

Pensby Primary - Minutes of Personnel and Finance Meeting held on Friday 20th July at 8.45am

Governors in attendance	Others in attendance
J Evans: co-opted governor (Chair)	
K Brown: Headteacher – minute taker	
S Evans: co-opted governor	
Y Clark: co-opted governor	
J Lawrence: parent governor	
D Spencer: co-opted governor	

ITEM	DISCUSSION	AGREED/ ACTION POINTS
1	Welcome	
2	Apologies for absence None received	
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* Nothing to note	
5	Any other business to declare 1. SE requested the item Reception class furniture	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 items covered in matters arising.
7	Matters arising	
	11.21 Problem re Voucher payments JE has resolved this issue	
	12.7 Arrangement of second bank account Not yet complete	JE and KYJ working on this
	13.2 KB suggested that the Tucasi system should have the facility for a family account instead of parents having to book each child separately – this has been looked into and is not possible	
8	Budget 2018/19	Chair to sign the approved budget on behalf of the GB
8.1	The committee reviewed the budget setting sheet and noted it has been discussed at the last full governing Body meeting. It was agreed the budget was approved.	
8.2	KB raised the issue of the school field and how this could increase income. Income was key in light of the budget projecting forwards. Governors questioned why the construction has not begun. Issues with the neighbours continue. SE raised the issue of Greenbelt land being used nearby for building. DS noted that the amount of new housing planned locally could mean need for more pupil space in school and so field would be essential. Governors agreed it was urgent that they write a letter to the LA outlining their concern over this issue.	KB to write a draft letter to Wirral L.A. Officials and circulate to Personnel and Finance committee for approval.

8.3	KB explained to governors about the work the Federation schools and Deeside heads were undertaking – creating a company that sells ideas for schools to raise money. This is in early stages. The income is solely for the schools. KB also explained other funding streams she was developing that would see income for the school.	Governors noted the amount of work now falling to the Headteacher to raise income
9	<p>RPJ3 report</p> <p>A report from RPJ3 was presented to the committee. They noticed a slight fall in profit but this was expected with rising costs and the fact school meal costs had not risen for several years. KB reported the need for a combi oven. JE asked what this would cost; KB responded approx. £6k. Under procurement this requires 3 quotes which KB will ensure are secured.</p>	KB to ensure 3 quotes for combi oven are gathered, discuss them with JE and place order.
10	<p>Petty Cash</p> <p>The Committee was asked to note that the schools petty cash holding was £250.</p>	
11	<p>Deeside Cluster Budget</p> <p>KB informed the committee that as she was Chair, the school will be required to hold the budget for Deeside Cluster group. KYJ had liaised with the current budget holder in order to organise this correctly.</p>	
12	<p>Utility Bills – Power Solutions</p> <p>KB, JE and JL fed back on their recent visit to Power Solutions. A discussion was held and emails from Crown Commercial Services were shared that highlighted their offer. Governors questioned the quality of the service they had and what they would want. They agreed that to be financially prudent they would need any Utility provider to:</p> <ol style="list-style-type: none"> 1. That the broker makes direct contact with the school 6 months before the completion of a utility contract to discuss the gathering of quotes for the new contract. 2. That the school is given details of quotes by at least 3 companies in any negotiation period (in line with the 3 quotes requirements under financial management of schools). 3. That, in the circumstances of good competitive market prices, the broker will approach the school and seek to gain advantage for the school through contact extension or other methods. 4. That the broker does not enter into any contract on behalf of the school without the correct authority of the school – 2 school signatories required. 5. That there be a named broker who deals directly with the school utility account and in their absence a clear line of who will act in their place. Direct contact numbers and email addresses will be required. 6. Twice a year, the broker will review the bills to date either through a meeting at the school/broker offices or a virtual meeting. 7. That the broker alerts the school of any sudden energy spikes and identifies when these happened. 8. That the broker responds to any dispute with the utility contract supplier and acts as negotiator in these 	KB to write to Andrew Snow and reduce the KVA to 150. KB to add this item to the letter to the LA and follow circulation procedure. Email to CCS and ask the SLA questions again.

