

Houghton Primary School
Finance, Personnel, Premises & Safety Committee meeting
28 February 2017 at 6.30pm

Governors Present:

Gary Doyle (GD)	Chair of FPPS
Marina Hilton (MH)	Chair of Governors
Carol Munro (CM)	
Gail Stapleford (GS)	
Alan Williams (AW)	
Georgina Young (GY)	Headteacher

Also present:

Sue Jordan (SJ)	School Business Manager
Caroline Lewis (CL)	Clerk to Governors

Agenda Item		Action
1	Apologies: There were no apologies.	
2	Declarations of Pecuniary Interest: There were no declarations of pecuniary interest.	
3	Confirmation and signing of Minutes of the last FPPS Committee meeting: The Minutes of the meeting on 13 December 2016 were agreed by the Committee and signed by the Chair.	
4	Actions arising: The Actions schedule was circulated to Governors prior to the meeting. a. <i>Action Item 23: Policies uploaded on to new website when adopted/reviewed. Completed.</i> b. <i>Action Item 31: Completed.</i> c. <i>Action Item 32: Completed.</i> d. <i>Action Item 35: Completed.</i> e. <i>Action Item 36: Staff CDP record to be included with Headteacher's report for FGB on 21 March 2017.</i> f. <i>Action Item 37: Completed.</i> g. <i>Action Item 38: Meeting arranged for 1 March 2017. Ongoing.</i> h. <i>Action Item 39: Ongoing.</i> i. <i>Action Item 40: Completed.</i>	<p>Head</p> <p>Head, LB, AR SJ</p>
5.	Governor business: a. Confirmation of FPPS Committee structure: i. Governors welcomed GS as a new member of the Committee. ii. Governors also welcomed AW back as a full member of the Committee, following the change in Chair of Governors. iii. FPPS Committee now comprises of: GD (Chair), MH (Chair of Governors), GY (Head teacher), CM, GS, AW and SJ as the School Business Manager. b. Allocation of Committee duties:	

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	<p>Governors agreed the following split of responsibilities:</p> <ul style="list-style-type: none"> i. Finance: GD, with AW as deputy. ii. Premises and Safety: CM iii. Personnel: GS. <p>Action: Head to arrange a meeting with GS and SJ to discuss Personnel matters.</p>	<p>Head</p>
<p>6.</p>	<p>Finance:</p> <p>a. Monitoring 2016-17 budget:</p> <ul style="list-style-type: none"> i. SJ updated Governors on the budget up to the end of February. ii. The Financial Adviser's report for the end of January had been received on 28 February and showed £4,000 carry forward. iii. <i>Governors discussed these figures and the expenditure in February, including some funding which had not yet been credited.</i> iv. GD commented that he kept his own records and agreed that the carry forward was likely to be £2-6,000. v. <i>In response to a question from Governors, SJ and GD confirmed that the carry forward did not include Phoenix funds, which were ring-fenced.</i> vi. Governors thanked SJ for her summary and the careful management of the budget. <p>b. Budget 2017-18:</p> <ul style="list-style-type: none"> i. SJ updated Governors on the initial discussions with the Financial Adviser in late February about the 2017-18 budget. ii. <i>Governors discussed the potential shortfall of £35k; whilst there might be additional funding it was important not to rely on it and options for reducing the deficit were considered.</i> iii. <i>SJ commented that the 2017-18 budget toolkit had not yet been made available and in response to a question, explained how the calculations had been made.</i> iv. <i>Governors discussed the potential for using the ring-fenced Phoenix funds, which currently stood at £50,000.</i> <ul style="list-style-type: none"> a) They acknowledged that whilst some of this funding could be available for use for the rest of the School in the short term, it could not provide a long-term solution to overall School funding issues. b) SJ informed Governors that she was currently analysing the usage of the Phoenix Club. c) <i>During discussion, she pointed out that Year 6 children made up 33% of the attendance at the Phoenix Club and that they would leave in July.</i> Whilst it was expected that new children would join, that could not be assumed and at worst case there could be a £21,000 loss in revenue to Phoenix in 2017-18. The Head warned that with a potential drop of 33% of children, the staffing of the Phoenix Club would need to be reviewed. d) <i>In response to a question from a Governor, the SJ commented that there were not many parents who currently used Phoenix on a full-time basis and gave details.</i> Governors agreed that there was a need to start recruiting more children into Phoenix. e) <i>A different Governor queried the maximum number of children who could attend the Phoenix Club.</i> SJ gave details. f) Governors then discussed the charges made on the Phoenix Club by the School. 	

