**Pensby Primary School –minutes of Governors’ Personnel and Finance Committee Meeting**

**on Friday 9th November 2018 at 9.15am**

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| **Governors in attendance** | **Others in attendance** |
| J Evans: co-opted governor (Chair) | Joanne Barker: Bursar (in attendance for item 5) |
| K Brown: Headteacher: | K Yeardsley-Jones, Office Manager |
| S Evans: co-opted governor | J Gibson: clerk |
| Y Clark: co-opted governor |  |
| J Lawrence: parent governor |  |
| D Spencer: co-opted governor |  |

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| 1 | **Welcome; apologies for absence**  KB and DS explained that they would need to leave the meeting at 10am to attend another meeting that it had been necessary to convene at short notice. | All members in attendance |
| 2 | **Minutes of last Finance meeting held 20.07.18** | Agreed true and accurate record. |
| 3  3.1 | **Report from Children’c Club meeting (YC)**  YC gave positive feedback from the meeting and reported that the club was well attended with no child care issues and no outstanding debt. |  |
| 3.2 | KB reported that she had met with personnel from the local children’s community centre who were looking to rent a room for a baby massage group. They had agreed to fund any adjustments required to make the room in the Children’s Club accessible for use after breakfast club had finished. An entrance gate would be fitted to restrict access to the rest of the school site and additional income would be generated for the school. | Governors welcomed the link with the community centre as well as the benefit of generating extra income for the school. |
| 4 | **Matters arising from pre-budget meeting held on 05/11/18** |  |
| 4.1 | **School meal costs**  KB established that £2.30 per child was  received in the grant for UIFSM and proposed that it was reasonable to increase the charge in line with this from £2.00 to £2.30 w.e.f. Monday 12.11.18. She added that the cost per plate for Stanley School was being looked at to ensure that it was reflected in the costs. JE to guide on recommendations following the RJP3 consultation. | Put to vote and unanimously agreed to increase charge for school meals to £2.30 from 12.11.18  JB to liaise with Stanley School.  Await outcome of RJP3 consultation (and JE to report back ) |
| 4.2  4.2a | **Seesaw**  The Committee was informed that the benefits of this assessment package had been discussed at the earlier Governors’ Curriculum meeting. SE reported extremely positive feedback from teaching staff so far in terms of time saved uploading data. The benefits in terms of assisting governor monitoring across all subjects were also noted as well as the way in which children were empowered by recording their own work. |  |
| 4.2b | SE expressed her approval of capturing the displays on camera as evidence of the breadth of work completed by the children.  KB said that the scheme cost £804.00 equating to £4.00 per child and would be offset against savings in man hours. Take up of the Seesaw scheme was proposed. | Expenditure on the Seesaw scheme was unanimously agreed subject to satisfactory outcome of the test period and consideration of IT equipment in next agenda item. |
| 4.3  4.3a | **IT Lease**  The IT lease was discussed in terms of requirements for Seesaw and amount set aside in budget for I.T. - £3,500 a year over the next 3 years.  KB explained that the laptops in situ in the spare classroom had been tested by the IT technician and that any necessary disposals had been checked first. She added that some of these laptops were old and not portable. |  |
| 4.3b | KB suggested that the Seesaw trial would determine the laptops or tablets that were required and she also expressed the ambition for staff to have 6 laptops in each class to support learning. | The expenditure on laptops/tablets was agreed after the end of the Seesaw trial. |
| 4.3c | JE offered to check the IT lease agreement notice period and it was proposed to go ahead with purchase of laptops/tablets to the value of £3,500 a year for 3 years, after the seesaw trial was complete. |  |
| 4.4  4.4a | **Catering oven**  The Committee was reminded that there was a separate budget for catering equipment with income from both schools. The age and condition of the current oven was established and JE proposed approval of the purchase of a new oven after obtaining 3 quotes in line with the procurement procedures. | Purchase of new catering oven agreed. |
| 4.4b | DS proposed that £2,500 be paid by each school into the catering budget this year and that the current oven be sold on. | JB to write to Stanley. |
| 4.5 | **TUPE transfer**  KB confirmed that the SLA for both schools had been checked by the Chairs of both Stanley and Pensby schools and by Unison and Wirral HR. All had agreed that PD be transferred as an employee to Pensby primary. | The Committee agreed with the transfer. |
| 4.6 | **Water bills**  The correct 60/40 split between Stanley and Pensby was addressed and it was proposed that JB contact Stanley to recoup the overpayment since 2016 in terms of it having been set incorrectly at 50/50. | KB/DS to liaise with Stanley |
| 5  5.1 | **Period 6 report from LA Bursar J Barker**  JB reported on variances under the different budget headings and informed the Committee that the year end surplus was projected at £114,759. The surplus was contrasted with the deficit outturn figures for future years. Reasons for the deficits were highlighted, including a review of pay for non-teaching staff following consultation with unions, and increases in teachers’ pension contributions. The importance of making continued ongoing savings during a time of ongoing austerity was acknowledged. |  |
| 5.2 | KB reminded the Committee that schools had voted for option 4 on the budget consultation at the recent Schools Forum meeting – a transitional funding formula based on Wirral’s current formula with some aspects of the National Funding formula. KB added that the final decision would be made by Cabinet in January. | JB was thanked for providing her report. |
| 6 | **Agree Committee’s terms of reference first meeting of academic year**  JE noted that the terms of reference had been recently updated. | The terms of reference for 2018/19 were agreed. |
| 7 | **Update to School Teachers Pay and Conditions document (STPCD) and update to the School Pay policy.**  The Committee acknowledged that changes to pay had been agreed with unions and recommended that that the new conditions be accepted. | Agreed recommendation of School Pay policy to full governors for approval. |
|  | *KB left the meeting at this point* |  |
| 8 | **Review of Appraisal procedures including Headteachers’s appraisal committee**  No changes to the Appraisal policy were noted and the Committee was satisfied that KB had completed the staff appraisals fairly and in line with regulations. SE confirmed that KB invited governors to quality-assure the operation and effectiveness of the appraisal system.  YC provided feedback and recommendations from the Headteacher’s appraisal committee | The committee was satisfied that the appraisal process had been completed in line with agreed procedures. |
|  | *DS left the meeting at this point*. |  |
| 9  9.1 | **Schools’ Financial value Standard**  Review financial skills of governors and relevant staff | No gaps in the financial skills of staff and governors were identified |
| 9.2 | **Schools’ financial benchmarking site (**updated 24.09.18**)**  **Link:** [**Schools financial benchmarking site**](https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking) | DS/JE to carry out benchmarking exercise |
| 10 | **Financial policies and procedures (upates for governors following financial audit)**  KYJ highlighted some amendments and asked for governor’s approval:   a. Amendments to Procurement Policy regarding approval of quotations and tenders  b. Email to all staff re purchasing procedures for orders and petty cash  c. Non-Orders – change to exceptions so that emergency purchases within a specified limit could be made over the summer holiday when it was not possible to raise an order  d. Inventory changes – updates to ensure assets disposed of correctly  e. Complete and sign Internal Audit Report – JE and KB to sign  f. Approve Authorised signatory List – The list was approved and signed by JE | The updates were approved and JE signed the audit report.  KYJ was thanked for her role in the financial audit. |
| 11 | DfE’s new cost saving toolkit – see link: [DfE cost-saving school kit - handy guide from Schools Week](https://schoolsweek.co.uk/what-do-schools-need-to-know-about-the-dfes-new-cost-saving-toolkit/)  JE referred the Committee to the link and to report back if they identified any areas where further savings could be made. |  |
| 12 | **Any other business notified to and agreed by the Committee Chair prior to the meeting**  **- Solar Panels**  JL outlined the scheme that was on offer with a 0% installation loan. The advantages and disadvantages of owning or renting the panels were discussed. | Agreed carry forward to next meeting to consider viability of the schemes available and potential savings to be made. |
| 13 | **Agree date and time of next meeting** | Friday 16th February 2018 at 9.15am |

**SCHOOL IMPROVEMENT PRIORITIES 2018/2019**

**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**