



The Governors of Sutton CE (VC) Primary School

Minutes of the Finance and Personnel Committee Meeting Held on Wednesday 12th June 2019 at 6pm.

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| Governors Present | Craig Wilkinson (Chair), Stuart Davis, Emily Gore-Rowe (Head), Sue Read, Vicky Watts and Ben Willan. |
| Apologies | Ian Brown, Dan Smith and Chris Sanderson |
| Visitors | Louise Todd (locum – Camclerks) |

Action Log from this meeting

| Item Number | Action | Responsibility | Deadline |
|-------------|--|---|---|
| 4 | Approval of minutes for meeting held on 27 th February 2019 – outstanding – agenda item next meeting. | Chair | |
| 5 | PPA change to computing and music | Teaching and Learning meeting – agenda item | Next Teaching and Learning meeting. |
| 5.7 | Monitoring teaching staff budget – remodel based on new structure. | Head | Before end of term. Next F and P meeting - agenda |
| 9a | Head to circulate completed Health and Safety Audit from the LA | Head | By next FGB – agenda item |
| 9b | CW to join Head on walk-around | CW | Wednesday 19 th June 19 |
| 9c | Appoint a Health and Safety Link Governor | Agenda item – FGB | Autumn term |
| 10a | GDPR - Head to contact ICT service to request a report and guidance on record keeping | Head | Ongoing |
| 10b | Amend Lone Working Policy to include protocol for the Head as the lone worker | Head | Ongoing |
| 10c | Invacuation Policy | Clerk | Agenda item next meeting |
| 11 | CW and BW to meet with Head to review credit card spending | CW BW | Agenda item next meeting |

Minutes

| Item | Issue Raised | Decisions Taken | Action |
|--------------------------|---------------------------------------|--|--------|
| 1. Apologies for Absence | Ian Brown, Dan Smith, Chris Sanderson | Apologies accepted from Ian Brown, Dan Smith and Chris Sanderson | |



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| 2. Absenteeism Without Apologies | None | | |
| 3. Pecuniary Interest | The clerk declared that she had 2 children at the school. She had discussed her pecuniary interest with her line manager who agreed to her locuming for the governing body. | | |
| 4. Matters of the last meeting dated 29 th April 2019 and 27 th February 2019 | <p>The meeting of the last meeting held on 29th April was circulated prior to the meeting. Page 1: Ian Brown and Chris Sanderson were recorded as absenteeism without apologies. It was noted that they had given their apologies before the meeting. Following this amendment, the minutes were agreed as an accurate record and signed by the Chair.</p> <p>Matters arising The minutes from the 27th February 2019 has still not been formalised, defer to the next meeting.</p> <p>It was noted that Monitoring of teaching staff and Catering provision were not on the agenda but will be covered during the meeting at item 5.</p> | Defer 27/2 to next meeting | Agenda item – next meeting |
| 5. Headteacher's Report | <p>The report was circulated prior to the meeting.</p> <p>5.1 School Roll The Head explained the number of leavers for this academic year and the reasons for leaving. There were parents in Y1 who were not happy with the current structure. Although leavers acknowledged the school was improving, the improvements have not been implemented quickly. The Head has spoken to other advisors about the pupil flux. She was advised that It is to be expected due to the changes and transitional nature of the school at the moment. It was agreed that as a governing body, it was important to explore how the Senior Leadership Team and Governors can restore faith in the school.</p> | | |



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| | <p>The Head has received positive feedback about the changes and nine pupils have joined during the academic year. The pupil movement is causing anxiety for staff.</p> <p>A Committee member asked if the reasons for moving are recorded in the application form. The Head explained the form. Unfortunately, in Cambridgeshire, the Head does not see the completed form. The majority of leaver families have spoken to the Head about the reasons for leaving.</p> <p>The Committee acknowledged there is a risk to the reputation of the school. This has been fuelled by rumours within the community. The Ofsted report was fair and identified strengths and key priorities for improvements. However, the behaviour outcome was noted as not good, this was because of poor attendance rather than pupil behaviour. The period of transition has amplified this outcome. There have been a number of higher needs children this year and the nurture room and SEN provision have had a significant impact.</p> <p>A Committee member asked if the Head anticipated any detrimental impact on the budget. There will be an impact in the long term; however it will not effect this year's budget due to a healthy carry forward. The priorities for spending for next year remain the same, with an additional £10k grant incoming to be spent on CPD.</p> <p>A Committee member asked if the new homes due to be built in the village will have any effect on budget. There is a time lag and they will not effect next year's budget.</p> <p>The roll is currently at 305. The PAN is 45.</p> <p>A Committee member asked if the worst case scenario was that the roll is reduced to 295. It could do although there may be new starters entering the school at the last minute.</p> | | |



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| | <p>The Head and the Governing body agree to provide a place for every child, even if that means going above the PAN.</p> <p>5.2 Class Structure The Head explained the class sizes and discussed the impact of a large class and the class structure for future years.</p> <p>A Committee member asked if the movement in leavers has been built into the class structure for next year. Some of the classes might be less than 31. A lot of the potential leavers have not had their places confirmed yet.</p> <p>Exclusions – there has been an additional exclusion since the report was written. Ofsted agree that the exclusions were justifiable. The Head advised that It is common to have an increase in exclusions with the introduction of a new behaviour policy and leadership structure. There was a spike in the autumn term but since then, the numbers have dropped. The Head explained the current situation regarding the excluded pupil.</p> <p>A Committee member asked if there has been any impact on staff wellbeing when dealing with excluded pupils. The Behaviour Transfer Plan strategy has worked. The Head explained one scenario which lessened stress for staff. In general it does affect staff wellbeing.</p> <p>The next minute is part of a confidential minute.</p> <p>At this point in the meeting, VW was asked to leave the meeting whilst the next item was discussed.</p> <p>5.3 Staffing Two full time teachers have requested a move to part time hours. The Head explained their reasons. The Committee considered each request, focussing on the implications for staffing, staff retention and wellbeing.</p> | | |



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| | <p>The Head explained her strategy for next year’s staffing structure and release time for the leadership team.</p> <p>A vacancy has been advertised for a temporary teaching contract. Interest in the vacancy has been low. The Committee discussed the risk of changing the temporary contract to a permanent one and discussed the worst case scenarios. After in-depth discussion, it was agreed to keep the vacancy as temporary.</p> <p>The Committee highlighted there were more split classes in KS2. The Head advised that DS has more class time than previous. All leadership time for the next academic year will be mapped out in September.</p> <p>A Committee member asked if the revised staffing structure fitted in with the budget forecasts. The Head explained it was cheaper than supply costs.</p> <p>A Committee member asked if there was any guidance on the optimum levels of full time/part time split classes. The Head was not aware of any guidance.</p> <p>The Committee discussed job shares, PPA cover, CPD time and the leadership structure in further detail, this included how much time the subject/safeguarding leads would be in the classroom.</p> <p>The Committee discussed the change in the PPA rotation. Two classes will be released in an hour to be taught music and computing. It was agreed to discuss this further in the Teaching and Learning Committee.</p> <p>The Committee approved the requests from two of the full time teaching staff to decrease their hours.</p> <p>VW returned to the meeting.</p> | <p>Committee approved request for part time hours.</p> | <p>Agenda item T and L Committee</p> |



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| | <p>The Committee discussed the phonics and Early Years leads. The Head forecasted savings in the long run because supply costs would decrease with 2 HLTAs.</p> <p>The Committee discussed the maternity leave cover. The budget will be reworked post September with the support of the Chair.</p> <p>5.4 SDIP The Head is currently awaiting financial costs from the Teaching School Alliance. The first priorities involve making stronger teachers excellent in order to support others. She explained the programme in further detail.</p> <p>The biggest investment will be from the Opportunities Area Funding and will focus on phonics. This will cost approximately £2-3k. The Committee discussed in more detail the research evidence of the Phonics programme the school will invest in and how to ensure teaching in phonics is consistent and effective. There will be a new phonics lead.</p> <p>Spelling and the maths programmes were also discussed.</p> <p>The priorities will be to ensure release time for staff and leaders to be coached in the new programmes. Leaders will work with a data guru to ensure progress for pupils are on track and ahead. There is a plan for teachers who need more support.</p> <p>5.5 Premises/Capital Project The security work will happen over the summer. The Head has asked to bring forward the proposed added security to the reception/early years part of the building. The school will be redecorated over the summer. The fire doors were highlighted in the Health and Safety check. The Committee discussed the options in further detail.</p> <p>5.5 Sports Premium</p> | | |



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| | <p>The grant has increased to £40k per annum. The Head met with the primary advisor to look at constructive ways of investing the funding. The most significant impact would be to invest in a whole school improvement. This could include appointing a PE lead. The Head is currently producing a new plan for the next academic year which will discuss the impact of plans for this year.</p> <p>5.6 Pupil Premium The Pupil Premium leads are currently working on the plan for 19-20. The Impact statement for 18-19 makes clear that the Sports plan is for the academic year not the financial year. The funding has remained unchanged.</p> <p>5.7 Outstanding Items from Previous Meeting – not on the agenda Monitoring Teaching Budget – the Committee agreed to remodel the budget based on the new staffing structure before the end of term.</p> <p>5.8 Catering provision update The Cluster have pulled out of the contract. There is no capacity for the school to run their own in house provision at present. The Head did not envisage a negative impact on the budget if the school continued with TNS.</p> | | Agenda item first meeting of the autumn term of F and P |
| 6 Budget Update | <p>Priorities for 19-20 This has been discussed at item 5.4</p> <p>Pupil Premium This was discussed at item 5.6</p> | | |
| 7 Schools Financial Value Standard (SFVS) | <p>The SFVS was circulated prior to the meeting. The only addition has been the change to Bromcom. The transition to Bromcom has been difficult and has had a negative impact on wellbeing which has been fed back to Bromcom.</p> | | |
| 8 Capital Development Plan/Building Maintenance Plan | <p>This has been discussed at item 5.5</p> | | |
| 9 H and S checks | <p>The school's provider was due to conduct a Health and Safety audit on Monday but it was postponed. The Head is concerned about the provision from the current</p> | | |



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| | <p>providers. She has been advised that the LA have a higher quality H and S provision. They can conduct an audit before the next FGB meeting.</p> <p>The Head would like to evolve the role of the School Business Manager and use H and S and site management as part of that post. They would work in partnership with the caretaker. She outlined her plans further.</p> <p>The Head and caretaker will undertake a dry run on the audit on Monday. She will forward the completed audit for the FGB meeting.</p> <p>The Head has prioritised the checks and will conduct a walk-around once a term with the caretaker. CW volunteered to help and support. It was agreed to meet on Wednesday 19th June.</p> <p>The Committee noted that a Health and Safety Link Governor was needed.</p> | <p>H and S Link Governor needed</p> | <p>Head to circulate completed H and S audit for FGB meeting.</p> <p>CW to meet Head and support in walk-around for 19/6/19</p> <p>Agenda item – autumn term – FGB meeting – link governors</p> |
| <p>10 Policies</p> | <p>The GDPR model policy was circulated prior to the meeting.</p> <p>The following policies remain unchanged: First Aid, Handling Redundancy Policy and Procedure, Invacuation Policy and Procedure, Lone Working and Safer Recruitment Policy and Procedure.</p> <p>GDPR Policy – The clerk advised that governors should expect an annual report from the Data Protection Officer.</p> <p>Disposable records were discussed, the Head has had different advice and guidance about this.</p> <p>A Committee member asked if staff could articulate if a parent requests access to information. No but it will be discussed at a staff meeting. There is a 15 day protocol.</p> <p>A Committee member asked if the appendix in the First Aid policy is up to date. There has been the standard updates of dates and personnel.</p> <p>A Committee member asked what the protocol is if the Head is the lone worker.</p> | <p>Addition to Lone Working Policy – Head as the lone worker – insert protocol</p> | <p>Head to contact ICT service to request an audit and guidance on record keeping.</p> <p>Agenda – next meeting Invacuation Policy to return to next meeting</p> |



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| | <p>A governor would be made aware that she was in the building. She will add it to the policy.</p> <p>It was noted that parentmail was referenced in the Invacuation policy. There is no change in the procedure. However, there are some other changes, which she explained.</p> | <p>Committee approved the following policies: First Aid Handling Redundancy Policy and Procedure Lone Working Safer Recruitment Policy and Procedure GDPR Policy</p> | |
| 11 AOB | <p>The Head is still using her own credit card for purchases as the school is still without a credit card. It was agreed for two governors to scrutinise the card in order of transparency.</p> <p>The Committee noted that there should be a push to obtain a school credit card.</p> | <p>CW and BW to meet with Head and review credit card spending</p> | <p>Agenda item for next meeting.</p> |
| 12 Meeting Close | <p>Meeting Closed at 21.12</p> | | |

Signed as a true record _____ Chair

Date _____