



## **GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN**

### **AUTUMN TERM MEETING**

#### **MINUTES OF THE MEETING OF THE FINANCE & STAFFING COMMITTEE HELD AT THE SCHOOL ON MONDAY 16 OCTOBER 2017 AT 6PM**

**PRESENT:**

Mrs S Blackshaw (Chair)  
Ms Chris Southworth  
Mrs Vicky Brown (Headteacher)  
Mr Iain Schofield (Vice Chair)  
Mr Debbie Davies

**IN ATTENDANCE:**

Mr Andrew Coxon  
Mrs Jane Taylor (Assistant Headteacher KS1)  
Mrs Stacey Duckett (Assistant Headteacher KS2)  
Mrs Judith Watson (Clerk)  
Mrs Pauline Lovick (Financial Consultant)

Ms Southworth introduced Mr Andrew Coxon to the Committee advising that he had expressed an interest in joining the Governing Body and was in attendance tonight as an observer.

		<b>Action</b>
<b>1</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Ms Southworth reported that Mrs J Kay had resigned from the Governing Body hence her absence from this meeting.	
<b>2</b>	<b><u>DECLARATION OF INTEREST</u></b> Mrs Davies declared an interest in respect of Sporting NRG.	
<b>3</b>	<b><u>MINUTES OF THE PREVIOUS MEETING</u></b> The minutes of the previous meeting held on Monday 22 May 2017 were agreed to be a true and accurate record.	
<b>4</b>	<b><u>MATTERS ARISING</u></b> Ms Southworth reported that she had updated the training matrix and would circulate it to all Members. School Fund Audit – it was noted that all documentation was currently with Mr T Rutherford. Financial Competences – it was noted that this was on the agenda. It was reported that honorarium payments had been made in respect of Catering staff. Chillzone – Ms Southworth reported that Mr Schofield and she had met with Chillzone Managers. However, much of the earlier identified issues had been resolved and that a	<b>CS</b>

	<p>further Ofsted visit had taken place which was positive. Mrs Brown asked for an update regarding the discussions that had taken place regarding fees and whether a review of the charge made by school should be increased. Mrs Davies stated that she had met with Mrs Kay regarding this and that various changes had been proposed with a view to these being discussed at this meeting. Ms Southworth agreed to contact Mrs Kay and obtain the necessary information so that it could be discussed at the next meeting of the Committee.</p> <p>Pupil Premium Impact Statement – the Headteacher reported that she had met with Mrs Morgan earlier in the day to progress this. She added that information would be shared with the Standards &amp; Effectiveness Committee at their next meeting. Furthermore, Mr N Broome, the school’s new LEA Advisor, and Mrs M Pilkington would be in school on 29 November 2017 to undertake a Pupil premium audit.</p>	<p><b>CS</b></p> <p><b>VB</b></p>
<b>5</b>	<p><b><u>TERMS OF REFERENCE REVIEW</u></b></p> <p>Having previously considered the terms of reference as established last year, the Committee agreed that these were still accurate.</p>	
<b>6</b>	<p><b><u>SCHEME OF FINANCIAL DELEGATION REVIEW</u></b></p> <p>This document establishing financial guidelines was discussed.</p> <p>Ms Southworth asked whether an asset register was required in respect of furniture items in schools and Mrs Lovick advised that only an IT register was needed.</p> <p>The Scheme of Financial Delegation was approved.</p>	
<b>7</b>	<p><b><u>BUDGET MONITORING 2017/18</u></b></p> <p>Mrs Lovick circulated these papers for discussion. She highlighted one area of current overspend, i.e. the kitchen, explaining that this was due to long term staffing absence. Also, discussion took place regarding the overspend in the HLTA cost centre but explanation was provided in terms of HLTAs having being used for class cover and that the supply cost centre would be amended accordingly. In respect of Teaching Assistants, it was noted that monies were due from the Authority/NHS.</p> <p>Mr Schofield enquired as to whether the reduction in PP children, and therefore monies, were reflected in these figures and was informed that they were. Mr Schofield also queried the low spend in subject areas and Mrs Brown advised that was due to Subject Leaders having only taken on these roles in September and this report had been produced in early October.</p> <p>Mrs Lovick advised that there was c£126,000 currently in reserves but that with further efficiencies this could be in the region of £165,000; c10% of the total budget. She did add however that there are factors over which the school has no control, for example the price of oil should the weather require additional purchases than previously.</p>	
<b>8</b>	<p><b><u>SEN FUNDING</u></b></p> <p>Deferred to meeting in January 2018 as details are still awaited from the NHS in order to present accurate information.</p>	
<b>9</b>	<p><b><u>SCHOOL FINANCIAL VALUE STANDARD</u></b></p> <p>Mrs Lovick advised the Committee that this questionnaire would need to be completed and approved by 31 March 2018 and that she had circulated it in advance to give Governors the opportunity to familiarise themselves with the content and enable a thorough discussion at the next meeting. Mrs Lovick agreed to bring a completed document to the meeting in January, for Members to amend as appropriate and then approve for submission.</p>	<p><b>PL</b></p>

