



Minutes of Finance & Personnel Committee Meeting
Held on Monday 16th November 2020 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), Ben Willan (BW), Stacey Miller (Clerk) Sorcha Rayner (SRa),
Apologies	Nicola Bodnar (NB)
Visitors	Layla Newling (LN) – for Item 5

Matters Arising:

Item	Action	Responsibility	Deadline
4	14. Clerk to create a flow chart of the governor visit process and circulate, and save on GSuite for reference.	Clerk	ASAP
4	Clerk to make change on page 14 – ‘kids’ to ‘children’	Clerk	ASAP
5	LN to look in to why the TA pensions budget is reduced in year 2022-23.	LN	-
5	SJ/LN to ask Annette to clarify why there is no increase cost for utilities in the budget.	LN/SJ	-
9	SJ will look in to whether there is safety film over normal glass around the school.	SJ	ASAP
9	Clerk to add H&S Checks as a standing item to F&P agenda.	Clerk	Ongoing
9	SRa/SJ to organise the medical usage check.	SRa/SJ	ASAP
11	F&P Audit - SJ will type up these additions and will circulate to governors along with actions for governors.	SJ	ASAP
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.	SJ	ASAP
11	SJ to look in to a Bullying and Harassment policy.	SJ	ASAP
11	SJ to look in to the EPM model trade unions statement.	SJ	ASAP
18	ALL governors to look at DfE Catch Up fund document.	ALL	ASAP
18	SJ to get quotes for the tree stump removal and remedial works.	SJ	-
18	SJ to get quotes for re-boxing as a temporary measure.	SJ	-
18	SJ to investigate the cost of a floor scrubber as it may be a low cost.	SJ	-



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

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Minutes:

Item	Discussion
1. Welcome & apologies for absence/note of absenteeism	<p>HS welcomed all to the meeting. Nicola Bodnar was absent.</p> <p>The meeting was quorate.</p>
2. Election of Chair and Vice-Chair	<p>HS explained that Craig Wilkinson has resigned as governor due to personal reasons, and therefore the position of Chair is vacant.</p> <p>There were no nominations presented to the Clerk prior to the meeting. HS asked if there are any nominations.</p> <p>HS explained the role of Committee Chair was not overly onerous. There are just three meetings a year, and the role is mainly agenda planning and chairing at the meeting. If need be, any reporting back to the Chairperson or to the FGB meeting.</p> <p>It was explained that a member of staff could not Chair a Committee.</p> <p>There were no nominations. Therefore, Hilary self-nominated. DECISION: HS was elected unanimously as Chair of the F&P Committee.</p> <p>It was discussed whether there is a need for a Vice-Chair. The Clerk explained a Vice-Chair should be elected. This role is important in the case of the Chair being absent from a meeting, and it is good practice for succession planning for the Vice-Chair to move in to Chairship role in the future.</p> <p>Governors discussed who would be Vice-Chair of the committee. DECISION: Sue Read was elected as Vice-Chair of the F&P committee.</p>
3. Declaration of Interests	<p>No declarations of interest were raised.</p>
4. Minutes of last F&P meeting, matters arising & actions – 4 th March 2020*	<p>1. H&S Walk: Complete and on agenda 3. Headteacher Review: No longer applicable 5. Terms of Reference: Complete 7. Credit Card Spending Report: Reported at FGB 8. SFVS: Complete 9. Parents evening: 1 event took place and HS attended. The other was cancelled due to lockdown. 13. Email addresses: Complete 14. Visit reports: Complete. All reports sent to SJ before added to GSuite.</p>



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	<p>14. Circulation of visit reports: Ongoing. These are now being saved on GSuite and should be sent to the Clerk. Action: Clerk to create a flow chart of the governor visit process and circulate, and save on GSuite for reference.</p> <p>14. Scanning of paper visit reports in office: Process in place</p> <p><i>[SRa Joined the meeting]</i></p> <p>There was one change requested in the minutes: Page 14 – change reference to ‘kids’ to ‘children’. Action: Clerk to make change on page 14 – ‘kids’ to ‘children’</p> <p>DECISION: The minutes of the Finance and Personnel Committee meeting held on 4th March 2020 were approved pending the above change.</p>
<p>5. Finance update</p>	<p>A briefing note was circulated to governors prior to the meeting, along with two additional papers. LN presented any updates since the note was circulated.</p> <p>The school has received another £2600 from the Children’s Centre. This was for the period July 2019 to October 2020. We will now be invoicing more frequently. Q: A governor asked how frequently we will now be invoicing. A: It will now be done termly. Q: A governor asked what the Children’s Centre pay for. A: Rent and utilities including gas and electricity, as well as the Community Room when used. COVID spend: Current spend is £5927. The school can try and claim some of this back. Q: A governor asked how much of this can we get back. A: SJ explained there are certain things that can be claimed for, but not everything. The school will try and claim for as much as possible.</p> <p>Updating DBS checks for staff: There are only 15 staff in total that will need this, so the cost will be £600 and staff then will not need another one. Q: A governor asked why staff now need a DBS check. A: LN explained that if a staff member was employed before 2012 they would have had a CRB check. As best practice suggests, these staff now need a DBS check.</p> <p>Capital expenditure budget is £8709 against building maintenance, but could be used for other things such as IT. The school will receive £5000 from the Opportunity Area Fund that can be used for laptops. The school is awaiting the outcome of additional funding bid for.</p> <p>LN asked if there were any questions from governors.</p>



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	<p>Q: A governor asked why, in the 3-year budget, in 2022-23 the TA pensions is reduced. Why is this lower? SJ explained that Orovia wouldn't have pulled this information through until budget set. Action: LN to look in to why the TA pensions budget is reduced in year 2022-23.</p> <p>Q: A governor asked where the cost of Camclerk is costed. A: This is under 'Governor services/training, inc Camclerk', under revenue expenditure.</p> <p>Q: A governor raised there is no built in increase in cost for utilities, is that following advice from local authority? SJ thought that is was because Orovia wouldn't pull this through until budget set. Action: SJ/LN to ask Annette to clarify why there is no increase cost for utilities in the budget. SJ explained that the reading for solar panels are now be being sent, so income from this may now account for no increase, but this will be confirmed Q: A governor asked why the readings weren't being submitted. A: There were some difficulties with getting the readings submitted on the system, but this is now in hand.</p> <p>Q: A governor asked about 'Curriculum expenses and SEN', over £4000 in total, then for the next two years there is nothing. SJ explained that this would need to be built in at budget set. The £1725 is Opportunity Area Funding. SJ explained that the Finance system will not include any future figures until they are inputted. This is only known when that year's budget is set.</p> <p><i>[LN left the meeting]</i></p> <p>SJ presented the following expenditures that would be beyond what is budgeted and needs to be considered by governors. <u>Dishwasher:</u> At the moment the kitchen has a steriliser, and the element needs changing. However, many schools no longer use a steriliser but use a dishwasher. Quotes for dishwashers have been sought from two companies: Wonters: Not a catering company - £7067.50 B1CEF: They are a catering company - £6678 before VAT; £8013 with VAT (can claim VAT back)</p> <p>Staff have looked at the specifications for the dishwashers quoted and discussed with the kitchen staff. These discussion concluded that they would wish to go with the B1CEF option. They explain their reasons for this are as follows:</p> <ul style="list-style-type: none">- It is a product of Hobart, and they have experience of this brand.- The specification is better.



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	<ul style="list-style-type: none"> - It has a faster cycle time and larger tank resulting in better cleaning. - Better overall price. - The company is a catering company. - The company is recommended by Strictly Education (Property Management provider), they have been professional and prompt with their quote. - Wonters have needed chasing. <p>If no dishwasher is purchased, there be will be a need to spend £3500 for a new steriliser in short term. It would be a waste of money to install a new steriliser then replace with a dishwasher in the future when the steriliser becomes out of service. Without a steriliser or dishwasher no washing up will be possible.</p> <p>SJ asked everyone to remember these costs as there are many other costs that need to be raised and discussed before a decision is made on how the school money is used.</p> <p>Q: A governor asked about servicing and breakdown for the dishwasher. What is covered, is this paid for as and when or is there a deal on this.</p> <p>SJ confirms it only includes installation and decommission and disposal of existing in the cost. There is no mention of servicing and repair, however, is likely to come with a warranty.</p> <p><u>Curtains for school hall:</u> The hall is somewhere that is used a lot and the curtains are not in great condition and need replacing. Quotes previously sought were updated: Unlined curtains - £3100 Lined - £3973</p> <p>Q: A governor suggested that they would need to be lined as it helps when they have performances in the hall. Q: Are they lined at the moment? A: Staff were unsure if they are lined. If not lined, they are thick. I SJ explained that the colour would be Royal Blue so would be quite dark.</p>
6. Use of Pupil Premium and Sports Grant	<p><u>Pupil Premium:</u> Update is available on school website. However, will shortly need to do a report to show how our spend has been and the plans put in place until 31st March 2020.</p> <p><u>Sports Grant:</u> A paper was circulated prior to the meeting.</p> <p>Allocation for 2020-21: some is being held back as not sure about whether swimming will happen this year. Current expenditure of this grant is £6854.</p>



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	<p>Awaiting to see if swimming will go ahead this year, and still need to pay for some sports intervention time with Charlie Baxter.</p> <p>Would like to buy new badminton equipment, new T-shirts and invest in playground marking that would take much of the remaining money.</p> <p>Charlie's salary cannot be used by this funding, it is ring-fenced for certain things.</p> <p>Q: A governor asked what the T-shirts are for.</p> <p>A: SJ explained that at sports competitions, other schools have school logo t-shirts but Sutton do not. It would make it something more special for those involved and give a sense of pride if they were also able to wear a school logo t-shirt at events.</p> <p>A governor agreed that it would give the children confidence, pride and feel smarter.</p> <p>Q: A governor asked if the T-shirts would be loaned for the match.</p> <p>A: Yes, but this hasn't been looked in to detail currently.</p> <p>Another governor expressed this is a good idea.</p> <p>SJ explained that these details are important for governors to know in case they get a call from Ofsted who will ask about how the Sports Grant has been spent.</p> <p>Q: A governor questioned under Current Expenditure, what is Improve It?</p> <p>A: SJ confirmed this is the name of a company (sports partnership) that the school is signed up to, and is nothing to do with IT equipment.</p>
7. Review progress of SIP	<p>SJ explained that a one-year recovery plan was circulated at the beginning of the academic year, and this is looking at the progress of this. SJ asked if governors have any questions on this.</p> <p>Q: A governor asked if it has gone through the LA.</p> <p>A: Yes it has.</p> <p>Q: A governor asked what impact the new ground rules for behaviour have made.</p> <p>A: SJ explained the new behaviour policy has been circulated to parents and there has been no parent feedback on this. Staff have needed help managing the expectations of the policy, and worry about those children that fall outside of the policy and need their own risk management plan.</p> <p>SJ explained further that the school tries different approaches with some children to get the right outcome.</p> <p>SJ explained that she didn't see what behaviour was like before this change.</p>



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	<p>KF is aware of the difference and explained that the new policy is simpler for staff to follow. It is still fresh so still learning, however there used to be a number of approaches that was confusing and led to uneven application that didn't help the behaviour of children. If staff have the confidence in applying the policy it goes a long way and children respond better.</p> <p>Q: A governor asked how Dojo is going now. A: It's going great and is being used.</p> <p>Q: It was asked of BW as a parent if he has noticed a difference with behaviour since the change in policy. A: BW explained that he had not noticed anything particular relating to behaviour. He then said that his own children had been reporting fewer behaviour incidents that had interrupted their learning.</p> <p>SJ explained that some instances of behaviour may have reduced due to unrelated circumstances as a result of COVID-19 measures, e.g. there are not as many children on the playground together.</p> <p>BW clarified that behaviour is not something he is concerned with as a parent, so this is a good thing.</p>
8. Safeguarding	<p>The school is due a safeguarding review from LA next term.</p> <p>Staff training taken place on child protection was held this term, for all staff and the school is regularly updating policies.</p> <p>SJ explained how she and other staff have undertaken or planned to undertake a variety of safeguarding training, including Safer Recruitment and Prevent.</p> <p>Q: A governor asked who the DSL is. A: SJ, Sam Brown, Pippa Williams and Sam Wallace, and all are up to date. Ruth Garbutt is attending training in January and will replace Sam Brown in new year.</p>
9. Outcomes from H&S walk	<p>BW undertook the H&S walk and circulated the report prior to the meeting.</p> <p>BW explained the walk took place after school and appreciated staff time after hours. There was no formal checklist, so BW created a new checklist considering the policy requirements. There were 3 sections looked at:</p> <ol style="list-style-type: none">1. Policy requirements2. General H&S check3. Role responsibilities <p>An actions list was created at the end of the report.</p>



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	<p>BW explained his impression is the school is doing a good job and overall the school is in a good condition. It is clear Amy is a great asset ensuring the school is on top of these things.</p> <p>Overall there was 16 actions, some more important than others. There are some requirements in the policy that just need to be put in place e.g. list of isolation points and phone numbers to be displayed.</p> <p>There were some discrepancies in the policy. BW is going through the policy and correcting some of these issues within it.</p> <p>There is some maintenance needed, some in the short term, and some more longer term.</p> <p><u>Urgent issues:</u></p> <ul style="list-style-type: none">- Ramp on the mobile teaching block is coming to end of its life and could become a safety hazard. It is slippery and the wood is becoming weak. <p>SJ has looked in to this as the mobile classroom doesn't belong to the school but the LA. Therefore any repairs may need to be done by LA. The LA came to inspect the mobile classroom so there may not be a cost to school. This needs to be confirmed.</p> <p>Q: A governor asked who checks the mobiles. A: The LA does. They usually send an email asking if the school still needs the mobile classroom.</p> <p>Q: A governor asked if they inspected the classroom. A: SJ is not sure.</p> <p>BW explained the ramp is the only pressing need. There are other issues raised in the report:</p> <ul style="list-style-type: none">- Raised drain covers in playground: SJ confirmed this has already been actioned. All have been replaced.- Tree and shrub maintenance around the school boundary: Overall this is kept ok, but some shrubs along the boundary need addressing. SJ confirmed that after the visit, a bad storm caused one of the trees to fall down a bit and lean on the mobile classroom, and contacted the LA as needed to get someone out immediately. They did not show up, and still have not shown up. However, SJ explains that looking in to a new grounds maintenance company isn't currently a priority? <p>Q: A Governor asked when the contract will come to an end. A: The contract ends in April.</p> <p>Q: A governor asked if someone is coming to look at the problem area around the mobile and the tree stump next to the bike shed. A: Amy has met with Richard (LA) he will arrange for the trees around the back of the mobile to be cut done. The tree stump can be removed</p>



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	<p>at any time but would leave a large patch needing repair with tarmac at additional cost. The stump has lifted the tarmac and in itself is a trip hazard.</p> <p>BW continued to say the general condition of the playground is ok, and not in need of any immediate attention. However, the area not recently resurfaced is looking more tired and may need attention. It is difficult to keep patching it up and should be something to consider longer term.</p> <p>Q: A governor asked if it is something to think about for next year and budget for it. A: Yes.</p> <p>- Boys toilets in the 60s block: These are really not very nice and will need to consider addressing.</p> <p>Q: A governor asked why they are not nice. A: BW explained that there is chipwood at the back of the toilets and this is covered in urine and smells. SJ explained that there might be some smaller, temporary measures to address this e.g. box it in. A governor suggested a temporary measure would be enough for now, it is not dangerous, just unpleasant. Q: A governor asked if Darren could fix it. A: SJ will look in to it.</p> <p>SJ explained that the maintenance list will be added to as there are more maintenance issues in future. There has not been any planning for this type of work in past.</p> <p>- Electrical testing: They had to return as something had failed. As a part of that round there was a general comment about Amethyst classroom that a socket may need moving due to a trailing wire. SJ explained this is due to change in classroom layout whilst COVID measures are in place so is only temporary. It was suggested any action on this should be paused until COVID measures have stopped. SJ confirms all other remedial works should all be finished.</p> <p>- Floor scrubber: There is a request from Darren to purchase a proper floor scrubber as it is currently only just mopped. A new one would seal the floor better and get a better lifespan of floor. Q: A governor asked if there is an idea of cost for this. A: No, will wait until there is a decision on what would like to progress. Q: A governor asked whether the glass around the school that isn't safety glass, is this covered in safety film. Action: SJ will look in to whether there is safety film over normal glass around the school.</p> <p>Q: A governor asked who the EVC is. A: SJ Q: A governor asked who will the EVC will be when SJ leaves. A: It will be the new Headteacher or Ruth Garbutt.</p>



