

**MINUTES OF
FINANCE, PAY, PERSONNEL COMMITTEE
(INCORPORATING CHILDREN'S CLUB)
FRIDAY 11TH NOVEMBER 2016, 9.15am**

Apologies: Kirsty Harland, Jan Smith
 Present: Julie Evans (JE), Kate Brown (KB), Joanna Barker (JB) LA Bursar, Sue Evans (SE), Dave Spencer (DS), Kim Yeardsley-Jones (KYJ), Hayley Lloyd-Jones (HLJ), Deborah Jeffrey (DJ) RPJ3, Sue Humphries, Cook in Charge (SH)
 Chair: Julie Evans (JE)
 Clerk: Julie Gibson (JG)

Item	Discussion	Resolved/Action
1	Welcome JE welcomed all members and the new clerk was introduced.	
2	Apologies for absence Apologies were received from KG and JS. KB would be arriving later.	Governors consented to the apologies
3	Declarations of interests There were no additional declarations in respect of today's agenda items.	
4	Terms of reference It was noted that the terms of reference had been agreed in June and no further amendments were proposed.	
5	Any other business to declare DS informed governors that HLJ from Pensby Children's Club would be joining the meeting later and that an amendment of contract was being proposed.	
6	Minutes of last finance meeting	Agreed as true and accurate record
7	Minutes of last meeting of Children's club	Agreed as true and accurate record
8 8.1	Performance summary RPJ3 for kitchen DJ from RPJ3 joined the meeting to present a performance summary for the kitchen; she was accompanied by SH, Cook in Charge. Governors were invited to specify their requirements for the future format of the report.	

8.2	It was noted that the report combined data for Pensby and Stanley schools; queries were raised over Stanley's costings due to their bespoke requirements for meals. Governors requested split data for Pensby Primary.	Split reports to be produced and action point to look at financial implications of bespoke meals for Stanley School.
8.3	DS asked that the reports be produced in same format as the school's budget sheets. Cook asked for figures to be produced monthly.	Agreed that future RJP3 reports to be same format as budget sheets and produced monthly.
8.4	DJ explained that management of food costs was a challenging area and that making a profit from small catering was difficult. Governors acknowledged that the gross profit margins indicated that SH was exercising very good management in stock purchasing and portion allocation. The quality of the food was also acknowledged.	
8.5	The take up for UIFSM was discussed and governors were reminded that funding was based on take-up on census day whereas funding for other free meals was not affected by the count on census day.	
8.6	Incentives for take-up were discussed and the cook confirmed she did taster sessions on census days and would do the same on the next theme day	
8.7	It was noted that the cost of gas, electricity and labour was not included in the profit margin reported and these costs would need to be split proportionately with Stanley.	KYJ agreed to obtain figures.
8.8	The cook explained the process whereby meals for Stanley School were delivered there by two kitchen assistants. It was suggested that more pupils from Stanley be encouraged to come to the counter at lunchtime. Reference was made to the current integration between the schools at lunchtime.	It was agreed that children from Stanley should be encouraged to come to the meals counter if possible for them. Liaison with staff from Stanley School to take place.
8.9	DJ and SH were thanked for their input and left the meeting.	
9	Period 6 report from LA Bursar J Barker JP and KB joined the meeting.	
9.1	JP circulated the period 6 report and confirmed that adjustments had been made to reflect correct codings. KB added that admin staff had been made aware of correct codes as part of their appraisal process.	
9.2	JP drew governors' attention to the current	

	projected surplus of £108,586 which would help to set balanced budget next year.	
9.3	The grounds maintenance overspend was queried and KB reminded that the school gate had been widened as well as new line marking completed.	JP agreed to query the costs and report back.
9.4	JP confirmed that a £1,000 underspend in supplies and services had been transferred to the photocopying expenditure code - photocopying charges to be addressed as a separate agenda item.	
9.5	The necessity of the Bird of Prey programme was discussed and KB confirmed that she had met with Eco Lab regarding the proposal for continuing the programme.	
9.6	A discussion followed concerning the problem of the urban gulls attracted by the flat roof. Concerns were expressed about future nesting and aggression of the gulls. Other measures were proposed including netting and audible means. KB confirmed that she was looking at alternative quotes to Ecolab (£7,000) and it was clarified that costs would be shared with Stanley School.	KB to report back re quotes.
9.7	A query was raised re staffing overspends on T.A.'s and cleaners £3,670. Governors were made aware that income was due back for long term sickness, also that additional T.A. hours had been necessary for one to one in early years. KB confirmed that the statementing process had begun.	
9.8	The budget for attendant/support assistants was queried and it was clarified that the expenditure of £3,468 for the summer club would be offset against income received of £3,226. KYJ confirmed that payment plans had been drawn up to pursue any non-payments and KB added that sessions would in future be paid up front in full once places booked.	
9.9	The overspend of £3,715 on repairs and maintenance was queried. A discussion followed concerning the need to replace batteries for the Thorlux emergency lighting system after 5 years of use and this had not been made clear when the system was installed.	
9.10	Governors acknowledged the refinements of the system and were satisfied that Thorlux had agreed to spread the total cost for replacement batteries £5,000, over 2 years.	Future budget to incorporate cost of replacement batteries.
9.11	JB, Bursar was thanked for her report prior to	It was agreed that JB would