<p><b>10</b></p>	<p><b><u>LONG TERM FINANCIAL PLAN 2017/18 – 2019/20</u></b></p> <p>Mrs Lovick advised the Committee that the new national funding formula would take effect on 1 April 2018 and whilst this had been used to determine the papers circulated for this meeting, there was still much uncertainty in determining exact allocations. She added that Blackburn with Darwen were currently working through the document and that further information was due to be shared with schools.</p> <p>Clarification was provided in terms of the block funding, Mrs Lovick advised that this was an amount paid per child, after top slicing. She went on to state that currently for 2018/19 the school block funding was £1,468,959 but that this could be as high as £1,694,030 or anywhere in between. Similarly the current amount for 2019/20 was also £1,468,959 but that there was a possibility of upto £306,471 additional funding. Hence, it was very difficult to determine an accurate long term plan. Mrs Lovick added that she hoped that more information would be available in December, albeit exact allocations may not be known until February 2018.</p>	
<p><b>11</b></p>	<p><b><u>FINANCE/HR MANAGEMENT DOCUMENTS</u></b></p> <p>The Committee thanked the Headteacher for the comprehensive documents. They were discussed in turn:</p> <p><i>Policy for Managing Allegations against staff</i> – approved.</p> <p><i>Attendance Policy</i> – The Headteacher clarified some of the areas of this amended policy particularly the Escalation system. She stated that it is a requirement on the school to refer children whose absence is a concern to the Local Authority.</p> <p>The Head advised that whilst all parents are positively discouraged from taking children out of school during term time she would in exceptional circumstances consider a written request, in light of DfE guidelines. This may, for example, include children whose parents work in the emergency services.</p> <p>The Head further stated that she would be sending information out to all parents, following the half term break, detailing the different stages in the process and the impact of any absence.</p> <p><i>Volunteer Policy</i> – the Policy was approved. Some minor amendments were noted in respect of consistency of job titles.</p> <p><i>Visitors Policy</i> – the Policy was approved. Amendments to be made in respect of CRB checks, now DBS checks.</p> <p><i>Safeguarding</i> – the Committee was informed that this was a Local Authority document and accordingly it was approved.</p> <p><i>Admissions/Improving Attendance</i> – this Policy was approved.</p> <p><i>Maternity Policy</i> – this was approved. Mr Schofield enquired as to whether there was a Paternity Policy and was informed that there was.</p> <p><i>Staff Capability</i> - the Committee was informed that this was a Local Authority document and accordingly it was approved.</p> <p><i>Staff Disciplinary</i> - the Committee was informed that this was a Local Authority document and accordingly it was approved.</p>	<p><b>VB</b></p> <p><b>JW</b></p> <p><b>JW</b></p>

	<p><i>Data Protection</i> - Ms Southworth asked whether there was a risk assessment in place for staff using USB sticks at home. The Head stated that there was no risk assessment but that they are password protected. The Policy was approved.</p> <p><i>Freedom of Information</i> - the Committee approved the Policy.</p> <p><i>Exclusion Policy</i> - the Committee approved the Policy.</p> <p><i>Charges &amp; Remissions</i> - the Committee approved the Policy.</p> <p><i>Teachers' Pay</i> - the Committee was informed that this was a Local Authority document and accordingly it was approved. Discussion took place regarding teachers' pay and Governors were reminded that this would be the subject of the Pay Committee in November 2017 following completion of lesson observations and performance management interviews.</p>	
12	<p><b><u>FINANCIAL COMPETENCES OF GOVERNORS</u></b></p> <p>The previously circulated and completed document was discussed. It was agreed that this should be amended in light of Mrs Kay's resignation and be re-circulated, for any member of the Committee to amend if required. Also, for Mr Coxon to complete if he proceeds with this intention to become a Governor. It was agreed that this would be an agenda item at the Committee's next meeting in January 2018.</p>	<p><b>JW</b> <b>AC</b></p>
13	<p><b><u>SINGLE CENTRAL RECORD CHECKS</u></b></p> <p>The Headteacher advised that as required, all staff had now completed their identify checks demonstrating their right to work in the UK and provided evidence of qualifications.</p> <p>The Committee considered the circulated report and were informed that the information had been recorded on the SCR.</p>	
14	<p><b><u>SICKNESS ABSENCE OF STAFF</u></b></p> <p>Discussion took place regarding this report and comments were made regarding the illness categories. The Committee were informed that these were pre-set on SIMS and were not particularly user-friendly. The Headteacher provided further information about 'person R' in that the contract had ended in July 2017. However, in light of a staffing vacancy and the nature of this vacancy a further temporary contract had been offered to this individual. It was noted, however, that a specific caveat had been included in the contract regarding improved attendance and that to date this was much improved.</p>	
15	<p><b><u>COMPLAINTS</u></b></p> <p>The Committee was informed that there no complaints had been received.</p>	
16	<p><b><u>STAFFING UPDATE</u></b></p> <p>The Headteacher provided information regarding current staffing issues. She stated that since Miss Phillips had joined the school in September as an NQT there had been some minor teething issues, but that these were being addressed.</p> <p>It was noted that Mrs Thomas had returned to school on a 0.8 contract and was teaching in Year 2, with Mrs Joyce having returned to Reception. Governors were informed that Mrs Thomas' daughter is currently unwell and is under treatment at Manchester Children's Hospital.</p> <p>The Committee was informed that Miss K Ritson would commence maternity leave in January 2018 and that SENCO responsibilities would need to be considered as this was likely to be prior to the return of Mrs Stowe. Approximate return dates were shared for</p>	<p><b>VB</b></p>

	<p>Mrs Stowe, Mrs Nuttall and Miss Johnson but it was noted that no formal communications had taken place.</p> <p>The Committee were given further information regarding a potential staffing issue following the exclusion of a year 5 pupil. Specifically, that his L3 1:1 TA was on a temporary 29hpw fixed term contract which was linked to the child staying in school and his LAC/EHCP funding continuing. It was noted that the Headteacher had shared the specifics of the incident with the Chair but the Committee were given a summary of the incident.</p> <p>The Committee, having been informed of the details of the incident, were in agreement with the Headteacher that it would be in the best interests of the child for him to attend another school and receive the support and therapeutic interventions he needs. It was noted that a meeting was scheduled to take place on Tuesday 17 October at which all relevant agencies would be present.</p> <p>Members were informed that following confirmation of funding for another child in the school there was currently a temporary vacancy for a L2 TA for c25 hpw. It was suggested, therefore, that this member of staff be offered this temporary post.</p> <p>The Committee was provided with information regarding the Catering Manager who had recently had an accident to her foot, away from work, resulting in having this set in plaster. Although no information regarding timescale of absence had yet been received it was likely that this could be for a while. The Head stated that she and Mrs Watson were meeting with the two Assistant Cooks tomorrow to discuss plans going forward, at least in the short term. Also, Mrs Watson was asked to ascertain details of sickness entitlements.</p>	<p><b>VB</b></p> <p><b>VB/JW</b></p> <p><b>JW</b></p>
<p><b>17</b></p>	<p><b><u>PUPIL PREMIUM SPEND</u></b></p> <p>Mr Schofield shared with Committee Members that this report had been discussed at some length at the Curriculum Committee meeting last week.</p> <p>Mrs Brown stated that following the return to school of Mrs Stowe and Mrs Nuttall this would significantly improve the performance across upper KS2.</p> <p>In response to a question from Mrs Blackshaw, it was noted that the school currently has 5 CIOC children and three post LAC. Members were informed that currently 26% of children are PP compared to 32% last year.</p> <p>It was noted that the full Pupil Premium Strategy would be an agenda item at the full Governing Body meeting in November.</p> <p>Mr Schofield asked whether there were any plans to further promote awareness of PP funds with parents and was informed that this would take place at Parents' Evening on 26 October. Information highlighting the wide range of learning and other interventions using PP monies would be made available along with details of how to make an application to the LA.</p>	<p><b>VB</b></p> <p><b>VB</b></p>
<p><b>18</b></p>	<p><b><u>DELEGATED ISSUES FROM FULL GOVERNORS</u></b></p> <p>There were no delegated issues.</p>	
<p><b>19</b></p>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>22 January 2018. Discussion took place regarding the Chair of this Committee and it was suggested that Mr Schofield assume this role from January. As such, this would be an agenda item at that meeting.</p>	

