



The Governors of Sutton CE (VC) Primary School
Minutes of Finance & Personnel Committee Budget meeting held on 29th November 2018 @6.00pm
Present were; Stuart Davis, Emily Gore-Rowe, Amy Lorimer, Sue Read and Ben Willan,

Agenda Items	Issues Raised	Decisions Taken	Action
<u>Apologies for absence</u>	Ian Brown, Stuart Hales, Anne Horwood, Dan Smith, Vickie Watts and Craig Wilkinson. IN CWs absence, SD offered to chair the meeting. In SHs absence, AL offered to take notes of the meeting to pass onto SH who would prepare minutes.		
<u>Absenteeism without apologies</u>	None.		
<u>Pecuniary interest</u>	<p>BW and SR completed a Governor Declaration of Pecuniary Interest Form to forward onto SH.</p> <p>Governors noted the lack of papers circulated for the meeting. SD advised of the demands placed on EGR during the term and the SLT had prepared the SDP. Whilst the committee were disappointed that papers had not been issued, they understood the reasons why and expected this to not be the case going forward. EGR advised that she had met with CW on 28 November 2018.</p> <p>SD advised that from the Governance Review, EGR, SD and SH would meet to streamline the agenda setting process.</p> <p>EGR advised that there had been minor problems around the systems that are in place at the school and that support has come from the local authority, diocese, governors, staff and community.</p>	<p>Post Meeting Note SD emailed notes that were used by EGR during meeting to F&P governors on 30 November and SDP to the GB on 2 December.</p> <p>EGR, SD and SH to meet ref agenda setting</p>	EGR,SD & SH



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<p><u>Committee Terms Of Reference</u></p>	<p>The Terms of Reference for the F&P Committee had been issued prior to the meeting.</p> <p>It was agreed that the Pay Policy be reviewed by the F&P Committee who would then recommend that it be approved by the FGB. The F&P Committee has delegated authority to approve the Lettings Policy.</p> <p>It was agreed to change the wording of the title of the table under point 7 to <i>'Delegated Policies to be reviewed and approved by the committee'</i>.</p> <p>It was also agreed to remove the title <i>'Additional functions from the disbanded H&S Committee'</i> and change the reference system to the last six responsibilities under point 6.</p> <p>It was agreed that the Classroom Observation Protocol is a personnel issue so would remain within the F&P Committee. SD advised that as EGR was new in post, the Salaries Committee had not met – this would be discussed under item 9 of the agenda.</p> <p>Governors conditionally approved the Terms for 2018-2019.</p>	<p>Approved Terms of Reference to be issued to F&P Committee</p>	<p>SH</p>
<p><u>Minutes of last meeting (15.03.18, 29.03.18 & 02.07.18) and matters arising</u></p>	<p>It was noted that the minutes from the two meetings in March still require to be reviewed and that they are no longer confidential.</p> <p>AL to email both minutes to SD and CW for their approval.</p> <p>Minutes - 02.07.18</p> <p>Policies – It was noted that the First Aid Policy had not been updated in September to reflect TAs who had left in July.</p>	<p>AL to forward F&P minutes from 15.03.18 and 29.03.18 to SD and CW for approval</p> <p>First Aid Policy to be changed in September to reflect TA's who left in July</p>	<p>AL</p> <p>EGR</p>



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<p><u>Minutes of last meeting (15.03.18, 29.03.18 & 02.07.18) and matters arising (cont)</u></p>	<p>EGR advised that the child who had started in reception with a potato allergy had received support from staff, FOSS (who provided suitable snacks at the school disco), the SENDCo and school caterers.</p> <p>The minutes were agreed and there were no further matters arising.</p>	<p>Signed by SD</p>	
<p><u>Staff and recruitment update</u></p>	<p>A separate document titled 'Finance and Personnel Update Nov 18' was distributed on 30 November 2018. EGR used these notes at the meeting and went through them in detail.</p> <p>EGR advised that the SEND workload is much higher than last year, and staff are finding the situation incredibly stressful as there is now less TA support. She added the school had been supported by the local authority.</p> <p>EGR advised of the additional SEND funding that had been obtained by Mrs Wallace's hard work and that additional staff might be employed to ensure that the funding is used correctly.</p> <p>EGR advised that a temporary teacher had been appointed for two terms as Mrs Dilley and Mrs Robertson had both resigned from their posts. An advert for a permanent teacher to start from September 2019 would be placed during the spring term.</p> <p>A brief discussion followed on the temporary teacher needing to work to the plans already prepared.</p> <p>From the start of the new year each teacher in reception/year 1 will deliver a core subject.</p> <p>EGR advised that two new teachers, Mrs Vajovic an NQT and Mrs Garbutt had both settled in well during the term.</p>		



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<p><u>Staff and recruitment update (cont)</u></p>	<p>EGR advised that GG completed an enormous amount of admin responsibilities herself and the office staff had found it difficult to change to her approach. She advised that overtime is being paid to one TA until the school can employ a further person in the office and that the office staff had not been responsible for HR and some financial matters previously.</p> <p>EGR advised that Mrs Ingram works three days a week and Mrs Horwood two days and she would look at possible ways of streamlining the responsibilities of office staff. She suggested that an apprentice might be considered to work in the office to allow Mrs Horwood to concentrate on her financial role.</p> <p>Pay Recommendations – EGR advised that she believed the overall staffing structure is not sustainable in the short to medium term. The head, deputy head and TLR roles are satisfactory, but the teaching staff level is too high for the current pupil numbers.</p> <p>She advised that it is not sustainable to pay PPA to the high number of part-time staff. Whilst the school would like to pay for the handover between part-time teachers, it can't pay a full-time teacher 110% for the additional work that they do.</p> <p>EGR advised of the total number of TA hours budgeted for, which she considered was at a satisfactory level. She added that the school has PPA for head of music and head of languages which are on high pay scales, although only at 0.2FT.</p> <p>Overall EGR advised that she has concerns that staffing costs form too high a proportion of the schools budget.</p>	<p>EGR to explore apprenticeship options and report back to governors</p>	<p>EGR</p>



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<p><u>Budget Update</u></p>	<p>EGR advised of the deficit by the end of the 2018-19 financial year which had not been forecast. EGR advised that she had looked at the budget in September with Anne Horwood and the local authority and that the redundancies in July hadn't been factored into the budget. EGR advised that in this year's budget she had asked AH to factor in a one day/week admin role and uplift all TAs to level 2.</p> <p>EGR advised that 1to1 TAs are level 2, whilst classroom-based TAs are level 1. She would like all TAs to be level 2 and move away from 1to1 support, towards more general support/interventions in small groups. A governor queried how confident was the school with the forecast deficit? EGR advised she was not sure, but some savings might not have been factored into the budget yet? Liz Bowen the school's financial advisor from the local authority had visited on 21 September 2018. EGR plans to arrange a further meeting with the local authority although it would be more difficult by the fact that our usual advisor has moved on from her role.</p> <p>EGR noted governor concerns regarding the budget and plans to meet with either SD or CW to and AH to review it. EGR advised that there will be an overspend to cover the cost of supply teachers to cover the HLTA role since Mrs Sole had left the school, until the two newly appointed HLTAs had been trained and developed sufficiently. EGR suggested different ways of decreasing the budget deficit. Governors noted potential ideas around academisation. Governors noted uncertainties around the budget. The F&P meeting was delayed by three weeks and governors still do not have confidence in the budget.</p>	<p>EGR to arrange further meeting with financial advisor</p> <p>EGR, SD, CW and AH to meet to review the budget</p>	<p>EGR</p> <p>EGR,SD CW,AH</p>



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<u>Budget Update (cont)</u>	<p>It was noted that the next F&P meeting was on 27 February 2019 and that the salaries committee had not met this year. It was agreed for the committee to meet in mid-January 2019 to focus on evidence for recommended pay progressions. It was noted that the next FGB is on Monday 14 January 2019.</p> <p>Governors agreed to meet on Wednesday 9 January 2019 at 2.00pm to closely examine the budget and also discuss two cases for pay progression.</p> <p>Proposed Expenditure – EGR advised that both the local authority and diocese had noted that the school front door is unsafe and presents a safeguarding issue. It was agreed that the most effective option is to replace the door, with a beeper in the hall. Visitors could then access through the new door to be greeted by admin staff at the existing double doors. All staff would be provided with a buzzer for all doors. It was agreed that keypads might have security concerns. It was queried if funding could be from the LA Co-ordinated VA Programme (LCVAP)</p>	<p>Salaries Committee to meet on Wednesday 9 January 2019 at 2.00pm</p> <p>Governors agreed for EGR to explore options for new door and report back to govs</p>	<p>ALL</p> <p>EGR</p>
<u>Schools Financial Value Standard (SFVS)</u>	It was agreed that this will be due in March 2019 and the local authority will support the school to complete it.		
<u>Outcome of Performance Management</u>	It was agreed that this item had already been discussed.		
<u>PE Premium</u>	<p>It was confirmed that DS is exploring quotations for an asphalt track on the field. EGR advised of a quotation received for this work, but a proportion of it was to cover coaching within the WASP Partnership that had already been budgeted for.</p> <p>EGR has asked two MDSAs, and perhaps a HLTA, to assist with teaching sports.</p>		



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<u>Capital Development Plan/Building Maintenance Plan</u>	EGR advised of the amount budgeted to be capitalised A governor queried if the school has a capital plan? It was confirmed that there is not one. Governors suggested that they would like to fund ICT equipment and give the school a ‘facelift’.		
<u>H&S Checks</u>	EGR advised that she had looked at the playground with SR. She then advised that she was monitoring health & safety issues at break and lunchtimes in response to parental concerns. The main outcomes from the visit were that the school needs to monitor first aid logs and the use of the ‘My Concern’ system. Also, care plans for pupils with allergies requires updating and a date for a H&S visit during the spring term to be confirmed.	H&S Report to be issued to govts EGR to propose date for H&S visit in spring term	EGR EGR
<u>Policies</u>	Governors briefly discussed the procedures for management and review.	AL to circulate example GDPR Code of Conduct to governors Policies to be taken to F&P meeting on 27.02.19	AL EGR/SH
<u>Governors Training/Visits</u>	It was agreed that there were no training opportunities, but AL advised that she had cancelled her planned governor training but would attend the safer recruitment training on 3 December 2018 in connection to a role at another school.		
<u>Meeting close</u>	Meeting closed 8.20pm		