



Minutes of Finance & Personnel Committee Meeting
Held on Tuesday 2nd March 2021 at 6pm
 (Held virtually via Zoom due to COVID-19)

Governors Present on Call	Hilary Sanderson (HS), Sarah Jarman (SJ), Sue Rudge (SRu), Sue Read (SRe), Kim Fleming (KF), Stacey Miller (Clerk) Sorcha Rayner (SRa), Nicola Bodnar (NB)
Apologies	Ben Willan (BW), Shaun Barker (SB)
Visitors	Leyla Newling (LN) – for Item 4; Amy Tandon (AM) – for Item 5

Matters Arising:

Item	Action	Responsibility	Deadline
3	CARRY FORWARD: LN to look in to why the TA pensions budget is reduced in year 2022-23	LN	ASAP
3	ALL to read the DfE Catch Up Fund document and ALL need to bring back one point they have taken from the document found here https://www.gov.uk/government/publications/catch-up-premium-coronavirus-covid-19	ALL	ASAP
3	Clerk to add Catch Up Premium to SEND link governor role.	Clerk	-
3	Clerk to add DfE Catch Up Fund document – governor feedback as an item on the next F&P agenda.	Clerk	Next F&P agenda
5	HS to write a formal thank you to AT for her work on the H&S action plan.	HS	ASAP
11	Clerk to add Asset Management Plan as an item for the next F&P Committee meeting.	Clerk	Next F&P agenda

Minutes:

Item	Discussion
1. Welcome & apologies for absence/note of absenteeism	HS welcomed all governors to the meeting. BW and SB have sent apologies and cannot attend. The meeting is quorate.
2. Declaration of Interests	No new interests declared.
3. Minutes of last F&P meeting, matters arising & actions – 16th November 2020*	4: 14. Clerk to create a flow chart of the governor visit process and circulate, and save on GSuite for reference. COMPLETE 4: Clerk to make change on page 14 – ‘kids’ to ‘children’ COMPLETE 5: LN to look in to why the TA pensions budget is reduced in year 2022-23. CARRY FORWARD Action: CARRY FORWARD: LN to look in to why the TA pensions budget is reduced in year 2022-23 5: SJ/LN to ask Annette to clarify why there is no increase cost for utilities in the budget. COMPLETE 9: SJ will look in to whether there is safety film over normal glass around the school. COMPLETE



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	<p>Update: SJ confirms all new windows have safety glass but the old windows just have film on them. These will be replaced with safety glass when the windows require replacement.</p> <p>9: Clerk to add H&S Checks as a standing item to F&P agenda. COMPLETE</p> <p>9: SRa/SJ to organise the medical usage check. COMPLETE</p> <p>11: F&P Audit - SJ will type up these additions and will circulate to governors along with actions for governors. ON AGENDA</p> <p>11: SJ to look in to what policies the school currently has and see if there is a need to adopt the Equality and Diversity policy as good practice, or not needed. COMPLETE</p> <p>11: SJ to look in to a Bullying and Harassment policy. ON AGENDA</p> <p>11: SJ to look in to the EPM model trade unions statement. COMPLETE. Update: SJ clarified that they didn't have one on the EPM website however they do have a list of trade unions that can be accessed if needed.</p> <p>18: ALL governors to look at DfE Catch Up Premium fund document CARRY FORWARD</p> <p>Action: ALL to read the DfE Catch Up Fund document and ALL need to bring back one point they have taken from the document found here https://www.gov.uk/government/publications/catch-up-premium-coronavirus-covid-19</p> <p>Q: SJ asks if a catch up premium link governor is needed.</p> <p>A: It was felt this role ties in with the SEND role.</p> <p>Action: Clerk to add Catch Up Premium to SEND link governor role.</p> <p>Q: A governor asked if a sports premium link governor is needed.</p> <p>A: It was discussed if this role was needed. SJ thinks that a lot of information is given through meetings on this so is probably not required.</p> <p>Action: Clerk to add DfE Catch Up Fund document – governor feedback as an item on the next F&P agenda.</p> <p>18: SJ to get quotes for the tree stump removal and remedial works. COMPLETE. Update: SJ explains that the stump has been removed by the local authority for free, however, it has left a hole in the tarmac. SJ is now getting quotes to make the tarmac good.</p> <p>18: SJ to get quotes for re-boxing as a temporary measure. ON AGENDA – F&P spend.</p> <p>18: SJ to investigate the cost of a floor scrubber as it may be a low cost. ON AGENDA</p> <p><u>DECISION:</u> The minutes of the last F&P Committee meeting were agreed.</p>
4. Finance update	<p>LN joined the meeting and presented this item. A briefing note was circulated prior to the meeting. Governors were asked if they had any question on the briefing note.</p> <p>LN highlighted the carry forward and revenue balance as it stood at the end of January 2021.</p>



