

Minutes of Finance & Personnel (Summer 2) Meeting

Tuesday, 26th June 2018 at 6.30pm

Present	Chris Caswell (CC) Simon Forder (SF) Laura Ovenden (LO) Roger Panter (RP) Linda Tansley (HT)	Chair Deputy Headteacher Headteacher
Apologies	Gemma James-Moore (GJ-M) Mark Whitehead (MW)	
In attendance	Jane Fitzpatrick (JF) Kieran Collins (KC) Alex Williams	Senior Admin Officer Associate Member Clerk

		Action
1.	Welcome and Apologies The Chair opened the meeting at 6.36 pm and welcomed everyone. Apologies were received and accepted from Gemma James-Moore (work commitments) and Mark Whitehead (personal commitments). The meeting was confirmed as quorate.	
2.	Declaration of pecuniary interests There were no declarations of pecuniary interest.	
3.	Minutes of the meeting held on 10th May 2018 Both the minutes of the meeting held on 10 th May 2018 and the confidential minutes from the meeting of 10 th May 2018 were agreed as an accurate record of the meeting. Both sets of minutes were signed by the Chair and the confidential minutes were signed and placed in a signed and sealed envelope.	
4.	Actions Arising All updated - reported in the record of outstanding actions attached to the minutes or in the relevant agenda item below. Completed actions to be removed from the list. <u>2018/19 Budget Share (Item 5 – 10/05/18)</u> Ongoing – HT consulted the Statement of Financial Expectations, Manual of Financial Practice and the EFS website but they don't give details on the formula used to calculate low/prior attainment pupil numbers. HT to ask Rachel Marchant from HCC Finance when she visits the school in the autumn. <u>Single Central Register Check (Item 6 – 10/05/18)</u> CC confirmed that the check was completed on 23/5. CC to resend report to HT as HT has not received it.	

5. Budget

Review spend against 2017/18 budget

The YDev22, Variance Report and SLA breakdown reports were circulated to governors and uploaded to the portal prior to the meeting.

Q: *The purchase of a mower was agreed by all in the last meeting. Just for future evidence could we record how often it is used and the cost of maintenance. This will be important to justify the decision.*

A: *The cost savings we have made as a result of buying the mower will be included as a cost-saving activity in our SFVS submission next year. The cost of the mower was £2,650 and we have spent, thus far, c.£10 a month on fuel. It is currently being used fortnightly. PH is able to service it and we had also budgeted for extra labour costs in case the mowing needs to be done out of hours.*

HT added that the SLA for ground maintenance in 17/18 was c.£3K and it would have increased in 18/19 by c.3%. The grounds maintenance contractor had also quoted the school c.£900 for weeding and cutting back certain areas of the school grounds. What TH do lose without the SLA is the hedging work and tree pollarding work that was included in the SLA. The school maintenance team have built the hedging work into their work programme and Y2 of the 3 year budget plan includes money for tree pollarding.

Q: *Do they need anything for sharpening blades?*

A: *We have included an allowance for maintenance and servicing materials costs.*

Q: *Was there any impact on our Health & Safety and our Insurances?*

A: *The school maintenance team did a training session with the company that we bought the mower from and this covered Health & Safety and the insurances are covered under our other Insurances.*

JF also informed governors that the SLA for grounds maintenance had also covered line marking for sports events. JF has access to a line marking machine and TH is able to use this when needed.

Q: *Did we get a credit or refund for the water leak we had? I cannot recall the specifics, but it was linked to the premises issue of the drain near the car park and hall.*

A: *That was a one-off incident. The water company didn't quantify the water we lost and therefore we didn't get any refund. We didn't think it was cost-effective to pursue it any further.*

6. Devolved Capital

HT informed governors that HCC have still not confirmed the figures for devolved capital in 2018/19. Schools are being advised to work on similar figures as last year – c.£7K for TH.

HT also informed governors that TH doesn't have plans to spend for a significant capital project this year. The school does, however, always factor in some investment in IT as was presented to the F&P committee at the meeting of 22nd February 2018. The school's next area of IT investment will probably be replacing the PCs in the IT suite.

LO also informed governors that HCC is updating the HPSN2 line throughout the county between Nov 2018 and July 2019. The result of this will be an increase in bandwidth.

	<p>Q: Is the network still managed by Virgin? A: Yes</p>	
7.	<p>Terms of Reference The Terms of Reference for the F&P Committee for 2017/8 were circulated to governors and uploaded to the portal prior to the meeting. Governors AGREED that the Terms of Reference did not need to be amended for 2018/19 and to recommend them to the FGB for their approval at the 5 July FGB meeting.</p>	
8.	<p>Control Checks <u>Purchase Card</u> JF confirmed that the Purchase Card control check is outstanding, and that MW is due to complete it in early July.</p> <p><u>Single Central Register</u> CC confirmed that the check was done on 23 May and that no anomalies were identified with all entries conforming to SCR requirements. CC to resend report to HT.</p> <p><u>Control check dates for 2018/19</u> Governors AGREED to stick to similar dates as 17/18, giving a window of the first week of the month detailed in the checklist for the check to be undertaken, and to maintain the same governor responsibility until committee membership for 2018/19 is finalised at the beginning of the new academic year. Control checks calendar for 18/19 included at the end of these minutes.</p>	
9.	<p>Staffing Structure and Recruitment <u>Current staffing issues and recruitment position</u> HT reported that all teaching vacancies are currently filled and that all new teachers are coming in for the Induction Day on 5 July. There is currently one LSA leaving at the end of the year and the school is interviewing for the role on Thursday. Seven candidates have been invited to interview at present but only three are now confirmed to attend due to withdrawal by four others due to appointments at other schools. The school will probably invite two further candidates for interview who had been just below the 'invite to interview threshold'. If suitable candidates are found, TH is looking to potentially appoint 2.5 LSAs.</p> <p>HT also informed governors about the recruitment position for admin staff:</p> <ul style="list-style-type: none"> School appointed an Admin Assistant who was due to start on 18 June. On 11 June the appointed candidate informed school of intention not to take up position due to inability to provide a second reference. School has gone back out to advertise the role again and has had 3 expressions of interest as of 26 June (day of meeting). Deadline for applications is 3 July with a view to interviewing on 6 July. Appointment is now scheduled to start on 3 September. Regarding the Admin Officer role, the school offered the post to their 1st choice who declined it due to pay. The 2nd choice candidate accepted the role and the offer letter has been issued. However, TH has not heard anything from her since. JF to follow up with her after the meeting. <p><u>Recruitment - Equality Monitoring</u> The Equality Monitoring reports for the Admin Assistant and Admin Officer roles were circulated to governors prior to the meeting and uploaded to the portal.</p> <p><u>Admin Officer</u></p> <ul style="list-style-type: none"> There were 6 accepted applicants. 100% were female. 67% were British/white, 17% were British/non-white and 17% were Non-British/white. 	

- There were 5 shortlisted applicants (although 1 withdrew before appointment). 100% were female and 60% British/white, 20% were British/non-white and 20% were Non-British/white.
- There was one successful applicant who was female and British/non-white.

Admin Assistant

- There were 19 accepted applicants. 100% were female and British/white.
- There were 4 shortlisted applicants (although 2 withdrew before appointment). 100% were female and British/white.
- There was one successful applicant who was female and British/white. This applicant, however, informed the school on 11 June that they would not take up position due to inability to provide a second reference.

10. **Staff Absence**

HT updated governors on the work that has been done during 17/18 to tackle high levels of staff absence within the support staff. HT had shared staff absence levels with all staff during the September 2017 INSET day 1. TH also introduced an absence request form which has not been successful in decreasing the levels of staff absence. TH has, therefore, decided to include discussions on absence levels in the Performance Management Reviews for all members of staff irrespective of personal absence, to ensure an equitable approach, which are currently being undertaken.

Q: *Do you hold a return to work meeting?*

A: *We don't as this would be very labour intensive with often several members of staff returning on the same morning. On frequent occasions, the HT would be meeting to discuss their return to work with three+ members of staff.*

Q: *Is there a threshold at which a return to work conversation is then introduced?*

A: *TH has a threshold of nine days (HCC policy model recommends six days) within a rolling year in its Staff Absence and Sickness Policy, which the HT shared with staff for consultation at INSET 1 September 2016. Once this is passed, I do have a conversation with staff. TH needs to be rigorous in this approach.*

Q: *Is there any sense in bringing the TH threshold down to six days and seeing if this has an impact?*

A: *It is an annual policy and therefore we can review it for the new academic year, making that suggestion.*

Q: *Is there any way that we can have levels of absence conversations on a termly basis?*

A: *In the Spring Term we introduced discussions about absence levels at the mid-term Performance Management review and this has, thus far, resulted in two resignations. We need to make sure that this policy is applied consistently.*

Q: *You will be able to explore staff absence at interview stage through references?*

A: *Under the Hampshire Safer Recruitment procedure and presumably in pursuit of equality, first references are not allowed to request details of previous levels of absence in last/current place of work. Certainly, we would not be able to pursue level of absence as a line of enquiry at interview with the candidate as this could be seen as applying an inequitable approach e.g. 'how often have you been absent from work and is it for your dependents?'*

11.	Staff Development <u>HT Performance Management Committee</u> HT informed governors that the HT Performance Management Committee will need a replacement for MLeV. In the meantime, a date needs to be set for the HT Performance Management mid-term review. Action: HT to email GJ-M and TG regarding a date in mid to late July for the mid-term review. <u>Progress against objectives for staff team</u> HT informed governors that Performance Management interview dates for all staff are now set and interviews will be completed by the end of the term.	HT
12.	Governor Training None to report.	
13.	Policies HT recommended that a Policy Group be set up to review financial and personnel policies at the start of the Autumn Term. Policy Group to include HT, MW, RP, SF and KC. Action: HT to arrange meeting of the Policy Group for 1 st week of school in September.	HT
14.	Any Other Business None	
	Meeting closed at 7.48 pm.	
	Date of Next Meeting TBC	