendance to discuss points 4 and Part 2 minutes) K Yeadsley-Jones –Office Manager Linda Grant – Associate Governor Hayley Lloyd-Jones – Clerk	
1	<b>Welcome</b>	All Members in Attendance
2	<b>Apologies for absence</b>	YC
3	<b>Declarations of interests</b>	None
4	<b>Budget setting report from LA Bursar Joanna Barker (<i>Committee to review out turn and set the school budget prior to reporting back to full Governors with recommendations for approval</i>)</b>	
4.1	JB presented members with the outturn report. Figures to be brought forward into the next academic year were also discussed. The 19/20 budget would be £16,500 in credit for 2021. A possible deficit was discussed for coming years. The government had allocated funds for schools for Teachers pay and pension pots as these have increased. It was agreed that this extra money was not built I to the budget as it retracts from the true financial picture.	
4.2	KB raised the issue of families whom are eligible for Pupil Premium but not claiming, which is a big financial loss to the school in terms of additional funding to support those children. KB mentions that staff and admin team are to work together to push this with families and urge them to check their eligibility online. It was raised that many families confuse their eligibility of receiving Free School Meals with Universal Infant Free School Meals which is a scheme rolled out by Government for children aged 4-7.	
4.3	The School Field was addressed as a possible source of income for the school. There had been some issues such as drainage but PDof is working with the local authority to sort this out. KB has drafted in a company to support with lettings of the field for the use by the community again generating more revenue for the school.	
4.4	Premises costs – The cost of running the site was discussed with figures shared amongst the group. It was discovered that the rates are the schools biggest spend for the premises almost 68% of these costs. It was also discussed that as Stanley school has recently added and extension of classrooms to site that the additional costings would be journalled across. JE suggested that a water meter fitted over Stanley’s site would possibly reduce costs.	
4.5	Staff insurance was discussed. KYJ and KB addressed that this had been reviewed and changed to implement key staff only such as teaching staff. This has drastically reduced costs of this.	
4.6	KB raised the amount of children entering the school with additional needs and that a sensory calm room would be introduced for those children. It was felt that those children with more complex needs would benefit from this space. It was noted that this room will still function as a meeting room but it’s main purpose is to provide a calming sensory environment for those complex children. This was put to members of the group and all agreed. This would be passed to Full Governors for approval.	

5	<b>RPJ3 Report</b>	
5.1	Report s shared with the group provided by the consultancy firm RPJ3.	
5.2	Members of the group discussed the contents but noted that it was not clear which site costs had been allocated too. It was agreed that the report should clearly identify the costings from Pensby site and those from Stanley with separate figure. It was discussed that this would make it clearer to see if each site is running in profit or loss.	
5.3	The kitchen had recently purchased new equipment. KYJ shared that this item purchased would be reimbursed to the kitchen budget through the contingency pot.	
5.4	It was discussed that J Lawrence would support SH in the kitchen in delivering financial reporting to the Governors and JL would then report this back to Finance committee.	
6	<b>Any Other Business to Declare (notified to and agreed by the Committee Chair prior to the meeting )</b>	
6.1	Solar panels discussed. KB read email received from company to the group informing them of the contents. KB will forward email on to governors.	Agreed
6.2	It was noted that Laptops and iPads are being purchased. 20 reconditioned laptops at a cost of £4400 which will be property of school. Also 32 leased iPads. Cost of £990 per quarter. This was built in to the budget.	All agreed. DS raised, JL seconded – All concurred
7	<b>Minutes of the Last Meeting</b>	
7.1	KB provided group update to 6.3 from minutes – Family picnic SE would like to thank the kitchen staff for their efforts in organising these and maintaining this. SE wished it to be known the efforts are greatly appreciated and noted amongst Governors.	
7.2	Point 13 was raised-Wi-Fi. KYJ added that this may not be possible as the Wi-Fi password was originally lost. DS suggests that a Wi-Fi router in each classroom and have staff log in to each router in their classroom. DS requested an email be sent to him RE the state of the Wi-Fi.	
8	<b>Matters arising</b>	
8.1	6.6 - increase charge for Free school meal children – charge to Stanley has been backdated and agreed by them – KYJ has secured this and this has now been paid.	Agreed
8.2	10.3 New Cashless System: following discussions and showing comparisons with JE and KB our current Tucasi cashless system is to be replaced by ParentMail which is more efficient and cheaper. It was noted that Parentmail advanced booking module was not fully operational as yet so it has been decided to keep the booking module for Tucasi to enable parents to complete advanced bookings for Breakfast and Afterschool club until this is resolved.	It is suspected that the Advanced bookings will be running for September-Agreed
8.3	LG raised that ITT students be kept but maybe brought in as first year undergrads as this will reduce impact of teaching staff with current roles and less impact on teaching time	
9	Headteacher's Report – All discussed in minutes	
10	Financial procedures/SFVS compliance <ul style="list-style-type: none"> <li>• Employees Liability Insurance: renewed by LA from April 19 for 12 months, copy of which is displayed in school foyer – <b>All agreed</b></li> <li>• Petty Cash Imprest: confirm £250 float – <b>All agreed</b></li> <li>• Audited accounts: School Fund (including Tucasi transactions) and School direct accounts currently being audited. The school also currently holds the budget for Deeside Heads which will be checked by the Bursar KYJ added that she will journal for her time to the next school– <b>Seen and agreed.</b></li> <li>• Worldpay Merchant Co for Tucasi: Compliance renewed-<b>All agreed</b></li> <li>• ICO for Data Protection: annual licence renewed – KYJ has sought new way of getting DBS checks for new staff. This is at a cost but worth the time spent completing these-<b>All agreed</b></li> <li>• Milk: change from Fresh Pastures to in-house provision – <b>All agreed</b></li> <li>• Bin Collection: changed from Biffa to B&amp;M- <b>All agreed</b></li> </ul>	

11	<b>Staff Club Fees for Breakfast and After School Club</b>	
11.1	Email shared amongst the group from YC. It was stated that there are no areas of concern to report, all running well.	
11.2	HLJ raised the session's costs and that these have not changed since 2015. With rise in NLW and impacts to the school that Governors consider increasing the club fee's. HLJ will contact local settings and compare pricings to set a reasonable structure in line with the area. HLJ will email DS and JE with findings. This will be brought to Full Governors.	
12	<b>Confidential item – Part 2 minutes</b> N.B. Staff governors including co-opted governors/members who are staff must withdraw from the meeting and not take part in discussions relating to the appraisal or pay of any staff member. This does not apply to the headteacher, who should be involved in decisions about staff pay but not about his or her own pay.	
13	Agree date and time of next meeting: TBC	

### Development Plan Priorities for 2018/19

**Key improvement priority 1** - To review the framework of our school curriculum to ensure the aims of the education for our pupils, including the knowledge and understanding to be gained at each stage are set out clearly.

**Key improvement priority 2** - To improve pupils' independent understanding of reading, writing and mathematics through developing the effective use of manipulatives and resources across the whole school to ensure national standards at expected and greater depth are consistent in all 3 subjects.

#### Ofsted Priorities

**1.** Ensure that leadership and management become more effective by:

- including precise success criteria in the school's action plans for improvement that evaluate the impact of actions taken with reference to pupils' achievement
- developing the skills of leaders of subjects other than English and mathematics so that they have a firmer understanding of standards in their subjects across the school.

**2.** Accelerate pupils' progress, and especially that of the most able pupils, further by:

- ensuring that lessons are more consistently demanding and engaging to avoid lost learning time through occasional misbehaviour
- more consistently providing work for the most able, especially in writing, that is challenging and deepens their knowledge

### Terms of reference Personnel and Finance Committee

#### **General**

- To liaise and consult with other committees where necessary
- To contribute to the School Improvement Plan
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To meet at least once a term and report to the next full governing body (provide copy of minutes)

#### **Personnel**

- To ensure that the school is staffed sufficiently for the fulfilment of the **School Development Plan** and the effective operation of the school;
- To review staff pay and conditions of service annually
- To agree the longer-term salary costs relating to personnel.

- To establish and oversee the operation of the school's **Appraisal Policy** – including the arrangements for the Headteacher;
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation and safeguarding procedures.
- To consider the **Whole School Pay policy** annually and recommend its approval to the Full Governing Body;
- To adopt a **Staff Discipline and Grievances** policy, and make recommendations to the governing body for approval of any amendments
- To incorporate the terms of reference for the Pay Committee specified in 3.8.2 of Whole School Pay policy
- To receive reports from the Children's Club meeting via YC regarding staffing at the school's childcare facilities

### **Finance**

- To adopt the **L.A.'s Scheme for Financing Schools**; to review any amendments to the Scheme and refer to next Full Governing body for approval.
- To set and monitor the school budget, reporting back to the full Governors with its recommendations.
- To ensure completion of the **Schools Financial Value Standard** self-assessment to evidence the effective financial management of the school's resources; to address any actions points, and to recommend the completed SFVS assessment to the Full Governing Body meeting for approval in the Spring term
- To monitor the ongoing financial performance of the school (including Pensby Children's Club) at least on a termly basis, with regular input from bursar and Office Manager, and to report back to the full Governing Body
- To respond to the financial situation in terms of staffing
- To review and set expenditure limits
- To review and approve the following additional statutory finance policies/documents:
  - **Charging policy**
  - **Governors allowances**