	<p>circumstances. In any dispute they must be engaged within 48 hours of the dispute being raised.</p> <p>9. That the broker and the school formally enter into a service level agreement detailing these conditions.</p> <p>A discussion was held regarding the current KVA and the fact this was not in line with needs and never had been.</p>	
13	<p>Water Leak</p> <p>KB fed back on this issue. It has been known for some months. Governors expressed concern that a Health and Safety issue may be developing. Governors questioned why specialists had not been called in to identify the leak site. KB explained it was because companies would not quote and the one that was quoting may not have the specialism required.</p>	KB to seek clarification on contractor appointment
14	<p>Broadband and phones</p> <p>KB and JL fed back on Broadband issues linked to the circuit used by the school. To enable full use of IT in the curriculum and introduce a new package (Questions for Learning) the broadband has to be improved. Quotes had been received from the LA (Simplicit) and Lumic. Lumic had suggested the use of Rainbow for communication – a free and secure survive that would reduce costs in other areas.</p>	Governors asked JL and KB to proceed with the best quote based on value and service.
15	<p>Solar panels</p> <p>JL, YC and KB fed back from a meeting regarding solar panels. Completeco had provided the report and costings for this. The committee looked at the costings and possible savings that could be made. Salex could provide an interest free loan of the works (option 2 - £50K). KB suggested that the formula capital annual budget of approx. £6.5k could be used to pay the interest free loan so ensuring the main budget was not affected. The committee approved the roof survey and (subject to permissions) option 2 was agreed.</p>	KB to share this with Stanley school to see if they will take up option 2.
16	<p>Biomass</p> <p>A biomass specialist had met with KB, YC and JL. They stated that biomass may not be the way forward but would look into this (cost of pellets against cost of electricity). The biomass in situ is not correct and they recommended the school seek recourse on this.</p>	KB to add this item to the letter to the LA and follow circulation procedure
17	<p>LA Finance Audit</p> <p>This took place this term. KYJ had spent much time creating a new Financial Procedures Manual that was a very comprehensive document. Some adjustments made and approved in the audit were:</p> <ul style="list-style-type: none"> • Updated signatory list • Updated charging policy <p>It was noted that the TUCASI, School Direct and School Fund accounts had been audited in May – very good practice.</p> <p>From the audit actions were:</p> <ul style="list-style-type: none"> • SLAs – need to be a standing item on the committee agenda 	

	<ul style="list-style-type: none"> • Non orders – reduce these further • Asset disposal ensure the register is updated • Financial Procedures manual – should be a standing item on the agenda <p>Governors noted the huge amount of work KYJ had done in preparing for the audit and wished to thank her. They also wished to thank JE who diligently met with KJY on these matters.</p>	
18	<p>Staff fees for Breakfast and after school club</p> <p>JE and YC fed back that they had spoken to staff affected by the decision to charge in the 2 clubs. They stated that governors should have had this discussion directly with the staff before the decision had been made. The decision had not been well received by staff and had resulted in some looking for other jobs. After a discussion where Governors expressed regret for the upset the decision it had caused, JE proposed that;</p> <p>Paid pupils have the priority in booking places and after that if there are places staff children are free. SE seconded this. All voted in favour.</p>	
19 19.1	<p>AOB</p> <p>Reception class furniture</p> <p>SE reported back from her time in Reception class where there is a need for new furniture. YC and KB will meet with the staff in EYFS to review furniture needs and purchase as required.</p>	YC and KB will meet with the staff in EYFS to review furniture needs and purchase as required.
19.2	<p>Shaping Governance</p> <p>KB had spoken to Su Turner from Insight to Impact Consulting. Instead of Governor appraisal she can run a programme called ‘Shaping Governance’. This runs over about a year and gives governors the opportunity to evaluate what they do and what their targets are. It is an open and honest way or shaping governing bodies to be as effective as possible. Costs were given. All agreed to go ahead with this project. The first meeting is on October 2nd 2018 - 5.30pm to 8.00pm and it is important that all governors attend this launch event</p>	
20	<p>Date of next meeting</p> <p>TBC</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