	leaving the meeting.	add Thorlux lighting and Ecolab hawks to the budget. DS to circulate financial summary page to all governors.
10	<p>Headteacher's report to governors</p> <p>KB had included details of current staffing in her reports and confirmed that she had checked with H.R. to ensure regulations complied with regarding termination date for temporary staff on maternity leave.</p> <p>It was confirmed that open discussions between the T.A.'s had taken place with Orretts Meadow regarding sharing of S.E.N. resources and making savings.</p>	Staff absence figures to be emailed to the committee once technical problem resolved.
11	<p>Closure of SKITT account</p> <p>KYJ confirmed closure of account from September 2016</p>	
12	<p>Photocopy charges</p> <p>KYJ produced evidence of improvements, including savings made by turning colour off and by posting online. DS offered to sell the used laser photocopying printer within the school's newsletter.</p>	
13	<p>Authorised signatory List</p> <p>It was recommended that DS and JE be added to the signatory list.</p>	Recommendation agreed and KYJ to amend list.
14	<p>Communications Package Tucasi</p> <p>KYJ presented her findings to governors following a demonstration she had received from Tucasi. Comparisons were made between current provider Contact Group with Tucasi Communications.</p>	
	The annual cost paid to Contact Group £1,886.28 was compared to a deal with Tucasi which would cost £1,676.00 reducing to £1,358.00 next year.	
	KYJ highlighted the benefits of Tucasi linking into other current systems which were not possible with the existing provider	Governors thanked KYJ and unanimously agreed to transfer to Tucasi.
15	<p>Any other business</p>	
15.1	<p>Pensby Children's Club</p> <p>The minutes of Pensby Children's Club had been circulated prior to the meeting and HLJ joined the meeting to provide an update of services.</p>	
15.2	It was confirmed that the holiday club would be offered again during Christmas holidays on the	

	basis that payment would be made in full to secure the child's place. Governors emphasised that this was essential in order to plan staffing and manage health, safety and safeguarding. It was established that 10 places needed to be filled to cover staffing costs.	
15.3	HLJ put forward to governors plans for a nursery kitchen, which she had discussed with SH, cook and KB, headteacher. The benefits to parents for children to return home after a nutritious meal were noted.	
15.4	It was estimated that parental support would be needed for 5 children before nursery kitchen could go ahead. Governors supported the proposed arrangement for a nursery kitchen	.
15.6	Pricing for the Children's Club was queried and collaboration with other providers was recommended. A proposal was put forward that nurseries in the area could collaborate for holiday care which could work better for staff holidays. HLJ confirmed that she had met with the Business Manager from Irby.	
15.7	DS enquired re government funding and implications for 30 hours child care places. KB confirmed she had registered an interest and had not heard further. Affordability was discussed and the viability of meeting current requirement for qualified teacher in school nursery.	
15.8	The benefits of wrap around care leading to increase in admissions to nursery and subsequent increase in intake to school, was noted.	
15.9	Hayley was thanked for her input and left the meeting	
15.10	Staff contract amendment As minuted at the Pensby Children's Club meeting on 23.10.16, KB proposed that a staff member's contract be amended to reflect extra commitments.	Governors unanimously agreed to the contract amendment
15.11	School Field A discussion arose concerning the lack of school field and its impact on pupils. KB confirmed that the L.A. had visited to look at development of the field and that she was waiting to hear back from them.	.
16	Date and time of next meeting	Friday 10 th February 9.15am

The meeting closed at 11.45am.

Minutes approved by Committee and signed by: