



The Governors of Sutton CE (VC) Primary School
Minutes of Finance & Personnel Committee Budget meeting held on 27th February 2019 @6.30pm
Present were; Ian Brown, Stuart Davis, Emily Gore-Rowe, Amy Lorimer, Sue Read, Craig Wilkinson,
Ben Willan, Dan Smith, and Anne Horwood and Stuart Hales

Action Log

Item	Action	Resp.
4	EGR to forward comments on draft minutes from T&L meeting on 30.10.18 to SH	EGR
4	29.11.19 F&P Minutes to be reviewed and approval at F&P meeting on 25.04.19	SH
8	EGR to forward Pupil Premium Report to AL and SR	EGR
9	DS to investigate if school could use The Hive swimming pool in Ely in 2019-20	DS
9	Equality & Diversity, Fire & Emergency Procedures, Fire Safety, GDPR, Health & Safety, Intimate Care and Safer Employment Policies to be taken to F&P meeting 25.04.19	SH/EGR
9	EGR to contact ICT Service to ask if they have a GDPR Policy	EGR
9	AH to be asked if she would like to be H&S Link governor	SH
9	EGR to propose date for H&S walkabout	EGR
10	Governors to consider being 'Linked' to Maths	ALL

Agenda Items	Issues Raised	Decisions Taken	Action
<u>1. Apologies for absence</u>	Vickie Watts.		
<u>2. Absenteeism without apologies</u>	None.		
<u>3. Pecuniary interest</u>	There were no declarations of interest for any item on the agenda. AL advised that she plans to move her child to another school and as a result had resigned as a parent governor – the exact date to be confirmed. She would step-down from being Pupil Premium governor with immediate effect. It was recorded that she works as a school business manager. It was agreed that the school would run a parent election starting on Monday 4 March 2019.		
<u>4. Minutes of last meetings (15.03.18, 29.03.18, 08.05.18 & 29.11.18) and matters arising</u>	Minutes 15.03.18 – The minutes were agreed and there were no further matters arising. Minutes 15.03.18 – The minutes were agreed and there were no further matters arising.	Signed by CW Signed by CW	



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<p><u>4. Minutes of last meetings (15.03.18, 29.03.18, 08.05.18 & 29.11.18) and matters arising (cont)</u></p>	<p>Minutes 15.03.18 – The minutes were agreed and there were no further matters arising.</p> <p>DS arrive at meeting</p> <p>Minutes 29.11.18 – EGR apologised for the minutes not being issued, advising there had been a misunderstanding between SH and herself as to where draft minutes marked up with her comments would be left in the school office.</p> <p>EGR advised that she had no further comments on the draft minutes and SH could issue them to governors. She added that she had minor comments on the T&L minutes from 30.10.18 and would forward these to SH.</p> <p>After a brief discussion, governors agreed that the minutes from the F&P meeting on 29.11.18 would be reviewed and approved at the F&P meeting on 25 April 2019.</p>	<p>Signed by CW</p> <p>Post Meeting Note Minutes from 29.11.18 issued on 04.03.19</p> <p>EGR to forward comments on draft minutes from T&L meeting on 30.10.18 to SH</p> <p>29.11.19 F&P Minutes to be reviewed and approval at F&P meeting on 25.04.19</p>	<p>EGR</p> <p>SH</p>
<p><u>5. Staff and recruitment update</u></p>	<p>Support Staff - EGR advised that a classroom TA had been appointed to replace a TA who had moved across to a new SEMH role. A child with high needs was on a part-time table and EGR advised that the child's EHCP was in process. Two further pupils receiving 1to1 TA support now had an EHCP in place.</p> <p>Teaching Staff – EGR advised that Mrs Kilgour is currently on long term sick-leave and the schools insurance covers her teaching responsibilities - a supply teacher who is working four days each week and the school would like to increase this to a full-time basis.</p> <p>Mrs Smith had replaced Mrs Lasker in Sapphire Class on a temporary basis until July 2019 - the school did not need to go through a recruitment process for the position as Mrs Smith had already applied for a separate role in the past six months. An advert would be placed for a permanent post to</p>		



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	start in September 2019.		
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<u>5. Staff and recruitment update (cont)</u>	<p>Teaching Staff (cont) – Governor G queried if Mrs Kilgour had originally been recruited until the end of the spring term and if this had been extended into the summer term? EGR advised that she had been appointed for one term dependent on whether Miss Watts decided to return to work on a part-time or full-time basis.</p> <p>AH queried if Mrs Kilgour would be entitled to sick pay due to her length of service? EGR advised that she started in January 2019 and was unsure of the length of service to be entitled to sick pay. Governor F suggested three months and EGR advised she would liaise with EPM.</p> <p>AH advised that the school had not processed her sickness pay to date as it had only received photocopies of doctor's certificates and not originals.</p> <p>EGR advised that she would discuss Miss Watts' planned return to work with EPM on 28.02.19 – she hoped that VW would return to working one or two days per week before Easter then increasing her days over the summer term. VW had already taken part with Year 6 intervention sessions. Mrs Chappell had indicated that she will continue to cover Aquamarine Class during this 'handover' process.</p> <p>CW asked if there were any further queries on staff and recruitment? There were none.</p>		
<u>6. Report from Salaries Committee on 09.01.19</u>	<p>It was agreed that SD and EGR had met on 09.01.19 and agreed that two teachers had achieved their targets and would move through their pay thresholds.</p> <p>EGR advised that these pay awards had been agreed 'in principle' by governors at the F&P meeting in November 2018. She added that pay awards had always been based on evidence seen by the Head and queried if governors should</p>		



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	also view it?		
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<u>6. Report from Salaries Committee on 09.01.19 (cont)</u>	It was agreed that in 2019-20, governors would be invited to look at supporting evidence after teacher's performance management reviews and then report back their proposals to governors at the spring term F&P meeting.		
<u>7. School Roll & Pupil Forecast</u>	<p>Pupil Numbers – Governor L queried the expected pupil numbers for September 2019? EGR advised that staffing costs were high due to the number of part-time teachers and the associated 10% cost to cover 'cross-overs' and PPA cover.</p> <p>EGR advised that the schools PAN is 45 and when DS and herself had looked at forecast reception numbers for September 2019, they included all children who lived in Sutton, all children with siblings already at the school and discounted any children who might join the school from outside the village.</p> <p>She then advised that the families of 39 children had indicated that they would like their child to start at the school in September 2019, although she was unsure if this included both first and second choices. She added that the current roll was 313 which was similar to September 2018.</p> <p>Governor L queried when the school would receive definite pupil numbers? DS advised April 2019.</p> <p>DS left the meeting</p> <p>Governor F queried why the forecast reception intake was lower than previous years and if it was linked to demographics? EGR advised that she was unsure if there were any direct reasons.</p>		



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<u>7. School Roll & Pupil Forecast (cont)</u>	<p>Pupil Numbers (cont) – Governors agreed that some parents of R/Yr1 children had been unhappy with the class structure this year and that the school had worked incredibly hard to address their concerns although some parents continued to have issues.</p> <p>Governor G queried the projected pupil numbers from the long-term plan?</p> <p>DS came back to meeting</p> <p>Class Structure 2019-20 - EGR advised of the large number of Yr3 pupils and suggested that from this, it might not be possible to run three Yr3/4 classes in 2019-20.</p> <p>EGR suggested an alternative to run with three Yr3/4 and three Yr5/6 classes and to then further split each area into four classes in the mornings to reduce class sizes. She then suggested a preferred six-class mixed aged structure in KS2 where pupils would be placed on age only, which would allow teachers to work together in pairs.</p> <p>It was agreed that the school would have to carefully consider behavioural issues of placing certain children in the same class.</p> <p>Governor C suggested that the school would have to provide a detailed explanation of its reasoning for any such proposal to parents.</p> <p>Governor F queried if by progressing with this arrangement the school would move away from the two-year curriculum cycle? EGR advised that there would need to be some adaptation and that the existing curriculum would be reviewed during the summer term, ready for September 2019.</p>		



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<u>7. School Roll & Pupil Forecast (cont)</u>	<p>Class Structure 2019-20 (cont) - AH queried the proposed class structure in KS1? EGR suggested a five-class mixed aged structure. A brief discussion then followed on this proposal.</p> <p>DS left meeting</p> <p>Governor F queried if staff had been consulted on the proposed class structure for next year yet? EGR advised that they would be informed in due course to provide opportunity to suggest in what part of the school they would like to be located in next year.</p> <p>EGR advised that the school would consider a whole KS2 topic with a projection grid for each age group.</p> <p>AH advised that a large development of 77 dwellings to the north of Sutton is planned to start in the summer. She then queried if Linden Home had contacted the school to discuss the effect of the development on pupil numbers? It was agreed that the last communication between the school and Linden Homes was two years ago.</p> <p>Governor L advised that funding from developers for use in the community, is kept by the local authority to distribute.</p> <p>Governor G queried if the local authority should purchase land to the north of the existing playing-field to prevent developers from building on it as it was the only piece of land the school could extend onto in the future.</p>		
<u>8. Budget Update inc. priorities for 2019-2020 and Benchmarking Activity</u>	<p>AH advised of the actual credit carry-forward into 2018-19 and the forecast credit carry-forward into 2019-20 although the this would be lower than in previous years.</p> <p>EGR advised that AH and herself had gone through the budget in detail - there would be a overspend on building maintenance due to heating issues and of funding to be</p>		



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<p><u>8. Budget Update inc. priorities for 2019-2020 and Benchmarking Activity (cont)</u></p>	<p>capitalised to fund security issues and works to the school entrance and office.</p> <p>AH advised of the funding received from central government for projects aimed at the maintenance of schools. EGR advised that she had a long-term plan to give the school a facelift, starting with the school office</p> <p>EGR advised of Local authority Co-ordinated Voluntary Aided Programme (LCVAP) funding explaining that Church of England schools pay in 10% and the Diocesan will contribute the remaining 90% to an agreed project. Governor F advised that she had an application form for the funding that she will forward to EGR.</p> <p>Two quotes had been received for building works to the office/entranceway and the school would now seek individualised quotes to extend the scope of the project. Governor L queried if there were any outstanding costs for governors to be aware of? AH advised of the new classroom TA and that Mrs Kilgour had only been budgeted for until the end of the spring term.</p> <p>Due to the financial pressures faced by the school, Governor F congratulated EGR and AH for their hard work in managing the budget.</p> <p>EGR advised that that AH, Mrs Korniotis-Diaper and Mrs Garbutt had met to itemise items in the pupil premium report, and she would forward a copy to AL and SR. CW advised that he had arranged dates to meet with EGR to review financial matters. Governor F queried if the school had any specific projects for 2019-20? EGR advised not presently.</p> <p>CW asked if there were any further queries on the budget update? There were none.</p>	<p style="text-align: center;">EGR to forward Pupil Premium Report to AL and SR</p>	<p style="text-align: center;">EGR</p>



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<p><u>8. Budget Update inc. priorities for 2019-2020 and Benchmarking Activity (cont)</u></p>	<p>School Dinners – AH reminded governors that within TnS’s proposal, there was no funding included for replacing kitchen equipment and that some funding should be retained for this. EGR advised that average pupil numbers taking school dinners passed to TnS by CCS were incorrect as they included for a temporary arrangement to supply school dinners to Mepal & Witcham Primary School. AH advised that the school would like purchasing costs to reduce to 38%. Governor C queried if the school expected any other overspends during 2018-19? AH advised only higher costs from purchasing Broncom, a management information system.</p> <p>CW asked if there were any further queries on the budget? There were none.</p> <p>Benchmarking Activity – A separate document titled ‘<i>Schools Workforce Comparative Statistics</i>’ was distributed at the meeting, comparing the school to another similarly sized primary school in Sawston for 2017. EGR advised that whilst the other primary school has five support staff, Sutton only has two. Governor F who works as a school business manager in a local primary school advised that they allow 16 hours/week for the role, based on 183 pupils.</p> <p>EGR advised that it was planned for AH to focus on her role for five days each week – to allow this to happen, the school would consider appointing an apprentice via the local authority levy funding.</p>		



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<p><u>8. Budget Update inc. priorities for 2019-2020 and Benchmarking Activity (cont)</u></p>	<p>In the interim an advert would be placed for an admin role for two days/week to allow AH to focus on financial matters. Until a candidate is appointed, an existing TA will continue to work two afternoons each week in the office.</p> <p>Because the role of financial assistant is evolving, EGR suggested that the school pay for EPM to visit to assess the running of the office staff.</p>		
<p><u>9. Policies</u></p>	<p>EGR queried if there were any queries on the policies?</p> <p>Best Value Statement 2019v1 – Governor C queried that the dates should be revised on page 2 and a typo changed on page 3.</p> <p>Classroom Observation Protocol 2019v1 – Governor C queried a small point on one of the changes made to the policy.</p> <p>Charging 2019v1 - Governor C queried a grammatical error under point 3.1</p> <p>AH queried the use of voluntary contributions from parents to meet the costs of education visits under point 3.1? DS advised that schools are required to run swimming lessons during KS2.</p> <p>Governor J queried if the school had considered using the new swimming pool in Ely as an alternative to St Ivo? EGR advised that lessons would have already been booked for 2018-19 before the pool in Ely was opened but the school could consider its use for 2019-20.</p>	<p>DS to investigate if school could use The Hive swimming pool in Ely in 2019-20</p>	<p>DS</p>



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<u>9. Policies (cont)</u>	<p>Financial Responsibilities, 2019v1 - Governor C queried the statement 'Reporting to parents annually on Governors stewardship of the school's finances' on page 3 as he felt this did not happen presently? EGR suggest a report is prepared in the summer term.</p> <p>Governor C advised that governors are now including their work in school newsletters.</p> <p>Lettings 2019v1 – Governor C queried a typo in the title of pt 4 on page 01.</p> <p>Statement of Procedures for Dealing with Allegations of Abuse against Teachers & Other Staff & Volunteers 2019v1 – Governor C noted that the contact details under pt 4 .2 on page 2 required updating.</p> <p>EGR revised all comments on all above policies during the meeting. Governor unanimously agreed to approve above policies.</p> <p>Governor M advised that within some policies, there was a dated footer and EGR agreed to update these when reviewing policies and insert page numbers.</p> <p>The following policies were distributed prior to the meeting and were approved without any governor comment; -</p> <ul style="list-style-type: none"> • Appraising Performance & Capability 2019v1 • Appraising Teacher Performance 2019v1 • Cover for Teacher Absence 2019v1 • Debt Management 2019v1 • Discretionary Leave of Absence 2019v1 • Flexible Working 2019v1 		



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	<ul style="list-style-type: none"> Grievance 2019v1 		
9. Policies (cont)	<ul style="list-style-type: none"> Management Of Sickness Absence 2019v1 PPA Time, 2019v1 Recruitment Selection Policy and Procedure 2019v1 Shared Parental Leave (Birth) 2019v1 Shared Parental Leave (Adoption) 2019v1 Stress Management 2019v1 <p>EGE apologised for not presenting the following policies; -</p> <ul style="list-style-type: none"> Equality & Diversity Fire and Emergency Procedures Fire Safety GDPR, Health and Safety Intimate Care Safer Employment <p>Governor C queried that from the policies not presented, did any present an issue to the school? It was agreed that the school does not have a GDPR Policy and Governor C queried if the ICT Service who manage its GDPR might have one?</p> <p>EGR advised of reasons why she did not present the Equality & Diversity policy.</p> <p>EGR advised that she will meet with Mr Bate during the spring term to review H&S matters. She queried if there was a governor linked to H&S? It was suggested that Mrs Harker had taken part in previous audits and might like to take on this role?</p>	<p>Equality & Diversity, Fire & Emergency Procedures, Fire Safety, GDPR, Health & Safety, Intimate Care and Safer Employment Policies to be taken to F&P meeting 25.04.19</p> <p>EGR to contact ICT Service to ask if they have a GDPR Policy</p> <p>AH to be asked if she would like to be H&S Link governor</p> <p>EGR to propose date for H&S walkabout</p> <p>Post Meeting Note SH emailed Policy schedule to EGR after meeting with a view to simplifying the number of policies and extending review periods</p>	<p>SH/EGR</p> <p>EGR</p> <p>SH</p> <p>EGR</p>



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<u>9. Policies (cont)</u>	EGR advised that there should be a risk assessment for every classroom and a downstairs kitchenette had been installed. CW asked if there were any further queries on policies? There were none.		
<u>10. Any Other Business</u>	Link Governors - Governor C queried if any governor would like to be linked with Maths?	Governors to consider being 'Linked' to Maths	ALL
<u>Meeting close</u>	Meeting closed 8.25pm		