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	<p>A governor praised BW on the most detailed and comprehensive H&S report they have ever seen.</p> <p>SJ emphasises the H&S check is the driver of a lot of finance work and needs to be done termly. Action: Clerk to add H&S Checks as a standing item to F&P agenda.</p> <p>SJ continued to say that it is also good practice for Darren and Amy.</p> <p>SJ asked when SRa will be doing the medical usage check. SJ explained that it can be done virtually. Action: SRa/SJ to organise the medical usage check.</p> <p>Q: A governor asked if the PAT testing is done by an outside company. A: Yes.</p> <p>Q: A governor asked what is involved in the water checks. A: SJ confirmed that they check for legionella and is a legal requirement.</p>
<p>10. Single Central Record</p>	<p>SJ explained that Emma is getting this up to date and is organising DBS checks, where necessary following COVID.</p> <p>Q: A governor asked whether Emma knows not to overwrite anything. A: Yes she does.</p>
<p>11. An Audit for the First HR Committee Meeting of the Academic Year</p>	<p>This is a good practice document provided by EPM giving advice to governors to do at the first committee meeting.</p> <p>SJ completed as far as possible, but needed governor decision on some elements.</p> <ul style="list-style-type: none"> - Have 2-3 governors undertaken performance management training? <p>There is not 2-3 governors with this training. Action: SJ will type up these additions and will circulate to governors along with actions for governors.</p> <ul style="list-style-type: none"> - Have governors agreed delegated power of dismissal to Headteacher or set up a committee with delegated powers to dismiss employees? <p>Yes, this is in the terms of reference, a Dismissals Committee is in place.</p> <ul style="list-style-type: none"> - Is this the case for appeals too? <p>Yes, there is a Dismissals and Appeals Committee.</p> <ul style="list-style-type: none"> - Discipline, Dismissal and Grievance: Do Headteacher and governors on these committees have sufficient understanding of the role would play?



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	<p>Yes, governors would read the policy.</p> <ul style="list-style-type: none"> - Does the GB have a policy on equality and diversity? SJ explains that Sutton doesn't have this as it is not statutory. However, there is a model policy on EPM website that could be adopted as good practice. Do governors want to adopt this as good practice? Q: A governor asked what we have covering this now? A: We only have the Equality Duty Statement. Q: A governor asked what the Race Equality policy is on the website. Action: 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. - Policy on bullying and harassment: Sutton does not currently have this policy. EPM have a model version that could be used if it is agreed this is needed. A governor suggested that we have a lot of policies and asked if it is not statutory, do we need it? SJ explained that in a situation where bullying in the workplace did arise, as a GB would need a procedure in place to deal with this. Q: A governor asked if we have anything on anti-bullying at all? Governors raised there is a Complaints and a Grievance policy. SJ explained that these policies are something different and wouldn't cover bullying and harassment. Action: SJ to look in to a Bullying and Harassment policy. - Have your GB considered becoming an academy? Has this been looked in to before? A: Governors confirm this was looked in to approx. 5-6 years ago. At the time the GB didn't feel it was something they wanted to go through. - Working with trade unions: Does the school have a consulting mechanism? A governor said that when they had redundancies, trade unions came in and arranged meetings, so they did have a process then. SJ confirmed that typically would go to EPM to consult, so agrees a process is in place. SJ asked if there is a statement of which trade unions are recognised in the staff policy? We do not have that but EMP does have a model statement. Shall I look in to getting this adopted? Action: SJ to look in to the EPM model trade unions statement.
<p>12. Level 1 and Level 2 TAs</p>	<p>CONFIDENTIAL MINUTE <i>[This item was discussed at the end of the agenda. KF left the meeting]</i></p>
<p>13. Staffing & recruitment</p>	<p><u>Confirmation of Deputy Head salary:</u> A letter was sent to all GB confirming that Ruth Garbutt had been appointed as permanent Deputy Headteacher.</p>



