

Houghton Primary School
Finance, Personnel, Premises & Safety Committee meeting
10th October 2017 at 6.30pm

Governors Present:

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

Also present:

Sue Jordan (SJ)	School Business Manager
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The Committee toured the Phoenix Club and Preschool facilities before the meeting commenced to view the work that had been carried out over the summer holidays to enable the facilities to be used with effect from the start of term.

	Agenda Item	Action
1	Apologies: There were no apologies.	
2	Declarations of Pecuniary Interest: There were no declarations of pecuniary interest.	
3	Election of Chair – Gary Doyle proposed and seconded Election of Vice Chair – Alan Williams proposed and seconded GY reminded the governors of FPPS that whilst GD had been re-elected as Chair he had stated that he would step down as a co-opted governor in January 2018 when his second four year term of office is up.	
4	Confirmation and signing of Minutes of the last FPPS Committee meeting: The Minutes of the meeting on 20 June 2017 were agreed by the Committee and signed by the Chair.	
5	Actions arising: The Actions schedule was circulated to Governors prior to the meeting. a. Action Item 1: Completed. b. Action Item 2: Completed. c. Action Item 3: Completed. d. Action Item 4: Ongoing. e. Action Item 5: Completed. f. Action Item 6: Ongoing. g. Action Item 7: Completed. h. Action Item 8: Ongoing i. Action Item 9: Completed j. Action Item 10: Closed – 16th November k. Action Item 11: Completed. l. Action Item 12: Completed.	Chair, SJ Head GS

Signed by Chair: Date:

	m. <i>Action Item 13: Completed.</i>	
6	<p>Governor business:</p> <p>a. TOR – GD to remove LEA (Local Education Authority) and replace with LA (Local Authority) – Agreed and adopted</p> <p>b. Governor vacancies – At the moment there are two positions for co-opted governors vacant. Looking forward we will lose GD in Jan (co-opted), AR in March (Parent), and both VG and LB will no longer be eligible for parent governors after July 2017. We need to therefore do a recruitment drive for both parent and co-opted governors. GS and LB along with MH are pulling together a recruitment poster. We need to be mindful that certain skills will need to be replaced for those that are leaving. GY advised that we could proactively seek people who have the skill sets that we need and they can be co-opted on to the governing body. GY will speak to the school administrator as she has knowledge of the professions of many parents. In the meantime, all governors were asked to think of anyone local who may be interested in being on the governing body.</p> <p>Adverts to be sent out to all parents, also posted in village shop and placed on the Houghton and Wyton community page and in the village magazine.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. GD to amend the TOR 2. GS and LB to pull together a poster for recruitment campaign. 3. GS, LB and MH to work on recruitment campaign. 	<p>GD GS, LB GS, LB, MH</p>
7	<p>Finance:</p> <p>a. Review of latest monthly financial report:</p> <ol style="list-style-type: none"> i. SJ is attending training on LA new Budgeting Toolkit which will replace the LA's current, out of date system in the coming months. All schools using LA toolkit have had to use old system to calculate mid-year out-turn forecast which has required extra work to make adjustments as the software is out of date. ii. SJ had sent the BCR to governors in advance. All on track, except building maintenance costs currently indicating over forecast. This is due to the flood repair work which will be paid for by insurance. iii. School uniform – showed as expected with monies being received and being paid. iv. Phoenix – The carry forward from last year was £57k and is forecast to reduce to £33k this year which is the agreed buffer. Parents can now book on line with pre-booking preferred in order to cover the costs. 10 Yr6 left in July but the new reception children bookings are up with effect from September so figures indicate that Phoenix is breaking even. <p>b. Catering Contract: Meetings have been held with catering tendering consultant, Peter Haynes, who is setting in motion the tendering process. GY, SJ and MH have met with PH who has also met with CCS staff on site, and YR6 school council who gathered the opinions of children across the school relating to school meals/service and shared them with PH. CCS have been served notice and the contract will cease in April 2018.</p> <p>c. Pre-school rental contract: The term of their current contract is up for renewal October 2018. The contract and options needs to be reviewed via a working party of governors.</p> <p>Action: MH to pull together a working party re the pre-school contract</p>	<p>MH</p>

Signed by Chair: Date:

	<p>d. Regular pre-school meetings: MH, CM and VG are going to have regularly termly meetings with the new preschool committee. CL to minute. MH to contact new chair to arrange meetings.</p> <p>Action: MH to contact new Chair of Pre-School Management Committee to set dates for year.</p>	MH
8	<p>Personnel:</p> <p>a. Staff update:</p> <ul style="list-style-type: none"> i) Anne Wilkinson is settling in as Y1 teacher. ii) Lauren Ferrett maternity leave has started and she will be off until July 2018. iii) Sian Grant will be starting a phased return starting with planning w/c 16th October beginning with two half days in school planning for the coming half term. Teaching, will commence after half term, with Sian job-sharing with an experienced supply teacher, Ann Gremin. Georgina Young has stepped in as YR2 teacher for three weeks up to half term. The phased return is being planned carefully to ensure the long term health and well-being of Sian Grant following 10 months off relating to breast cancer and treatment. GY has found the experience of working in YR2 very beneficial as she now has an in-depth knowledge of these children which will support her ability to ensure that the needs of the children are being met over the coming months when provision/teaching is mixed. iv) A TA left at the end of September pursuing a different career. The post was advertised and a new TA recruited. Experienced TA, Diane Macey, joined the school at the beginning of October. FS is carrying out the inductions for both AW and DM v) Nicola (Nikki) Sharpe is was appointed as the new inclusion worker replacing Jo Taggart. Nicola was a TA at the school and was successful in her application for the post at the end of the summer term. vi) Ben Channon left his cleaning post at the school at the end of August. A new cleaner was recruited, with Leah Culpin being appointed. – SJ is carrying out her induction. <p>b. Benchmarking report card: <i>Governors queried the information presented as the comparative school do not seem to be similar in any way to Houghton.</i> However, the information provided was discussed with most headings presenting favourably in terms of how the school is spending.</p> <p>c. Administrative Staff: <i>Following the Benchmarking discussion governors felt that consideration needs to be given to administrative hours in the school office (the school's spending is lower than comparable schools).</i> GY explained that current hours are stretching the staff. School Administrator, works 4 days a week (Friday off). School Business Manager, works 4 days in school and one day from home (Wednesdays). This results in the office being under-staffed physically on two days a week and both members of staff are feeling the pressure on those days which has a knock effect on the amount of work completed. GY suggested that a further person in the office, employed as an 'office junior' or apprentice could make a significant difference. A governor suggested looking into the possibility of an apprentice over a few days a week and not just the one day.</p> <p>d. Staff Development: Action: Head to report in December</p>	Head

Signed by Chair: Date:

	c. Training: SJ and MJ had both carried out Legionnaires Disease Prevention training	
10	<p>Any other business</p> <ul style="list-style-type: none"> • A governor advised that he had received an email with regard to the academies conference being held at the NEC. It was a free event being held on 22nd November. • <i>A governor asked about members of the general public making donations to the school.</i> GY advised that donations were always gratefully received and that the wishes of the individuals were taken into consideration. <p>There was no other business.</p>	
12	Date and time of next meeting: Tuesday 12th December 6.30pm	

The meeting closed at 8.30pm.

Signed by Chair: Date: