

# MINUTES OF MEETING

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**School:** Netherfield Primary and Nursery  
**Meeting title:** Finance and Resources  
**Date and time:** Thursday 13<sup>th</sup> October, 2016 at 4.30pm  
**Location:** At the school

## Membership

'A' denotes absence

Mr C Barnard  
Mr P Esswood  
A Mr S Goode  
A Mrs E Cresswell  
Mrs K Price (chair)  
Mr D Hawes  
A Mr S Vickers  
A Mrs K Wheat  
A Mr J Wright  
Mr P Hardern (headteacher)  
Mrs E Hodkin  
Mrs E Tabreham

**In attendance** Mr M Potten (parent governor, observer)  
Mr H. Jones (minuting secretary)

## F&R/22/16 Apologies for absence

**Action**

Apologies for absence were received, and accepted, from Mrs Cresswell, Mr Vickers, Mrs Wheat and Mr Wright.

## F&R/23/16 Declaration of interest

A declaration of interest by staff governors was made concerning item F&R/30/16 (Pay Policy).

## F&R/24/16 Minutes of the last meeting

The minutes of the meeting held on Thursday 16<sup>th</sup> June, 2016, having been previously circulated, were approved as a true record.

## F&R/25/16 Matters arising

*F&R/15/16*

The school is receiving all the funding it is entitled to for a Y5 child.

*F&R/19/16*

Mrs Price agreed to check the asset register/inventory.

**KP**

*F&R/19/16*

Mr Hardern's appraisal meeting took place on 12/7/16. No governors attended.

## F&R/26/16 Budget monitoring

**Confidential item – see separate sheet.**

## **F&R/27/16 School mini-bus**

A discussion took place concerning the school mini-bus. Mr Hardern stated the mini-bus is 5-6 years old and, despite some fund raising taking place, is not very cost effective. Mr Hardern added,

- Staff now have to hold a HGV licence to be able drive the mini-bus.
- So far, in 2016 the mini-bus has cost the school approx. £4,200.
- So far, in 2016 the mini-bus has been used 3 times (3 times in 2015 and 8 times in 2014).
- Most mileage is done by the school caretaker moving the mini-bus occasionally to prevent it seizing.
- Colwick St John's have shown an interest in buying the mini-bus.
- The mini-bus is worth approx. £13,000 - £15,000.

Mr Hardern put forward a proposal to sell the mini-bus.

Governors

**agreed**

to the sale of the school mini-bus.

## **F&R/28/16 Health and Safety**

Mr Hardern stated he had emailed governors the outcomes from the recent H&S 'Walk'.

All staff have now completed training for Risk Assessments and Fire Safety. The Fire Evacuation procedures have been updated.

All Risk Assessments are being reviewed and this work is nearly complete.

Mr Hardern stated, for the next governor H&S 'Walk', a 'fresh set of eyes' would be beneficial. The governor to do this 'Walk' is to be decided.

**Govs**

Mrs Tabreham left the meeting at 5.02pm.

## **F&R/29/16 Appraisal Policy**

Mr Hardern shared the Appraisal Policy with governors updating the highlighted red sections, including,

- 7.2 The headteacher will be appraised by the governing body, supported by Mrs Kate Cumberpatch.
- 7.3 The task of appraising the headteacher, including the setting of objectives, will be delegated to a sub-group consisting of Mrs Price and Mr Potten. (The group will meet on 3/11/16).
- 8.2 Headteacher Appraisal – governors chose Option 2.
- 8.3 Other teacher appraisers have been chosen by Mr Hardern. Mr Hardern will quality assure statements. Teacher appraisal meetings will take place in October.
- 10.1 All teachers have 3 objectives (whole school; pupil progress; and personal teacher standards).
- 16.2 Interim review meetings will take place in February.
- 17.2 The appraisal report will be presented to the autumn term governing body meeting.
- 18.1 The Governing Body will review the appraisal policy every school year at its autumn governing body meeting of the F&R committee.

Pay increases related to the appraisal procedures are backdated to September 1<sup>st</sup>.

Governors  
**approved**  
the Appraisal Policy and Guidance.

Mrs Hodkin left the meeting at 5.15pm.

**F&R/30/16 Pay Policy and pay award 2016**

Mr Hardern shared the Pay Policy with governors and stated the dates within the policy had been updated as appropriate. The Pay Policy was discussed and,

- 6.23 Governors  
**agreed**  
the governing body will not award any recruitment and retention payments.
- The governing body will review the salaries of all support staff annually in February.
- 9.0 Governors  
**agreed**  
performance related pay progression for all teachers will consist of incremental pay progression only (i.e. this means all teachers will automatically receive the % pay uplift irrespective of performance).
- 17.5 Governors  
**agreed**  
the current staffing structure does not contain any posts for which a TLR1 payment will be awarded. TLR2 is awarded between £6,450 (max) and £2,640 (min).

Governors  
**approved**  
the Pay Policy.

**F&R/31/16 Confidentiality**

Governors deemed item F&R/26/16 to be confidential.

**F&R/32/16 Date of committee meeting**

The date of the next meeting is to be confirmed.

**The meeting closed at 5.40pm.**

Signed .....(chair)      Date .....

HJ/sk



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## Confidential item

### F&R/26/16 Budget monitoring

### Action

Mr Hardern shared with governors the 'School Budget Report (3/10/16)'. The original 2016-17 budget had projected a carry forward of £32,848. The reforecast has projected a carry forward of £91,300. The last two pages of the above report showed additional funding received and reasons for the carry forward reforecast.

Mr Hardern added the current staffing is sustainable for next year.

Mr Hardern stated the school would, next year, prioritise some of the building and maintenance budget for decorating (on a 5-year rolling programme) and Y5/6 toilets.

**Q.** Could governors be shown the Pupil Premium plan showing expenditure?

**A.** The Pupil Premium review, with outcomes, is taking place next week. All expenditure is targeted at Pupil Premium children. Pupil Premium is a priority in the School Development Plan.

Signed .....(chair)      Date .....