
School: Trent Vale Infant and Nursery School
Meeting title: Finance, General Purposes and Personnel Committee
Date and time: Tuesday, 29th January, 2019 at 6.30pm
Location: At the school

Membership
'A' denotes absence

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|---|------------------------------------|
| A | Mr A McPherson |
| A | Mr D Todd (chair) |
| A | Cllr E Kerry |
| | Mrs S Kaye |
| | Mrs J Moss (executive headteacher) |
| | Mrs L Sharples |
| | Mrs L Shepherd |
| | Mr M Jackson |
| A | Mrs R Beech |
| A | Mrs J Barratt |
| | Mr J Wynn (acting chair) |

In attendance Mr T Percival (minuting secretary)

FGPP/01/19 Apologies for absence

Action

Apologies for absence were received from Mrs R Beech (family commitment) and Mrs J Barratt (sickness) and were accepted.

In the absence of Mr Todd, Mr Wynn agreed to chair the meeting.

FGPP/02/19 Declaration of interest

Mrs Sarah Kaye declared that she was the school's office manager as well as a governor.

There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

FGPP/03/19 Agreement of minutes from previous meeting – 9th October 2018

The minutes of the previous meeting held on 9th October 2018 were approved subject to the amendments noted below. Signing of the minutes was held over to the next meeting as there was no minute book or school display copy available.

FGP/P/32/18 Appraisal – Teaching staff annual reviews

The pay committee members were not as shown, being Ms D Baggley, Mrs L Sharples and Mr D Todd.

FGP/P/34/18 – Health and Safety

The minutes should read 'Mr Todd agreed to organise a health and safety visit' and the associated action should read 'DT'.

FGPP/04/19 Matters arising

Local Asbestos Management Policy

The headteacher confirmed that this policy was now in place.

New server

The headteacher confirmed that a reconditioned server had been procured.

Annual review of the Freedom of Information Publication Scheme

The headteacher confirmed that she had checked with the clerk as to whether this was still required and it was – no changes were required.

Headteacher Appraisal

The headteacher confirmed that her appraisal had been completed and reported to the JCC. She also explained that next year her appraisal would be done at the beginning of September as part of the process of setting the school improvement plan.

Autumn Term Health and Safety visit report

The headteacher explained that she thought that the visit had been made by Mr Todd but that she could not locate the report. The headteacher would contact Mr Todd to check the situation.

HT

FGPP/05/19 FINANCE

2018-19 budget update

Mrs Kaye tabled a document titled 'Governors Report 2018-19 CFR' and explained that approximately 70% of the budget has been spent, which was in line with expectations for this time of year.

The headteacher commented that the school has more budget left at this time than the junior school.

The headteacher stated that £10k had been received from the National Lottery, having bid for Early Years outdoor play equipment which would be installed in March. Thanks and congratulations were expressed to Mrs Kaye for preparing the successful bid.

Governors were invited to raise questions.

A governor questioned what equipment was being purchased with the Lottery grant. The headteacher stated that this included a water wall, an upgrade to the mud kitchen, whiteboards and other items.

A governor questioned whether the school applied for Lottery funding every year. Mrs Kaye explained that applications were allowed every 2 years.

Governors congratulated Mrs Kaye for her work on the budget.

Approval of virements

There were no virements to approve.

Devolved formula capital

The headteacher explained that DFC was being used for Information and Communications technology (ICT), and that more DFC was anticipated. A plan for spending DFC would be put in place for next year.

HT/office
manager

Pupil Premium Funding

The headteacher stated that approximately £28,000 of pupil premium funding had been received, of which approximately 60% was accounted for by the cost of teachers and teaching assistants. The remainder would be spent on such things as uniform, day visits, craft and reading/writing kit etc.

The headteacher explained that a system for tracking the impact of interventions had now been devised and implemented.

Sports Development Funding

Governors were informed by the headteacher that approximately £17,000 of sports development funding had been received, much of which had been spent on the YMCA to provide coaching and training of staff to run clubs. Some £1500 had been spent on Early Years outdoor play equipment.

The school had signed up to 'Drumba' which the children and staff had particularly enjoyed.