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	<p>g) <i>In response to a question, SJ confirmed that currently the administration and rent were £10,000 per annum. As this had been set some time ago, Governors had previously agreed this should be reviewed.</i></p> <p>h) SJ went on to give details of her discussions with the Financial Adviser, who had provided a different formula for costing the Phoenix use of the premises and administration time. This would increase the charges to a more realistic £16,000 per annum.</p> <p>i) Governors agreed that whilst the facility to backdate charges to Phoenix existed, it would not be sensible to use the income generated (to the School) for covering costs such as staffing, etc. as this could only be a one-off payment. Governors agreed that Phoenix funds should continue to be tracked to ensure they don't mask the School's operating financial position.</p> <p>v. <i>Governors agreed that £12,000 should be transferred from the Phoenix Club funds to cover revised charges for the past 3 years.</i> Action: SJ to transfer £12,000 from Phoenix Club funds into 2017-18 budget.</p> <p>vi. <i>A Governor asked about the charges to Pre-School use of premises.</i> The Head confirmed that they were charged a peppercorn rent of £295 per month due to their charitable status.</p> <p>vii. She added that this level of charge had not been reviewed since it was established by the LA 6 years previously. A review was now due and the formula suggested by the Financial Adviser could provide a more realistic basis for charges.</p> <p>viii. <i>In response to a question from another Governor, the Head confirmed that there had been substantial changes to the use of facilities by Pre-School and gave details.</i></p> <p>ix. The Head informed Governors that she and SJ would meet in March to analyse charges to Pre-School. Action: Head and SJ to meet to analyse charges to Pre-School under the formula suggested by LA Financial Adviser.</p> <p>c. 2016-17 capital expenditure: <i>In response to a question from Governors, GD confirmed that there would be a carry forward of £2,600 from capital expenditure in 2016/17.</i></p> <p>d. Update on SFVS 2016-17:</p> <p>i. GD reminded Governors that the annual SFVS report was due to be submitted by 31 March. He and SJ would meet on 24 March to confirm the details.</p> <p>ii. AW asked to be included on the discussion.</p> <p>Action: GD, AW and SJ to meet on 24 March to complete 2016-17 SFVS report.</p>	<p>SJ</p> <p>Head,SJ</p> <p>GD,AW,SJ</p>
7	<p>Personnel:</p> <p>a. Staff update:</p> <p>i. The Head updated Governors on the teacher on long-term sickness leave.</p> <p>a) <i>A Governor queried the arrangements in light of the upcoming SATS and the Head gave details of the teaching support being provided for the period of the teacher's absence.</i></p> <p>b) Parents of the children in that class were very supportive and</p>	

	<p>were being kept informed.</p> <ul style="list-style-type: none"> ii. The Head also updated Governors about other staff absences during February and gave the reasons. iii. The Head reminded Governors that Vickie Graham (VG) had carried out a Well-being survey with the staff, which she was now analysing. iv. The Head updated Governors on likely staff changes end of year: <ul style="list-style-type: none"> a) 2 x TAs had expressed an intention to leave. <i>In response to a question from Governors, the Head confirmed that neither would be replaced, resulting in a saving to the 2017-18 budget of approximately £30,000.</i> b) <i>In response to another Governor, the Head said she was looking at options for increasing the flexibility of the current staff structure.</i> c) <i>In response to a third question, the Head confirmed that the current roll was 202 children.</i> d) SJ confirmed that she was looking for a reduction in her hours. Together with other reductions in the office, the budget could support employment of a full-time assistant; a job description and advertisement were currently being prepared with this in mind. v. The Head reminded Governors that the Caretaker was currently employed for 30hrs per week. <ul style="list-style-type: none"> a) She felt that he was capable of and keen to do more and gave examples of his current support to the School. b) <i>Governors asked a number of questions before agreeing the principle that employing the Caretaker for more hours would give greater flexibility in that role.</i> c) After discussion, Governors agreed that the current external contract for grounds maintenance should be reviewed to see whether there was potential for bringing some tasks in-house. d) The Chair commented that he would need to look carefully at the budgetary implications but that in principle, any reduction to the external contract could potentially be used to increase the hours worked by the Caretaker. <p>b. Professional Development: Discussed at FGB on 7 February 2017.</p> <p>c. Performance Management:</p> <ul style="list-style-type: none"> i. <i>The Head confirmed that mid-year meetings had taken place for teachers, TAs and Phoenix staff.</i> The new Blink visits to classrooms were helping to inform those meetings. ii. Those mid-year meetings remaining were for the Head, midday support staff and cleaners. 	
8	<p>Policies and Procedures: The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies for review by FPPS Committee before being agreed by FGB:</p> <ul style="list-style-type: none"> i. DBS policy: <ul style="list-style-type: none"> a) The Head confirmed that a Disbarring Check was in place at EPM for qualified teachers employed after 2013. 	

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	<p>b) However, she informed governors that a recent OfSTED briefing by the LA for Headteachers had informed them that the Disbarring Check would also need to be done for TAs even though they do not hold a teaching qualification. The School's personnel provider, EPM, had advised that this was not necessary.</p> <p>c) Governors discussed the issue and asked the Head to contact the LA for their advice.</p> <p>Action: Head to contact the LA for advice about Disbarring Checks for potential TAs.</p> <p>ii. Safeguarding Audit:</p> <p>iii. MH confirmed that the annual Safeguarding Audit had been completed.</p> <p>iv. <i>She gave details and answered questions on the 3 minor points raised during the audit.</i></p> <p>v. <i>MH confirmed that she carried out the School Central Record (SCR) checks each term with SJ.</i> During the latest checks she had looked at the folders for the last 3 recruitments.</p> <p>vi. MH was using a checklist to ensure nothing was missed; the Head commented that this checklist was also now being used between Schools.</p> <p>vii. MH told Governors that she would report on question that arose about the KS1 and 2. She would consult the teaching staff first.</p> <p>Action: MH to circulate report on question about KS1 and 2 that arose during Safeguarding Audit.</p> <p>b. Non-Statutory policies for review and agreement by FPPS Committee: There were no non-statutory policies due for review in the Spring term.</p>	<p>Head</p> <p>MH</p>
9	<p>Premises, Health and Safety:</p> <p>a. Review of minutes and maintenance plan (MP): SJ and CM had met on 30 January 2017. SJ provided Governors with a hardcopy of the report compiled as a result of that meeting and the issues were discussed:</p> <ul style="list-style-type: none"> • <i>MP 1: Ongoing.</i> • <i>MP 2: Completed.</i> • <i>MP3: SJ informed Governors that CCS had quoted £1735 for a once-only cleaning of all 3 pergolas. This could be done at Easter.</i> <ul style="list-style-type: none"> ○ In response to a question from a Governor, SJ confirmed that the costs would appear in the 2017-18 budget. ○ Governors agreed that CCS should clean the pergolas at the quoted cost of £1735. ○ SJ to forward CCS quote to Clerk for inclusion with the Minutes. • <i>MP 4: Caretaker had received training and was now maintaining the floor in the hall. Completed.</i> • <i>MP 5: SJ to ask CCS to assist when cleaning the pergolas.</i> • <i>MP 6: Caretaker had replaced most of the ceiling tiles.</i> • <i>MP 7: Scaffolding needed. See MP Action 5 above.</i> • <i>MP 8: Caretaker to experiment using a cover.</i> • <i>MP 9: Quote required for this and cracked kitchen window.</i> • <i>MP 10: Completed by Caretaker.</i> 	<p>CM</p> <p>SJ</p> <p>SJ</p> <p>Caretaker SJ</p>

	<ul style="list-style-type: none"> • <i>MP 11: Quote required from decorator.</i> • <i>MP 12: SJ to confirm date out of hours to minimise disruption.</i> • <i>MP 13: Completed</i> • <i>MP 14: Completed.</i> <p>b. Health & Safety:</p> <p>i. CM confirmed that she was due to meet with the Head to discuss the H&S policy.</p> <p>ii. The Head commented that they would review the Critical Incident Plan at the same time.</p> <p>Action: CM and Head to review H&S Policy and Critical Incident Plan.</p> <p>iii. SJ informed Governors that The Key had forwarded a statutory compliance toolkit at no charge. She commented that it appeared to be a useful toolkit and gave an outline of the areas covered.</p>	<p>SJ SJ</p> <p>CM, Head</p>
10.	<p>Any other business</p> <p>a. Report from Termly Briefings:</p> <p>i. AW had attended the Governors’ briefing and forwarded notes to Governors.</p> <p>ii. The Clerk had attended the Clerks’ briefing and forwarded notes to Governors.</p> <p>iii. There were no queries from Governors.</p> <p>b. Governors’ annual conference: AW informed Governors that he would attend the conference on 4 March 2017.</p> <p>c. Treehouse classroom project:</p> <p>i. The Head and CM updated Governors on the treehouse project. Governors congratulated Duncan Evans, who was leading the initiative and involving the wider village community.</p> <p>ii. A large number of people had assisted with clearing the area in the School grounds, which had allowed the foundations to be laid and the first level to be completed.</p> <p>iii. The next round of fundraising, to provide flooring and safety railings had begun.</p> <p>There was no other business.</p>	
11.	<p>Date and time of next meeting: Thursday 20 April 2017 to confirm the 2017-18 budget before submission to FGB.</p>	

The meeting closed at 7.45pm.

Signed by Chair: Date: