



WESTERN ROAD C.P. SCHOOL
SOUTHOVER HIGH STREET
LEWES EAST SUSSEX
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Headteacher: Garry Thompson

Meeting of Finance & Personnel Committee

**12th November 2012
7pm
Library**

MINUTES

Governor Members: Ken Caplan, Philip Rowland, Maya Fender, Garry Thompson,
Roy Watkinson (Chair)

Associate Members: Carol Ofield

In Attendance: Teresa Carter (Clerk), Debbie Ticehurst

<u>Agenda Item</u>	<u>Action</u>
1 Introduction <ul style="list-style-type: none">a) Apologies for Absence – Apologies for absence had been received from Ruth O’Keeffe.b) Declarations of Interest - None	
2 Appointment of Chair and Vice Chair of Committee AGREEMENT – The Finance and Personnel Committee appointed Roy Watkinson as Chair and Ken Caplan as Vice Chair of Committee for one year.	
3 Last Meeting dated 11th June 2012 <ul style="list-style-type: none">a) Acceptance of Minutes - Four pages of minutes from the meeting held on 11th June were reviewed and approved by the committee, The Chair signed them as confirmation of their accuracy.b) Matters Arising not included elsewhere on Agenda ACTION - Inventory list to be carried over to next meeting. ACTION – Maya Fender and Carol Ofield to meet to draft a pay policy based on current model. ACTION – Clerk to check whether recruitment policy was reviewed by email as agreed.	 CO MF & CO by 31/12/12 TC
4 Strategic Items <ul style="list-style-type: none">a) School Development Plan – The Headteacher reported that the school development plan had not been completed in detail, but when it was would go to the Full Governing Body. Some amendments had been required to incorporate the resources and training for special educational needs	

Signature.....Date.....

support for current pupil base. The additional had not been factored into the budget and it was not certain that the local authority would provide specific individual needs funding. There were also some concerns from staff about the amount of clinical work that might be required to support and the level of training required. Governors were unclear on why this was an educational matter and why the NHS were not providing the level of care required, but were satisfied that the school had made arrangements that would enable all pupils to fully access learning.

ACTION – Completed School Development Plan to be made available at the next Full Governing Body meeting. **GT**

5 Governance Items

- a) Finance Report –** Governors received a table budget monitoring report supported by additional notes. The following issues were discussed.
- Projected outturn position 0.4% of allocated budget share, which made things very tight financially.
 - The industrial action by teachers had led to inset day being used for data input and a non acceptance of mixed class arrangements to cover absences.
 - Additional funding for buildings work had been agreed to replace critical windows and wooden doors, roof repair, repointing and guttering. Work would commence as soon as planning and building permission had been received with classes being taught in the hall. There would be some energy saving as a result of the work which had not been incorporated into the budget as they were unknown. Governors asked for risk assessments to be undertaken in respect of planned building works to minimise any risks to children's health particularly if hot bitumen work or asbestos interference was likely to occur.
 - Further savings to be made from radiator thermostats and low wattage lighting. The installation of solar panels was at an early investigation stage.
 - There had been some confusion over the gas bill and the proportion paid by western Road and Southover schools and was being investigated.
 - The high level of curriculum professional fees was queried and explained by the inclusion of the costs of the joint moderation work across cluster schools.
 - The use of school credit card was controlled and used mainly for food and orders where a costing saving was available by ordering online.
- b) Personnel Report - The Headteacher verbally reported the following.**
- Two possible threshold progression applications would be received from teaching staff the following year.
 - All but three performance managements had been completed, including support staff. These would need to be spot checked during a governor visit in line with recommendation from Governor Services,
 - A confidential meeting of a small group of governors would be required for an ongoing staff matter.
- c) Declarations Register –** The Clerk presented the annual declaration of pecuniary and business interests register and reported that a number of completed forms had not been received.

ACTION – Clerk to chase completion of declaration forms and report to Chair of Finance & Personnel Committee if any remain outstanding following the next Full Governing ~Body meeting. **TC**

ACTION – Clerk also to chase any outstanding capacity audit forms and to advise Chair of Governors of any outstanding two weeks after chasing. TC

- d) **Committee Terms of Reference** – The committee reviewed their terms of reference with the following amendments suggested.
- Name of committee to be changed to Resources Committee
 - Change the election of Chair and Vice Chair of Committee so that it is completed at the first Full Governing Body meeting of the year.
 - Group some of the responsibilities under headings

AGREEMENT/ACTION – The Finance & Personnel committee approved its terms of reference subject to the change in committee name and amendment to the process of electing the chair and vice chair before presenting to Full Governing Body for approval. A further review to be undertaken by Clerk to include groupings and some generalisation of the responsibilities for approval at a later date. TC

- e) **Scheme of Delegation** – The Committee reviewed the scheme of delegation and the following amendments were suggested.
- Replace reference to Finance & Personnel Committee to Resources Committee.
 - Delegations for approval of ex gratia payments to be the committee to be amended to a range of £500 to £1000.

AGREEMENT/ACTION – Subject to the amendments above the committee approved the scheme of delegations. Clerk to make amendments prior to Full Governing Body approval. TC

8.25pm – Ken Caplan left the meeting

- 6 **Policies and Documents for Approval/Review** – The Committee reviewed both the model appraisal and capability policies and agreed on the variable options and agreed a number of amendments.
- a) **Appraisal Policy**
 - b) **Capability Procedures**

AGREEMENT – Subject to the amendments as agreed being made the Finance & Personnel Committee approved both the appraisal and capability policies, which would be provided to Full Governing Body for approval. CO

- 7 **Any Other Business**
- a) **Flooding** – Ongoing problem of flooding on school grounds. The pumping of water into the stream was discussed previously but put on hold due to cost of water pumps. Governors were however concerned about the health and safety aspect and requested that the issue be re-examined.
 - b) **Car Park** – Zebra crossing to be marked once weather improved. Some tarmac repair also required.

Meeting ended at 8.59 pm

Date of next meeting - 11th February 2012