After half term Marathon Kids will commence, with children running laps of the playground and work up to the Marathon. There will be a launch assembly before half term, and staff and children were excited about the activity.

The chair commented that it was important to ensure that less sporty children weren't put off by overly sporty children. The headteacher agreed and said it was a difficult balance to achieve and that care and thought was necessary, with the emphasis being on the importance of moving.

School Fund – funds available and audit

Mrs Kaye stated that the balance in the fund was approximately £2700. £5,000 had been transferred for books. The fund would be audited in April.

Annual review of the Finance policy

Mrs Kaye confirmed that she had been through the policy in detail and was happy with it. **A governor questioned whether Mrs Kaye had any comments to make about the policy**, and Mrs Kaye responded by stating that she had no comments as the policy had not changed from the last approved version. Governors

approved

the finance policy and the chair of governors signed it.

School Financial Value Standard (SFVS)

The headteacher advised that the SFVS was similar to last year, although a section had been inserted regarding the collaboration. The headteacher advised that the importance of her pay award being minuted by the JCC was noted.

The headteacher raised the topic of financial benchmarking and explained that Mr Jones was reviewing how best to deal with it for the junior school. It was therefore thought sensible to await the outcome of Mr Jones' exercise before addressing the issue further.

FGPP/06/19 GDPR

Spring term actions

The headteacher informed governors that she had deferred the spring term actions pending imminently attending training on the last part of the toolkit.

FGPP/07/19 Personnel issues

Confidential item – see separate sheet.

FGPP/08/19 Appraisal

Teaching staff mid-year reviews

The headteacher reported that mid-year appraisals had all been completed and all staff were on track. Staff also have the opportunity of receiving informal feedback at any time.

FGPP/09/19 Health and safety

Health and safety audit

The headteacher reported that the audit held on 11th May 2018 resulted in a score of 2 (with 1 being good), and the issues identified were as follows:

- Health and safety policy should be on the website (now done)
- A new policy statement was required (now done)
- Risk assessment on powered gate required (now done)
- Local Asbestos Management Policy in wrong format (now done)
- Asbestos compliance team survey (now done)
- Fire alarms not linked to central call centre (seeking cost efficient solution, will be done within the next couple of months)
- Upgrading work to fire alarm required (now done)
- Water assessment (now completed and filed)
- Site manager training (now done)
- Update to latest copy of asbestos procedure (now done)
- Old fire appliance signage in place (now done)
- Solar panel maintenance requirements (maintained remotely and checked every 3 years)

It was noted that the health and safety audit should be done regularly.

Risk assessments

The headteacher stated that she now needed to give these to Mr Todd to go through and check.

HT

Spring term health and safety visit

The headteacher advised that she needed to liaise with Mr Todd.

HT

FGPP/10/19 Inventory

The headteacher informed governors that the inventory was going to be redone along with a full audit, with the aim being to complete this by the next full governing body meeting.

FGB agenda

FGPP/11/19 Policies to be ratified

Annual review of the finance policy

Completed.

School Financial Value Standard

Completed.

Services to Schools

This will be done at the full governing body meeting as it needs to be done after the budget has been completed.

**FGB
agenda**

Local Asbestos Management Plan

Completed

Annual review of the health and safety policy

Completed.

Review of the School Medicines Policy

Completed, with a new protocol included to address the issue of medicines which are no longer prescribed by the NHS such as Calpol.

Annual review of the Emergency plan

Completed including minor updates.

Annual review of the School Smoke Free Policy

Last year's policy has been revised, and further additions suggested at the junior school's FGPP meeting, relating to not smoking near the front doors and not wearing school fleeces will be included.

Annual review of the Admissions arrangements

The Local Authority policy has been updated.

Three-year review of the placement of Teaching Assistant Students

Completed.

Annual review of the Continuing Professional Development Policy[^]

Completed.

Governors were satisfied with the policy statuses as described above.

FGPP/12/19 Confidentiality of business

Issues discussed under FGPP/07/19 were deemed to be confidential.

FGPP/13/19 Date of the next meeting

Tuesday 7th May 2019 at 6.30pm.

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The meeting closed at 8.05pm.

Signed(chair) Date

TP/SA

