

MINUTES OF FINANCE AND PERSONNEL COMMITTEE MEETING
Held on Wednesday, 11th January 2023, via Teams

Present: Sander Tiel (Chair of Governors), Nick Brown (Chair of F&P Committee), Rebecca Kealy, Beatrice Smith, Adrian Bath.

In Attendance: Sarah Ledward (Minutes)

Action

1. Apologies

ST sent his apologies as he was running late (only 20 mins).

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

• **Financial information for parents. Link to Benchmarking Service to be added to the school website.**

BS confirmed this has been done.

• **Advertising and promoting school to new parents**

BS confirmed we have had visits from several families, some have returned for a 2nd look around. Flyers have been sent out but have had no response through that method of advertising. The flyer will need updating each year. We had a 'taster' session for new Reception starters in November. RK confirmed there have been several enquiries for playgroup which of course will filter through to school. Also a lot of children at playgroup have younger siblings. AB apologised for not looking into other wider channels of advertising but confirmed he will work on it for September intake 2024.

AB

• **Schools Financial Value Standard 2022/23**

NB confirmed he has completed this and sent it to ST for signing. Once signed it can be sent to Schools Finance.

ST

• **Finance Policy Review**

BS and AB confirmed this has been done.

• **QA on Appraisal**

AB expressed concern that the Appraisal Policy is the wrong version. AB and BS will check. Rob Collins (External Adviser) said it is up to us as to whether we have a QA governor or not. AB said he will check and clarify if one is needed.

AB &

BS

AB

5. Monitoring of School Budget

• **Number of Pupils**

BS confirmed we currently have 44 pupils. We will possibly have around 6 or 7 joining us in September, although that is yet to be confirmed.

• **Staffing and costs**

BS confirmed that all on track. BS has carried out performance management on all teaching staff. Next academic year, V Ridgway should go up to UPS2 and A Barker is working towards UPS1. This was taken into account in the 3-year budget plan completed in May 2022.

• **2022/23 budget reforecast November 2022**

A copy of the budget reforecast had been emailed to all finance governors. The budget is on track and as expected. BS informed governors that in the next financial year (2023/24) schools will be given some extra money (£10,800) which is ring-fenced to be spent on energy saving items. We have already planned for LED lighting which is being held off until Easter 2023 which will fall in the new budget and so can be paid for out of the ring-fenced money. A survey will be carried out to advise on other energy saving recommendations. AB suggested we should be looking at longer-term savings, i.e. air-source heat pumps/ground source heat pumps, etc. AB will obtain details of company who can do this.

AB/BS

- **Spend v Budget**
This all looks good. BS & SL confirmed that we have had lots of credit notes/replacement invoices from EDF. AB asked if the one-page summary he has done in the past is useful and would we like him to do another. NB confirmed it would be good. AB
 - **Surplus Balance returned to CFCS**
It was confirmed that this is to be done in May and therefore will be carried over to the next governor meeting.
- 6. Staff Wellbeing**
BS informed governors that a new pupil arrived last Thursday, the first day back after the Christmas break. This has taken up additional staffing time. A bid for emergency funding will be made to the 'Family of Schools' next week. Helen Holmes (Family Schools SENCO) has met with BS and A Smith and is confident funding will be given to cover up to the end of this financial year.
- 7. Head Teacher's Objectives and Appraisal**
AB will carry out a formal progress meeting with BS in June. We can appoint Rob Collins one more time for the next appraisal. Appointments for November cannot be booked until July. AB
- 8. Policy Reviews**
- **Appraisal Policy**
AB said that the policy we have is September 2021. It should be September 2022. AB will send the updated version to BS. AB
 - **Health & Safety Policy**
AB and NB have looked at this and all is good.
 - **Pay Policy**
AB confirmed all looked good
- 9. Compliance with GDPR**
AB will arrange to go through this with L Moothia. AB
- 10. Health & Safety Matters**
An audit was carried out by NCC in December. The plastic netting on the perimeter fencing needs replacing. This has been booked to be carried out when the weather is amenable.
Gary Marshall, the school cleaner, needs to update some of his certificates, i.e, working at height. AB asked whether we could acknowledge the contribution to school made by Karen Lawrence (midday supervisor) and Gary Marshall. ST suggested governors can sort this. ST
- 11. Any Other Business**
AB pointed out that the Agenda states Kate Lambton as the clerk. This will be amended to Sarah Ledward.

The meeting closed at 4:50pm