

Pensby Primary School
FINANCE, PAY AND PERSONNEL COMMITTEE MEETING
Friday 13th June 2016

Apologies: Yvonne Clarke, Kirsty Harland
No Apologies: Jan Smith
Present: Julie Evans (JE), Kate Brown (KB), Joanna Barker (JB) LA
Bursar, Sue Evans (SE), Dave Spencer (DS)
Chair: Julie Evans
Clerk: Kim Yeardsley-Jones (KYJ),

Welcome

The meeting began at 9.30am. JE welcomed everyone.

1. Apologies

Governors could not consent to the absence of JS as no apologies had been received.

2. Declaration of Business and Pecuniary Interests

None to declare.

3. Any Other Business to Declare

Income and Expenditure Sheets 2015-16 for Kitchen

4. Minutes of the Last Meeting

Water rates were discussed and is still being looked into. KYJ to report back at the next meeting.

Governors discussed the new sickness reporting process for staff.

Minutes were confirmed as accurate.

5. Staffing Changes

See Part 2 - Confidential Item.

6. HR Support

The committee were asked to discuss the HR consultancy SLA and the options for Governors services and decide on a provider.

KB confirmed that she had received 3 quotes for HR Support as the current contract with the LA ends September 16:

Hill Dickinson for one year £4,000.00

Ellis Witham for three years £4,250.00
For five years £3,835.00

LA for one year £5,957.53
For three years £5,361.85

After discussion governors chose Ellis Witham as the preferred provider.

KB proposed that she will source a competitive price for a one year contract from Ellis Witham to trial for one year. Seconded by SE all in agreement.

The role of Clerk to Governors was discussed. KB explained that she had had a conversation with a Clerk who had been recommended from Barnston Primary. Governors suggested that we invite her to our next full governors meeting by way of introduction.

7. Staff Performance Management

KB discussed with governors informing them that all staff have been through the performance management procedure and all have been judged good or better. Detailed reports on all staff are available to view by governors.

Minute Point: KB to Report at next meeting.

KB left the meeting.

8. Headteacher's Report to Governors

The SLA recommendation in the Heads Report to Governors has been reported on in Item 6 of these minutes.

9. Budget Report from LA Bursar Joanna Barker

JB handed out copies of the Budget Setting for 2016/17. Following discussion a few changes were required. JB to send out a revised report to be forwarded to finance governors. Budget to be signed off in full governors. KY-J to send out transaction reports to governors for checking.

JB left the meeting.

10. SFVS - Update of Policies and Procedures

KYJ handed out copies of the list of the Policies and Procedures for the Schools Financial Value Standard (SFVS) which need to be approved annually at the first Finance Committee Meeting and Full Governors Meeting of each Financial Year (Summer Term).

DS proposed to accept the documents, seconded by SE all in agreement.

KY-J suggested that JE check through the files to get a better understanding of admin financial procedures.

It was noted that this had not been completed last year as due to the following changes:

- Introduction of the Tucasi cashless system for dinners, toast, trips, music uniform FSM children
- Transfer of staff from Metro to Pensby Primary staff and the implementation of in house catering.
- Transfer of staff from Pensby Children's Club to Pensby Primary and implementation of payments for sessions through the Tucasi cashless system for Breakfast, Wraparound and After School Club.

All of the new procedures have now been implemented into SFVS.

11. Date and Time of Next Meeting

Date and time of next meeting to be confirmed.

12. Any Other Business to Declare

Income and Expenditure Sheets 2015-16 for Kitchen

KYJ went through the Income and Expenditure sheets with governors. A few adjustments required then this information is to be taken to the next Pensby/Stanley Joint Committee meeting.

The meeting closed at 11.30am.