

**Pensby Primary School –Agenda for Governors’ Personnel and Finance Committee Meeting
on Friday 22nd November 2019 at 9.15am**

1	Welcome	SE, KW, JL, YC, KYJ, KB (<i>arrived 9.35am</i>), JE, DS, JB	
2	Apologies for absence	None	
3	Declarations of interests	None	
4 4.1	Any Other Business to Declare – notified to and agreed by the Committee Chair prior to the meeting	Whole school pay policy to be circulated-needs to be approved-next full goveenors.	
4.2		4. KYJ added that conflict of interest documents	
5	Minutes of the last meeting held on 21/6/19	Item 4.4 – DS noted that a water meter has now been fitted to Stanley school to provide an accurate reading of usage	
6 6.1	Matters arising	Item 10 – budget holding for Deeside Heads, KYJ explains that this budget should move along with each school though we have kept this on year. KYJ informed the group that Black Horse Infants school will now be taking this on. Minutes are agreed as a true and accurate record.	
6.2		JL- feedback on support from Kitchen report from RPJ3. SH will get back to JL with a detailed report of costings for delivery of food and the time this takes staff from leaving the kitchen to deliver to returning with the trollies. JL added that she would like to see a profit/loss form the kitchen. RPJ3 report was unclear as to the figures and profits/loss.	
6.3		DS queries whether KYJ hours where ever calculated for KYJ time to Stanley. KYJ added that it was agreed she would have 1 week that would be paid by Stanley for the uptake of KYJ	

		paying site bills and utilities.	
7	Agree Committee's terms of reference first meeting of academic year	KB adds the need for new terms of reference to be built in to these as our closeness to working with Stanley. Possibly the need to monitor the charges over the shared site and monitor costings between both schools. And the same should be added on Stanley finance terms.	HLJ to work on adding this in.
8	Development Plan 19/20	Remains similar to previous school year. KB has emailed this to Governors.	
9 9.1	Period 6 report from J Barker (including 3 year projections)	JB - £21,200 credit end of this year. £16,000 more income- pay grant and pension grants for staff coming at £2000 more. Monies allocated to support pensions next year.	
9.2		£4000 from Tesco grant for gazebo.	
9.3		JB mentioned a United utilities refund which will be split between both schools Nursery funding is low this year as low birth rate.	
9.4		More SEN money at the end of the year.	
9.5		KB queries DM units and the additional funds. Has anything additional been paid? JB looked and it has been paid at the end of the summer. No further questions	
9.6		Staffing - KB informs we are overstaffed. We do have our on-site kitchen, Club and Nursery. KB also mentions the FSM side of it and the loss of this over that past few years.	Push for families to claim FSM to increase much needed revenue
9.7		PD was asked to take meter readings each Friday to provide an accurate reading which can be	

		compared when the bill comes in. DS explains there are 3 meters on premise, 1 for Pensby, 1 Stanley and 1 for the Pool.	
9.8		JE adds United Utilities billed for an unused pipe. This pipe is for the old school and this pipe is capped.	
9.9		Premises costs – electricity over spend. Need to keep an eye to this.	
9.10		Transport- Nothing to add	
9.11	P6 Document is shared amongst the group.	<p>Overspend on furniture; overspend on tech support and licenses.</p> <p>It was discussed the cost of the payment systems and the over spend of these. Query this?</p> <p>Queried insurance and axis overspend. This should be for the employment of DM 1:1. Insurances where queried.</p> <p>Query DPO charges?</p> <p>Magenta have been contacted to look at the field and make some adaptations for evacuation.</p> <p>JB mentions catering spend and the purchase of equipment. This was placed in the contingency but has since been dealt with.</p> <p>JB briefs Governors on future budgets and National Funding Formula. Looking at a deficit. JB discusses the P9 and view to forecast for upcoming academic year.</p> <p>SE asks about lettings of the site to bring in more revenue. KB adds this is in discussion but there are problems with staffing that needs addressing.</p>	<p>KYJ to action.</p> <p>KYJ to action</p> <p>KB to action</p> <p>KB in discussions will report back to Governors.</p>
9.12		KB discusses the prospect of early	

		<p>years unit to support the need for places.</p> <p>KB has been meeting with organisations with a view to let out these rooms and other rooms around the school.</p>	
10	Review and agree charging (including schools meals and milk) and letting policies Milk, Meals, Club		
10.1		<p>KYJ addresses the Governors with cost of milk, currently 10p.</p> <p>Dinners are £2.00 cheapest in the cluster.</p> <p>It was discussed of an increase of 20p per day on school dinners.</p> <p>Possibly introduced on January.</p>	KB proposed, JE seconded. All agreed
10.2		<p>SE would like to monitor this to view any children who may become part of a vulnerable group after the increase in meal prices. KB will also target families to encourage check FSM entitlements</p>	
10.3		<p>KB adds more ways to make money such as leaflet drop-ins being charged to distribute to our families. £20 to distribute clubs/organisations to our families. KB also mentioned the outside clubs using our facilities who are not currently charged. This will be looked into as part of lettings. Suggests £10 per group.</p>	KB proposed, YC seconded, all agreed.
10.4		<p>Club prices have changed 50p increase looking healthy.</p>	
11	Evaluate Governor and Financial staff knowledge and training requirements Skills Analysis Matrix any changes	.	

11.1		<p>Governors training through NGA as gold members we have access to all training.</p> <p>DS suggests any training could be done as a group using the board in spare classroom.</p> <p>JE used a report from NGA to track H&S drop ins</p>	
11.2		List to be provided at Full Governors of upcoming training for Governors.	KYJ will renew this membership.
12	Headteacher's Report		
12.1		KB circulated this document to Governors and talks about some points.	
12.2		<p>KB addresses the committee with regards to formal collaborations as opposed to maintained schools. NGA have descriptors and models for independent schools.</p> <p>KB mentions the financial side of these models may be enough and the standards needs to be embedded and strong</p> <p>KB suggests looking into the possibility of collaborations to ensure the futures of the schools. These documents are embedded in the heads report.</p>	
12.3		<p>KW addresses this issue of job security in moving from maintained school to independent schools. It was not secure with the national models and management would be the deciding's for staffing.</p> <p>KB stresses the importance of being strong in your role and the school budgets provide the security.</p>	
13	Review Service Level Agreements	KB addresses the agreements have been rolled over from last	

		year. KB adds that she is happy with service and costs.	
14	<p>Financial procedures: New Cashless Company Parent Mail – now fully integrated Review and agree the following:</p> <ul style="list-style-type: none"> • Manual of Financial Procedures and Policies 2019/20 • Authorised signatories • Delegated levels • Audited accounts School Fund and School Direct • Asset Inventory 19/20 • Pensby/Stanley Kitchen Reserve • School Direct payment query <p>Query: School Fund account balance</p>	<p>A discussion around parent mail – PayPal is discussed but transaction % charge was too expensive.</p> <p>KYJ has shared these with JMc.</p> <p>Needs signing off Keep these the same</p> <p>Anomaly detected and amended in the budget</p> <p>HLJ completed this-HLJ will remove colours.</p> <p>It was discussed that this should be used as BACS as the processing time for this is too long.</p> <p>KYJ to monitor payments through the bank and feedback to Governors. JE briefs Governors on latest scams. Companies using more methods to obtain banking and company details.</p>	<p>KB to inform Parent of this in next newsletter.</p> <p>Shared inventory – Outdoor equipment page</p> <p>All Agreed</p>
15	Staffing – Part 2 Mins-Confidential	See part 2	
16	Utilities update Water Plus	KYJ explains the charges of this as Stanley are not charged. KYJ explained she has been in touch with the LA about this but the situation remains unclear. KYJ has paid these bills but this needs to be looked into. Looks like it's a duplicate bill..	KYJ to investigate
17	Schools Financial Value Standard Questionnaire update To be completed by Finance Committee	Needs to be completed and sent back for March.	DS and KYJ to work together for this.

18	Admin costs to Stanley	Discussed as part of P6	
19	Agree date and time of next meeting: 28/2/20	Agreed.	

Meeting closed 11.15am.

To be reviewed

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**