

Pensby Primary - Minutes of Personnel and Finance Meeting held on Friday 16th February at 9.15 am

Governors in attendance	Others in attendance
J Evans: co-opted governor (Chair)	Kim Yeadsley-Jones: office manager
K Brown: headteacher	Joanne Barker: bursar (in attendance for agenda item 9)
S Evans: co-opted governor	H Lloyd-Jones: nursery manager (in attendance for item 13)
J Lawrence: parent governor	J Gibson: Clerk
L Grant: Associate member	

ITEM	DISCUSSION	AGREED/ ACTION POINTS
1	Welcome	
2	Apologies for absence Apologies were received from DS and YC.	The Committee consented to the apologies
3	Declarations of interests There were no declarations of interest in respect of today's agenda items	
4	Terms of reference and reminder of school development plan priorities*	The terms of reference were agreed subject to an amendment to reflect the Committee's remit relating to the Children's Club committee
5	Any other business to declare 1. Discount for staff members whose children attend the Children's Club 2. GDPR	It was agreed that these additional items would be considered under agenda item
6	Minutes of last Personnel and Finance meeting 10.11.17	The minutes were agreed subject to correction re minute 5.6 – it had been agreed that a RJP3 report would be submitted at today's meeting and not the attendance of a RJP3 representative.
7	Matters arising	
	5.6 Report from RPJ3 – see agenda item 8	
	5.8 the new garden - response from the P.A. KB reported that due to lower turnout at the last meeting of the P.A., it had been decided to defer discussion to the next meeting.	Item carried forward to agenda of Summer term Finance meeting.
	11.18 Future plans for nursery provision See agenda item 13	
	11.19 Children's club debt report See agenda item 13	
	11.21 Problem re Voucher payments See agenda item 13	
	12.4 Agree Nursery Late Charges procedures	(JG to check what was agreed and minutes to be amended accordingly)

	12.7 Arrangement of second bank account KYJ informed the Committee that the process would take longer than anticipated.	Item carried forward to agenda of Summer term Finance meeting. (JG to add to next agenda)
8	Report from RJP3	
8.1	KYJ circulated the monthly report which included an additional column to displays the split costings for Stanley School starting from the next finance year. JE acknowledged that breaking even rather than profit was the main concern and it was established that the report was positive.	Agreed that cost of school meals would remain at £2.00 unless the school budget determined otherwise
8.2	KB reminded the Committee that £2.00 per meal was the lowest price in the school cluster and JE pointed out that there had been no increase since 2010. The benefit of offering children a hot, nutritious, affordable meal was discussed and concerns that a price increase would be prohibitive.	
8.3	A recommendation was made that RPJ3 be invited to the next meeting to allow queries to be raised regarding the split costs for both schools.	KYJ to arrange representative from RPJ3 to attend next Finance meeting
8.4	KB reported that a Chairs meeting was taking place after half term to consider the updated CCTV system and she proposed that a further date be set for the new shared site group - to include heads, chairs and other governor representatives, including JL who had committed to the working group.	Date to be arranged (KB)
9	Period 9 report from JB, Bursar	
9.1	JB reported that the estimate for the new funding formula had been built in for next year's budget and that this would increase depending on admissions. The positive impact on admissions of the 30 hours childcare funding was acknowledged.	
9.2	JB reported that an additional £19,000 extra income had been generated since budget setting which would offset against an overspend on staffing due to necessary changes made.	
9.3	Expenditure of the PE grant was challenged and expenditure on much needed PE equipment was addressed.	The PE grant expenditure was agreed by the Committee
9.4	JB explained that a separate code would be set up for next year's budget to account for hiring out only, with wraparound care in a separate cost code	
9.5	The benefit of having a shared member of staff for both school sites was addressed, with benefits for both schools.	
9.6	JB explained that the cost of the mid-day PE assistant would be offset against the PE grant	
9.7	The premises overspend was explained due to outstanding journal entries between Pensby and Stanley schools. KB reminded the Committee that steps were being taken to separate the budgets for premises in order to provide a more accurate reflection of the budget.	
9.8	JB recommended that the orders specify whether Pensby	Actioned by KYJ

	or Stanley, to make it easier to allocate costs.	
	SE asked if the new safeguarding programme was included in the period 9 report. KB confirmed that it was.	
9.9	JB reported an overspend in Supply and Services which would be absorbed by income from the PE Grant	
9.10	KB informed the Committee that she was proposing a service level agreement for GDPR costing £2000 and that this devolved cost could be offset against the budget for IT equipment, which would be reduced accordingly	
9.11	SE queried the provision of meals for the nursery after school club. KB established that this was separate income.	
9.12	The reserve pot of £14000 for site maintenance was discussed and it was confirmed that £2000 had been paid in by both schools.	
9.13	It was established that KYJ has spreadsheet for licences, subscriptions and shared costs and keeps track of when journals required.	
9.14	The third party course expenditure was queried and KB informed the Committee that the budget was showing a slight overspend, with some additional income contributions still expected to offset.	
9.15	Re utilities, KB reported that she had been made aware that savings could be made	KB to report back next Finance meeting
9.16	KB emphasised the importance of looking at SLAs regularly	
9.17	The budget outturns for the next 3 years were examined and concerns raised, with the benefit of a healthy outturn this year noted and the need to make ongoing savings.	
	<i>JB was thanked for presenting to the Committee and left the meeting</i>	
9.18	Expenditure of devolved formula capital funding was discussed in relation to improving storage in the hall, also in relation to upgrading the CCTV so that there was better coverage inside as well as outside.	The use of formula capital expenditure was approved by the Committee.
10	Headteacher's Performance Management meeting	The Committee unanimously agreed a one point uplift from sept 2017. Details of the Headteacher's objectives to be reported to the full Governing Body (point 17 of HR's Performance Appraisal policy)
10.1	JL reported that YC, KR and herself had attended a very positive meeting with KB and the external adviser. She confirmed that KB had met all objectives and it was recommended that a pay increase of one salary point be awarded within the current band.	
10.2	SE queried whether this meant that the differential between JT and KB would still meet the agreed criteria and this was confirmed.	
10.3	KB reported to the Committee about her role as local leader of education research, which involved carrying out reviews of struggling schools alongside the Schools Improvement Officer. She highlighted the benefits of sharing good practice between schools and from undergoing an external review. She reported that she was providing early years teaching support to one school and she also clarified that the income generated from her role in school improvement	

	was paid directly to Pensby Primary.	
	SE asked whether staff could do a similar review at Pensby so that governors could examine the impact of marking	Date to be agreed (KB)
11	<p>Review staffing updates with additional reference to UPS selection panel</p> <p>Paperwork submitted to KB for UP3 and KB making recommendation to governors selection panel so that they can monitor whether solid recommendation. KB emphasised the importance of evidence and the benefits of having a selection panel to discuss various scenarios that could arise in future. The need to ensure a maintained performance following upgrade was discussed</p>	Date for panel to meet to be arranged (SE)
12	<p>Headteacher's report to governors</p> <p>It was confirmed that governors had been sent data and analysis documents for consideration at all committee meetings.</p>	The committee was satisfied that they had received all the information required to hold the headteacher to account.
	<i>HLJ joined the meeting</i>	
13	<p>Monitor financial performance of Pensby Children's Club, review the Club's staffing reports, and review outstanding debts</p> <p>(meeting held with YC and HLJ 22.01.18 and minutes circulated prior to meeting)</p> <p>The decision to defer the decision to expand the nursery was discussed. KB confirmed that despite the popularity of the nursery provision, she had not yet had to turn any children away.</p>	The committee approved the decision to postpone any expansion to the nursery for another year to allow time to decide best use for the spare classroom.
13.1	<p>Childcare voucher payments</p> <p>HLJ informed the committee that there had been one or two concerns raised by parents about the way payments were processed using the voucher scheme, if work patterns were not fixed. JE outlined the flexibility of the system she used whereby payments to the voucher company could be topped up in advance on request to her employer. She offered support to any parent having problems with their voucher company and agreed to send a letter.</p>	JE was thanked for providing support with the voucher scheme. Letter to be sent (JG/KB)
13.2	<p>Review Children's Club outstanding debts</p> <p>HLJ confirmed that no additional debts had been incurred and that existing debts had been transferred to the L.A.'s debt recovery service.</p>	
	KB suggested that the Tucassi system should have the facility for a family account instead of parents having to book each child separately.	HLJ and JL to liaise and recommend improvements to Tucassi system in order to make it more user friendly.
14	<p>Review SFVS assessment form for recommendation to Full Governors (needs to be returned to LMS by 31.03.18)</p> <p>KYJ circulated a copy of the form and JE confirmed that the financial skills analysis forms had been updated for finance staff and governors.</p>	JE to meet with KYJ on the morning of 26 th Feb to review the SFVS assessment form prior to submission.
15	Any other business	

15.1	<p>Discount for staff members to use club</p> <p>The Committee considered why staff members who have children in the Children’s Club should benefit from a staff discount for their child’s place.</p> <p>The importance of fairness was emphasised and the importance of valuing staff.</p> <p>The Committee unanimously agreed a 50% discount on a trial period on condition that no other children disadvantaged when staff apply for a place.</p>	
	<p>It was also recommended that the Personnel and Finance Committee would be responsible for approving applications to the nursery from staff members and that the discount would be reviewed annually.</p>	
15.2	<p>GDPR initial audit</p> <p>KB informed the Committee that a thorough audit had taken place and that gaps in data compliance had been identified.</p> <p>She summarised the steps that the school would need to take to ensure compliance with the requirements of the GDPR, making reference to :</p> <ul style="list-style-type: none"> • Privacy notices • Evidence of compliance • Appointment of Data Protection Officer • Physical security <p>The purchase of a service level agreement to ensure GDPR compliance was discussed and KB proposed that it might be possible to obtain cost savings by joining with the federation schools.</p>	<p>KB to look further into options for a service level agreement.</p>
16	<p>Date of next meeting</p> <p>Friday 15th June 9.15 am</p>	

1. To at least maintain the % of pupils achieving ARE and ARE+ in all subjects – minimum of 75% at ARE and 25% ARE+. Focus on key groups as per 2016/17.
2. To further improve maths standards through enhanced staff training in PSRN
3. Improving challenge for the more able in writing by introducing new daily writing requirements
4. Developing the understanding of standards in foundation subjects through the development of more robust assessment and subject leader development