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	<p>Q: A governor asked what the cost of tarmac will be. A: SJ is awaiting costs.</p> <p>LN highlighted that the Hydraboil is an extra cost.</p> <p>Q: A governor asked about the claim for COVID 19 exceptional costs, when will we hear? A: Hopefully by the end of this financial year. SJ said a lot of schools are still waiting for this.</p> <p>LN highlighted an insurance claim for teacher absence. The school will receive over £1000 for a teacher who was absent.</p> <p>Q: A governor asked if the insurance just covers teacher or teaching assistants also. A: The school just chose to cover teachers this year.</p> <p>Q: A governor asked if they have an idea of costings for that cover as sometimes it costs more than what they receive back. A: LN explained that it cost £2742, but this was within the £5,000 budget. The school had already had another claim so this has totalled £5275 received for the year.</p> <p>SJ mentioned that usage of paper towels has increased so there is an increased cost there.</p> <p>Q: A governor asked if this increase should be considered for next year. A: SJ agreed to allow a little bit more but should be back to normal by September if the COVID situation improves.</p> <p><i>[LN left the meeting]</i></p>
5. H&S checks	<p>A document was circulated prior to meeting. SJ explained that a lot of things had been flagged from the H&S walk conducted by BW. It had also been suggested that medications be added to that list, therefore a medical usage check had been added and a separate check for medications conducted.</p> <p>SJ explained that BW should have done another H&S check but guidance says governors should not be visiting school at the moment. Therefore, Amy and Darren have updated the action plan as an alternative and to show how works had progressed.</p> <p>SJ explained that the action plan has been updated to show what has been done in accordance with the actions. Target dates have been included and shows which tasks have been completed. Those that haven't been done have been time bound. E.g. First Aid policy for next FGB.</p> <p>Other actions are arising, however, only actions from the autumn term walk are included in this circulated action plan.</p>



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	<p>Q: A governor questions item 5 – training and certification required further review.</p> <p>A: SJ explains this regards first aid training and will be updated as people undertake training and that this update is not due until October 2021.</p> <p>It was discussed that good progress is being made towards them. SJ would like to give credit to Amy who has used this action plan to plan the work needed and has made good relationships with those she needs to work with e.g. contractors. SJ has suggested that she becomes qualified as a school business manager.</p> <p>Q: A governor asked if they should include this in the budget.</p> <p>A: No, it was advised that she would need to pay for that qualification herself.</p> <p>HS would like to formally thank Amy Tandon for her efficient work in this area. SJ mentioned that DJ as caretaker had also contributed in a practical way to addressing some of the action points.</p> <p>Action: HS to write a formal thank you to AT and DB for their work on the H&S action plan.</p> <p>Q: A governor asked how much asbestos there was in school.</p> <p>A: SJ explained they have just done a report and sent to LA. Not sure how much there is but there is some on site, and will likely be reviewed when building work takes place. There has been no increase or decrease and none has been moved since SJ joined the school at Easter 2020.</p> <p>Finance and personnel spend:</p> <ul style="list-style-type: none"> - All TA's have been informed they are now at L2 and are pleased about that. - Dishwasher has been purchased. - SJ looked in to the hall curtains and confirmed the current ones are lined but in a dreadful state, so something will need to be done. - Boys toilets – quote for re-boxing can be sought but will not be a permanent solution and will likely have same problem again. - Steps to mobile classrooms – all steps have been replaced by LA. - Floor scrubber – quote provided. - Playground reservice – quotes underway. - CCTV repair was an unanticipated cost. SJ mentioned that it would be good to replace the remaining five cameras too. - Burglar alarm is very old – a whole new system would be required to make it more digitised. - Hydraboil – needed replacing as was broken. <p>SJ explained that governors need to start thinking about these now and plan for next budget and put in to an asset management plan.</p>
6. Single Central Record	SJ explains this is being maintained and a further update will be given at FGB.



