

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Hillocks Primary School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Monday, 13th March, 2017 – 4.00pm
Location: At the school

Membership
'A' denotes absence

Mrs M F Young (chair)
Mr M Gillott
Ms C Gibbon
Mrs J Hautenne
Ms L Regan (headteacher)

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In attendance Mrs Cathy Andrews (clerk to the governors)

FGP/01/17 Apologies for absence Action

There were no apologies for absence.

After discussion the committee agreed that in future Mrs A Brown and Miss N Marsh should be invited to the meeting.

The clerk discussed the importance of having more members on the committee.

FGP/02/17 Declarations of Interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

FGP/03/17 Minutes of the previous meeting

The minutes of the previous meeting dated 19th December, 2016, were approved and signed by the chair.

Matters arising

FGP/05/16 – Private School fund – H/T to check out how much the PTA could have in their account before it had to have a registered accountant. H/T

FGP/07/16 – Appraisal review sheet – H/T to email a copy to the chair of finance. H/T

FGP/04/17 Budget - 2016/17

A budget spread sheet for 2016/17 was circulated at the meeting.

The head teacher discussed the content of the spread sheet with governors, highlighting the projected carry forward figure.

There were discussions about the budget and the projected carry forward figure. Governors agreed that in future they would like the Business Manager (Finance), to attend the meetings so that a forecast of the budget could be given at every meeting and also that committee members could ask questions.

The committee approved the projected carry forward forecast.

FGP/05/17 Management Choices – Buy Back 2016/17

The head teacher tabled copies of the Contract Details and Reference Numbers for the Management Choices buy backs.

After discussion, committee members agreed the Management Choices buy backs for the years 2017/18.

FGP/06/17 Budget - 2017/18

A spread sheet of the budget for 2017/18 was circulated at the meeting.

The headteacher tabled the budget for 2017/18.

The committee agreed that the budget was really tight and discussed options in which expenditure could be reduced in the future.

After discussion the head teacher made the following proposals:

- Two staff on temporary fixed contracts would finish at 25/7/17, and these contracts would not be renewed.
- A reduction in TA's at the school could be considered.
- The Reading Recovery Teacher could cover the forthcoming maternity leave of another member of staff and also cover Yr.3/4 class.

After discussion and questions to the head teacher, the committee agreed that the contracts for temporary staff should run until 25/7/17.

The Reading Recovery Teacher should cover maternity in the school and cover the Yr.3/4 class.

The committee asked if the Finance Manager (SAAF) had visited the school to discuss the budget with the Office Manager.

The head teacher confirmed that she had spoken with the Office Manager at the school who had confirmed that the Finance Manager (SAAF) had arranged to visit her on Friday, 24th March, 2017. After discussion she had also asked the Office Manager to arrange the next three visits to the school. As the budget was so tight the Chair agreed to attend the visit on 24th March to look at the budget and have a discussion with the Finance person from SAAF re reports to governors.

O/M

Chair

The committee asked the head teacher if cover had been found if the Site Manager was away from the school any time in the future as agreed at a previous meeting.

The head teacher confirmed that cover had been arranged.

The budget was approved by committee members.

FGP/07/17 AOB

Squid – on line payment system

The head teacher reported that when the Auditor had visited they had recommended that the school discontinue the online payment system as only 10 parents used this and the remaining parents paid cash.

After discussion the committee

agreed

that the Squid on line payment system should be discontinued and alternative arrangements should be made for the parents who used it.

The head teacher agreed to write to the parents concerned informing them of this.

Appointment of Cook

The head teacher updated governors on the recent interviews that had taken place for the Cook at the school kitchen and all three candidates had been outstanding.

Pay Committee

The committee **agreed** the following:

that the Pay Committee should meet once a year and should be held prior to the governing body meeting.

Membership should consist of

Mr M Gillott, Mrs M Young, Mrs M Rutter

FGP/08/17 Determination of confidentiality of business

It was

resolved

that all matters should remain confidential.

FGP/09/17 Date of next meeting

24th April, 2017 – 3.30pm

The meeting closed at 6.00pm.

Signed *M. Young*.....(chair) Date *24.4.17*.....

CA/jag

