

MINUTES OF FINANCE AND PERSONNEL COMMITTEE MEETING
Held on Wednesday, 10th May 2023, via Teams

Present: Nick Brown (Chair of F&P Committee), Rebecca Kealy, Beatrice Smith

In Attendance: Sarah Ledward (Minutes)

Action

1. Apologies

Sander Tiel and Adrian Bath.

2. Declaration of interests/Registration of business interests

None.

3. Minutes of the previous meeting

The Minutes of the previous meeting held on 14th September 2022 had been emailed to all members, approved and uploaded to the school website.

4. Actions and Matters Arising

- The SFVS was signed and sent to NCC Finance at the end of January 2023.

- As AB was not able to be in the meeting, he had emailed in his comments which are pasted below:

1. *“Channels for advertising/promoting the school: I have a list of possible channels but have not yet estimated the likely costs of advertising – will aim to have something for next meeting in time to make a decision about advertising and other means of promotion for autumn term.*
2. *QA on HT appraisal: Our 2022 Appraisal Policy (adopted from Notts CC) states that we use an external advisor for the HT’s Appraisal and Objective Setting and thus do not need to also have a separate governor ‘QA’ing’ the process.*
3. *Energy-saving measures for the future: I’d forgotten about this but will investigate over the summer.*
4. *Simplified spreadsheet of 2023-4 budget: Done and you’ve circulated a copy with the agenda.*
5. *HT’s appraisal and objectives setting: an interim progress discussion is scheduled for 14th June but in view of BS leaving at the end of term, I propose that the meeting should be cancelled. Please can Committee members agree that there is no need for completing the appraisal.*
6. *Data Protection compliance: I had a meeting with Lynsey Moothia and am delivering a report to the Committee on the current status of document/data storage and destruction/deletion. Please note also that a draft data protection policy is presented to the Committee for review and approval.”*

AB

AB

5. Staff Wellbeing

BS reported that as always things are busy but good. Staff are mindful of changes to take place but that the appointment of a new head teacher is good. BS said she would do a handover with the newly appointment head. NB gave his appreciation to BS for this. NB confirmed that an announcement will be made to staff and parents in a day or two by ST.

ST

6. Monitoring of School Budget

• **Approval of 2023/24 school budget**

The budget had been circulated to all members. BS said we would need to increase the initial budget for Hospitality in light of the recent HT interview day. An increase to £200 was agreed. The 2023/24 budget was agreed by those present.

• **Number of pupils: outlook – Head Teachers Report**

5 new Reception pupils for September 2023. 6 leaving in Y6 July 2023 plus 1 pupil in Y4 at May half term 2023.

• **Governors’ Year End Financial Statement for 2022/23 (including Committed Balances Return 2022/23 and Closure Statement**

This is not yet available. Due mid to end of May.

- **Governors Consistent Financial Reporting (CFR) out-turn statement including the intended use of balances (BO2) return**
This is not yet available
 - **Audit of School Fund**
This has been carried out and the Certified Summary signed by BS and the auditor. Those present confirmed the Certified Summary can be sent to NCC Finance. SL
Regarding the £81.00 in unrepresented cheques from 2020/21, it was agreed that this should be written off.
7. **Head Teacher's Objectives and Appraisal**
AB sent in his comments which are pasted below:
"I propose that this year's appraisal cycle be cancelled in view of BS leaving at the end of term. Regarding our new HT, we will need to have an 'Objectives Setting' meeting between the HT and the appraisal governors (currently ST and me) at some time in the Autumn Term, i.e. when the HT has 'settled in'. At the start of term the Governing Board should ensure that there is an appropriate induction/introduction process plus mentoring. In that context, the Committee (plus full Board?) should consider whether engaging the services of an external adviser such as Rob Collins would help constructively." AB/ST
8. **Policy Reviews**
AB sent in his comments as follows:
"There is a data protection policy in draft that has not yet been fully reviewed and approved by the Committee and the full Board. This is attached and preferably should be reviewed/revise and ready for approval by the Board on 24th May."
- Those present confirmed their approval of the Data Protection Policy in readiness for approval by the full board.
- BS confirmed that the Annual Equality Policy and Attendance Policy are up to date and waiting for full governor approval. Information on PE funding and PESSPA is on the website although not on the policies section. BS confirmed that this will be made easier to find on the website. BS
9. **Compliance with data protection regulations (GDPR)**
AB sent in his comments as follows:
"My status report on Data Protection Measures is attached, as also is a 'Checklist on Retention and Disposal of School Records' which is the outcome of my meeting with Lynsey Moothia on 3rd March. There is currently nothing about data protection in the list of policies on the website, although there is a 'Privacy Notice (How We Use Pupil Information)' that can be accessed via a link at the bottom of the home page, so I think that the data protection policy (and also the privacy notice) should be added to the list of policies on the website."
- It was confirmed that old records kept in the attic at school will be destroyed in a safe way. The Privacy Notice will be updated and linked to the policies tab on the website and the GDPR Policy will be made available on the website. BS/SL
10. **Health & Safety Matters**
Schedule Governor HS Visit
A visit was scheduled for 18th May 2023 for NB to carry out a H&S Visit. NB/BS
There were no other matters regarding H&S.
11. **Any Other Business**
BS expressed her thanks to the governors for all the work in relation to the new head teacher appointment.

The meeting closed at 4:25pm