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	<p>The proposed salary was discussed and that the pay range of scale 7 to 11 had been agreed. No objections were raised.</p> <p>DECISION: All governors agreed with the proposed salary for the Deputy Head.</p>
14. Policies*	<p>a) <u>Discretionary leave of absence</u> This policy was updated in line with EPM recommendations. The track changes indicate any changes made. These relate to parental bereavement leave which wasn't included previously.</p> <p>SJ raised a section that required a decision from governors.</p> <p>If a teacher takes parental bereavement leave there are two choices of how they would be paid: 1 – employer pays at statutory minimum rate 2 – employer pays at normal rate of pay</p> <p>A governor says it seems tough to not offer normal pay. A governor suggests they should be paid at normal rate of pay</p> <p>DECISION: There was a unanimous vote to offer pay at normal rate for parental bereavement leave.</p> <p>DECISION: The Discretionary Leave of Absence policy was approved.</p> <p>b) <u>Performance management for support staff 2020</u> This policy was amended in line with EPM. Q: A governor asked if staff had appraisals before. A: Yes, they did.</p> <p>DECISION: The Performance Management for Support Staff 2020 policy was approved.</p> <p>c) <u>Appraisal and capability policy</u> This has been adopted from the EPM model version.</p> <p>DECISION: The Appraisal and Capability policy was approved.</p> <p>d) <u>Handling redundancy</u> DECISION: The Handling Redundancy policy was approved.</p> <p>e) <u>Lettings</u> DECISION: The Lettings policy was approved.</p> <p>f) <u>Lone working</u> This updated policy required minimal changes. DECISION: The Lone Working policy was approved.</p>



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	<p>g) <u>Shared parental leave (adoption)</u> This has been taken from the EPM model policy.</p> <p>DECISION: The Shared Parental Leave (adoption) policy was approved.</p> <p>h) <u>Shared parental leave (birth)</u> This has been taken from the EPM model policy. DECISION: The Shared Parental Leave (birth) policy was approved.</p> <p>i) <u>Whole School Pay policy</u> This policy has to be reviewed every year. It will need to go to FGB for adoption but SJ wanted F&P Committee to have time to look at it first.</p> <p>This is based on the EPM model policy. The existing policy had missing appendices, and SJ clarifies this is how teacher's pay will be judged going forward every year.</p> <p><u>There are three options:</u></p> <ul style="list-style-type: none">- No increase: requiring improvement or inadequate- Rise of 1 incremental point – teaching is good- Rise of 2 incremental – teaching is outstanding <p>Once this is put in place staff will have to have met their performance management targets.</p> <p>The policy explains how people can go through the upper pay threshold, and will have to show how they have shown substantial and sustained performance.</p> <p>Governors will need a good understanding of this in case of a staff appeal.</p> <p>Q: A governor asked if a case went to appeal will governors be given the persons performance review?</p> <p>SJ: SJ confirmed that this is confidential so the HT is not permitted to share this with governors. However, the member of staff could choose to use this in evidence.</p> <p><u>Page 11: There are 8 additional payments for teaching staff:</u> It was proposed to use a figure of £28p/hr based on research from local tutors costs. The National Tutoring programme is paying £28 p/hr.</p> <p>A governor says that if the figure used for national tutoring is £28 that should be used. Another governor agreed to go with £28p/hr.</p> <p>SJ reminded governors that will require a percentage increase.</p> <p>DECISION: The additional pay at £28p/hr was approved.</p>