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	<p>Q: A governor asked if checks are in place for the new HT. A: These are underway.</p>
<p>7. SFVS – verbal update</p>	<p>SJ explains this is a checklist for governors to identify if they have the relevant controls and measures in place to show they are competent and compares to similar size schools.</p> <p>SJ has inputted a draft version and will go through this with HS and SRu initially, before going to FGB. It will need to be submitted to LA by 31st March. The benchmarking element looks very positive, but highlights that where the GB is lacking is in its financial knowledge. Actions need to be identified from it, so financial knowledge will likely be one for improvement.</p>
<p>8. Staffing and recruitment – verbal update</p>	<p>CONFIDENTIAL MINUTE <i>[This item was moved to the end of the meeting so staff governors could leave the meeting]</i></p>
<p>9. ICT provision and quotes</p>	<p><i>[AT joined the meeting at 19:00 – discussed after item 10]</i></p> <p>AT presented a new quote for ICT provision, a quote from Irvine Knight. She explained that Irvine Knight was slightly cheaper at £530 and believes it provides a better level of service.</p> <p>Q: A governor asked that when AT spoke to the company, did she feel like it was a good service. A: Yes, was polite and very friendly and was very prompt with responses. In comparison, the current ICT service used can be slow to respond.</p> <p>SJ felt these were better value for money. SJ has experience of Irvine Knight in her substantive role and feels it is a very good service.</p> <p>NB is IT lead and is not happy with the current service received.</p> <p>A governor raised that it is good that we have first-hand experience of the proposed company, and we need to ensure the school is getting the best value for money, which it is currently not.</p> <p>AT continued to explained that Irvine Knight does not charge a bulk price on cloud backup, we would just pay for what we use.</p> <p>Q: A governor asked if there is anything the current provider offers that the proposed supplier does not. A: No.</p> <p>It was noted that Irvine Knight does not provide data protection and GDPR, so this will need to still be provided by the ICT service as a separate entity.</p>



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	<p>The current provider included one visit every two weeks. This would be kept under the new arrangement with Irvine Knight. They provide three support service options: 1 year at £3500 2 year at £3500 3 year includes a 6% discount over 3 years but would go up considerably. They monitor the server continuously rather than when there is a problem. They provide whiteboard maintenance and help with GSuite.</p> <p>Current GSuite cost was funded by DfE for the first year. They are awaiting quotes at the moment for the new cost of this.</p> <p>Q: A governor asked if they also do the website. A: No, they used to, but now go direct through ESchools.</p> <p>Regarding mobile device management, they only provide service for iPads. The school have been given new tablets from FOSS, but not sure if will be included. SRa raised that FOSS have more iPads for the school.</p> <p>It was recommended to governors to go for a 2 year contract to see how it goes, then review.</p> <p>DECISION: Governors agreed to change ICT service to go with the Irvine Knight contract presented to the group for an initial two years.</p> <p><i>[AT left the meeting]</i></p>
10. Policies	<p><i>[This item was discussed after item 7]</i></p> <p><u>Bullying and Harassment policy:</u> Q: A governor asked if the DfE definition on what bullying is should be included in the policy. A: It is an EPM model policy. The committee discussed whether the policy gave a clear idea of what bullying is and what should happen. Q: A governor asked if all staff were clear on the difference. A: SJ agreed that staff were clear and the policy had been tried and tested and felt it was a clear policy.</p> <p>DECISION: The Bullying and Harassment policy was adopted.</p> <p><u>Draft Intimate Care policy:</u> A governor highlighted that there was an American spelling of behavioural that needed changing.</p> <p>DECISION: The Intimate Care policy was adopted.</p> <p><u>Management of sickness absence:</u></p>



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

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	<p>SJ explains this is a review of an existing policy, the yellow highlights are additions that relate to early intervention and menopause.</p> <p><u>DECISION:</u> The Management of sickness absence policy was adopted.</p> <p><u>Cover for Teacher Absence:</u> SJ highlighted section 5.5: a reference to people getting back PPA time through unavoidable reasons would be repaid the same week. However, this is sometimes impossible, so this was changed to two weeks.</p> <p><u>DECISION:</u> The Cover for Teacher Absence policy was adopted.</p> <p><u>Guidance for Safer Working Practice (yellow highlights COVID aspects):</u> SJ explained that this was a review of the existing policy and no changes had been made.</p> <p><u>DECISION:</u> The Guidance for Safer Working Practice policy was adopted.</p>
11. Impact of the meeting	<ul style="list-style-type: none"> - Governors have a clearer view of the financial situation and awareness of upcoming big costs. - Great item from AT and able to achieve the best value and best service for children and staff regarding ICT - Governors aware that the school is in a better shape physically regarding H&S checks and actions. - Governors made aware they need to know more about Catch Up Premium and directed to read DfE document. - Aware need to do more on asset management plan – find out more about it and disaster recovery side of it. <p>Action: Clerk to add Asset Management Plan as an item for the next F&P Committee meeting.</p> <ul style="list-style-type: none"> - Clearer idea regarding staffing issues.
12. Next meeting	<p>Tuesday 20th April 6pm</p> <p>HS wanted to say a formal thank you to Sarah for all her financial acumen brought to the school over the past year she has been at Sutton. The money she has saved and procured has been useful.</p> <p>SJ ended by adding that she is hoping those skills have been transferred to other key staff so it can continue.</p>
13. AOB	None
14. Meeting Close	19:42

Signed as a true record Hilary C Sanderson (Chair)

Name Hilary Sanderson

Date 20th April 2021

Signed: