



CALDECOTE PRIMARY SCHOOL

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

Monday 20th April at 6:00pm

Due to the Covid-19 pandemic the meeting was held virtually using Microsoft Teams. Following local and national guidelines a shortened agenda was followed which only considered time critical issues.

Present: Pippa Smith (Chair)
Karen Stanton (Headteacher)
Cristina Turner
Renu Martingale (ReM)
Rebecca Snelling

Clerk: Vicky Miles

Apologies: None

Reference

Action

1. Welcome to all and apologies for absence

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

2. Declaration of interests relating to items on the agenda

None declared.

3. SFVS

The Schools Financial Value Standard spreadsheet was circulated ahead of the meeting.

To a question relating to number 8; the Disaster Recovery Plan and Business Continuity Plans

'Where are these documents saved, who are they accessible to and how often are they reviewed? We often review and ratify policies, does the FGB need to ratify these documents at a regular cadence?'

KS explained that these were included as part of the Critical Incident Plan which followed a model policy from the LA which had been modified to be appropriate for the school. It was reviewed as part of the review process every three years or sooner if necessary (for example it was reviewed in response to Covid 19) and was ratified by the PPF committee. The Chair and Chairs of committees held copies and were provided updated copies when changes were made.

KS was asked to clarify that on the checklist.

RM suggested adding the following to Q14.

'The school reviews its staffing structure against similar local and national schools on an annual basis and at the point of any significant changes. This ensures that any staffing decisions and the considered use of financial resources are always adequately scrutinised.'

PS checked the last version and confirmed this is what was added.

Committee members discussed changes made, all agreed for the SFVS to be updated and submitted.

4. Date of Future Virtual Meeting of this Committee

PPF committee will meet on Tuesday 5th May 2020 @ 5pm to discuss the budget.

There being no further business the meeting closed at 6.30 pm.

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

Chair