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	<p><u>10.4 page 12: Honorarium:</u> SJ has added the date of 1st April to tie in with new financial year. DECISION: This is agreed.</p> <p><u>Page 20 Annex E:</u> SJ explained that at the last FGB a revised pay list for main pay scale and upper pay scale for staff were agreed. There were certain uplifts applied and governor discretion for other pay scales. It was decided that the main pay scale and upper pay scale had an uplift applied.</p> <p>However, this was not applied for unqualified teacher's. SJ asked governors to agree whether the same uplift (2.75%) should be applied to the top and bottom pay scale for unqualified staff.</p> <p>A governor suggests this should be applied as it was applied for all others.</p> <p>Q: A governor asked if an unqualified teacher can be on £27965. A: SJ confirms this is correct and may be from past decisions on salary ranges.</p> <p>Q: A governor asks if there are any qualified teachers this year. A: No there are not.</p> <p>A governor suggests as it will not affect anyone it could not be applied.</p> <p>DECISION: A 2.5% increase to unqualified teachers salary range was approved.</p> <p>This will now go to FGB for approval.</p> <p>j) <u>Physical Intervention Policy</u> This was amended by Sam Wallis (SenCo).</p> <p>Q: A governor asked if all staff have done Step On training. A: SJ confirms this had happened but it was the wrong training. This will now take place in January. Q: A governor asked if it was hugely different. A: SJ not sure but correct training will take place.</p> <p>DECISION: The Physical Intervention policy was approved.</p> <p>k) <u>Model Policy on the Use of Mobile Phones in Schools</u> SJ explained that the LA asked schools to adopt this one because during COVID times we need to use mobile phones more.</p> <p>DECISION: The Model Policy on the Use of Mobile Phones in Schools was approved.</p>



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Minutes of Finance & Personnel Committee Meeting
Held on Monday 16th November 2020 at 6pm
(Held virtually via Zoom due to COVID-19)

Item	Discussion
	Q: A governor asked if this policy will be on the school website. A: No only statutory polices are published on the website.
15. Governor visit reports	SRu explained that reports are now saved and available to view on GSuite.
16. Impact of the meeting	<ul style="list-style-type: none"> - Clearer idea of maintenance work needing doing around the school and the safety of the site. - Better idea of financial planning for the future. - Actions needed for a safer school environment. - Clearer understanding of performance related pay. - Up to date knowledge of school recovery plan. Confirmation of situation of Chair and Vice-Chair for this Committee.
17. Next meeting	The date of the next meeting will be confirmed.
18. AOB	<p><u>Catch Up Premium:</u> SP Tutors were recommended from the LA. We are waiting to see how many tutors the school can get. Q: A governor asked how local they company was. A: It is a national company run by Tim Coulson (Regional Schools Commissioner). A plan of how the school plans to use the money needs to be published on the website. Q: Will tutoring be done in groups or individuals? A: On a 121 basis. Action: ALL governors to look at DfE Catch Up fund document.</p> <p><u>Additional Costs:</u> SJ summarised the various costs raised for governors to decide what should be looked in to further.</p> <ul style="list-style-type: none"> - Playground: This will be expensive and should not be considered this year. - Mobile classroom ramp: This is possibly being funded by LA. - Dishwasher: Governors agreed this is a priority, it is essential and will need to be purchased. - Tree stump removal: <p>Q: A governor asked whether the tree work would come under the normal grounds maintenance contract. A: SJ explained that some of the work would such as the cutting back of trees. The tree stump removal would not. Action: SJ to get quotes for the tree stump removal and remedial works.</p> <p>Q: A governor asked how much of an issue SJ feels it is. A: SJ explains it is not part of the playground, and no children have tripped so far. However, it is a walk through. No parents are walking through currently and not using bike storage which lessens the risk.</p> <ul style="list-style-type: none"> - Renovation for toilets: <p>Action: SJ to get quotes for re-boxing as a temporary measure.</p> <ul style="list-style-type: none"> - Floor scrubber: <p>Action: SJ to investigate the cost of a floor scrubber as it may be a low cost.</p>



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	<p>- Curtains for hall: SJ explains cosmetically this change would make a big difference.</p> <p>Q: A governor asked if there was a possibility of revamping the existing curtains.</p> <p>A: No not really as they are faded.</p> <p>DECISION: It was decided to proceed with the purchase of the dishwasher and following quotes for other items, will determine the other items governors would like to proceed with.</p>
19. Meeting Close	20:45

Signed as a true record  (Chair)

Name Hilary Sanderson

Date 2nd March 2021