



## CALDECOTE PRIMARY SCHOOL

### Minutes of the Meeting of the Personnel, Premises & Finance Committee

**Wednesday 2<sup>nd</sup> October 2019 at 6:15pm**

**Present:** Dom Hordern (Chair)  
Karen Stanton (Head Teacher)  
Cristina Turner  
Renu Martingale (ReM)  
Rob Monk  
Rebecca Snelling

**In Attendance:** Associate Members Lesley Whitehead (School Business Manager)

**Clerk:** Vicky Miles

**Apologies:** None

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Reference

Action

**1. Welcome to all and apologies for absence**

DH as Chair formally opened the meeting, extending a welcome to all present.

**2. Declaration of interests relating to items on the agenda**

None declared.

**3. Approval of the Minutes of the Meeting held 11<sup>th</sup> June 2019**

The minutes were approved by Members as a true and accurate record of the meeting and signed as such by the Chair.

**4. Matters arising from the Minutes of the Meeting held on 11<sup>th</sup> June 2019**

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Page 4 - Item 9 - PPF Terms of Reference - DH actioned

Page 4 - Item 10 - Thank you ReM for completing first draft of funding letter for parents.

## **5. BMR and Finance Update**

LW circulated the latest BMR – August 2019, produced a summary and took Governors through the issues noted in the BMR, highlighting and explaining the variances.

LW reported that the September BMR has not yet been produced, and explained that the August BMR has very few variances. The first one being an underspend on building maintenance, no problems so far. Routine general curriculum budget orders of exercise books ordered, no invoices received to date. LW explained how brought forward figures are calculated using Orovia and explained that the budget is in a secure position at present and the cash flow is currently good.

To a question on Orovia, KS explained that this is now the 3<sup>rd</sup> year using the system, it went live in 2016.

To a question, KS explained that some aspects of the programme came on line for the first time last year, so this is the first year of using Orovia fully.

To a question, KS explained that currently the school is slightly overstaffed by 4% but this helps when we need cover. Staff are showing incredible goodwill with helping with cover as supply costs are £220 per day. KS added we are being very mindful about what staff are being asked to do as the workload this half-term has felt very intense.

To a further question on the BMR, KS explained that expenditure for September is not that dissimilar to August except for the expenses for resources but this is planned and not an unexpected expenditure.

## **6. Budget Review for 2019/2020**

To a question, KS explained that the number of children on role is 186.

To a question on funding, KS explained that if a child joins with an EHCP which may have additional funding, the school must still pay £6000 towards the additional support that the child will need.

To a further question, KS explained that there is conflicting information coming through at present regarding government funding. Jonathon Lewis sent through a funding announcement today and said they are

going to give an up to date demographers predictions. School have not yet met with our financial adviser, Rob Cottle, but our initial predictions (based on various announcements) are that our funding may rise by circa £30,000.

To a question about demographers' predictions, KS explained that it estimates how many children will be in each year group for 5 years in the future based on a range of data including birth rate, census etc. In past, when they were provided, they were fairly accurate. When the planning laws were relaxed, they said they could no longer predict accurately and so we haven't had the figures for a few years.

KS attended an EPM briefing yesterday and reported that what had been proposed regarding Pensions is not good news, as there will be a 7% employee pension increase, which the school may have to cover. Unions are lobbying for support with it, but EPM say they do not expect any funding support to come close to offsetting the additional costs.

KS added that a court ruling is at appeal stage (Bazel Case) where part-time staff may be able to claim more for holiday pay (which was previously calculated incorrectly). The impact may mean that support staff could be entitled to two years back pay. It is unlikely to affect TAs but may affect CareClubs staff.

KS added that it is strongly advised that the school has an organisational change plan and, as we will probably need to reduce staff, have a 'shadow plan'.

To a question, KS explained it is to support the rationale behind decisions regarding possible redundancies or replacing staff when they leave.

LW reported that Microsoft are withdrawing support from Windows 7 from January 2020. Laptops and desktops are not be compatible with the upgrade to Windows 10, as they do not have enough memory. Lots of them will need replacing. ICT support have been asked to do an audit of all machines. All office PCs will have to be replaced, although they are working fine, the security risk is too high not to upgrade.

To a question, LW explained that David Poulter at Irvine Knight has been asked to look into upgrading the memory as a priority and let us know the cost.

To a further question, LW explained that to replace everything will be very expensive: 25 desktops at approx. £500 each, 15 staff laptops

(some are 2-6 years old) at around £400 each, plus 30 class laptops which are used daily.

To a question, LW informed the committee that as a school we are free to go wherever we want although have always used Irvine Knight when purchasing one off machines, David Poulter will give us advice. DH suggested that it could cost in the region of £35,000. LW added that this a necessary expense, there is no way to avoid the upgrade.

KS added that we had these problems with Windows XP when they first came out 7 years ago.

Following a discussion around future upgrades by Microsoft, ReM suggested looking into what her company does with ex-corporate laptops and desktops that are wiped and repurchased.

ReM

## **7. 'EPM update and actions'**

KS explained that this committee need to complete a HR audit. KS added that governors need to be part of the audit, as it reminds them of the policies and the committee responsibilities. KS suggested taking on policies by grouping them together.

To a question on receiving policies electronically, KS to look into on the EPM website. KS to send a list of policies to ReM.

KS

KS suggested taking sections of the audit and adding to the PPF agenda, as a way on breaking it down for this year. ReM to answer questions on audit relating to polices. DH to work out how to deal with answering questions on audit.

ReM  
DH

## **8. Personnel Matters**

KS reported that a teacher has requested being upgraded to the Upper Pay Spine. This has been budgeted for is strongly supported by KS as the teacher has performed well over a number of years.

To a question, KS explained that all feedback and appraisals have been positive.

All committee members agreed and supported the decision to upgrade unanimously.

Teachers Pay: 2.75% has been awarded to minimum and maximum grades and it is up to in £3000 backdated to September. KS recommended that the 2.75% increase be applied to each pay spine point including TLRS as this will keep us in-line with other schools and staff deserve it.

To a question, KS explained that although the increase is not considered sufficient, in reality, it is welcomed as long as the workload reforms continue to be addressed. KS added that there is still a big drive in workload reform, and feels as if workload is creeping up again with the new Ofsted framework beginning to put pressure on staff. Staff have to be supported to make them feel confident when Ofsted inspect under the new framework. Workload needs to be kept manageable; there is currently a lot of work around the new curriculum and leaders need time to become very secure and knowledgeable in their subject leadership roles.

To a question on recognition, KS explained that staff appreciate governors being there e.g. at the meeting at the beginning of term, and know they are there to support them. RS added that there are many good systems in place; it is the extra things governors do to help, and staff really appreciated governors coming along to the training evening.

DH recommended the 2.75% increase to all pay points as well as continuing to support staff well-being. All governors agreed.

KS informed the committee that the time of parent's consultations has been moved to 4-7pm so that everybody can be home by 8-8:30pm; we will also not have parent meetings outside the working day. Meetings with parents are an additional stress and staff feel our parents are very demanding.

## **9. Premises**

KS reported that a local handy person has been doing jobs in school as well as LW's husband. Meeting with Cath Conlon to discuss the 2 year Legionella risk assessment (a lot of action to be done against it) no idea how this will affect finances.

## **10. Policies**

### **For Ratification**

Medical & First Aid - RS reviewed and updated

### **To be reviewed**

Accessibility plan - RM

Performance management for support staff - ReM

Special leave of absence - CT

Volunteers in school - DH

## 11. AOB

KS requested that a parent governor write to the Parish Council requesting Zig-Zag lines outside the school to show all road users that we are a school.

To a question, KS explained that previously part of the issue was the layby - Highways had said that they would hatch part of the layby so that when leaving the school car park, vision wouldn't be obscured.

To a further question, KS explained that once it has been discussed by the Parish Council it is then passed to Highways and it does become a much longer process if parking restrictions are attached. CT to draft a letter. KS to send previous correspondence with Parish Council to all. Governors suggested that parents notify Parish Council of any incidents witnessed. VM to add inconsiderate parking by parents to next FGB agenda.

CT  
KS  
VM

Newsletter – CT offered to write next entry.

CT

KS informed committee that we have a few requests to over-admit in KS2. We will consider each application carefully being mindful of the additional strain it puts on a class and teacher when numbers rise over 30.

KS informed the committee that the cost of residential and trips are increasing. The Year 6 residential has risen quite significantly and LW has spent a great deal of time researching and exploring options to reduce the price. We are keen that parents do not think we are over-inflating costs and LW added that legally the school is not allowed to make any money from trips, they all have to be cost neutral.

LW informed the committee that some parents are becoming increasingly demanding – sometimes between 6-7 emails per day and, if there is not an immediate response, a visit to the office querying why they haven't had a response. This is very time-consuming and difficult for the office to deal with.

Governors suggested re-installing the positive comments board in the reception area.

## 12. Date of Future Meetings of this Committee

Date to be set at the FGB on Tuesday 19<sup>th</sup> November at 6:00pm

There being no further business the meeting closed at 8.32 pm.

Signed as a true record..... Date.....  
Chair