

NORTH NEWTON COMMUNITY PRIMARY SCHOOL

FINANCE AND BUSINESS COMMITTEE MEETING



MINUTES OF THE FINANCE AND BUSINESS COMMITTEE MEETING HELD ON MONDAY 18th November 2019 AT 5.30 P.M. AT NORTH NEWTON SCHOOL

PRESENT: Mr. Nick Arnold (Headteacher), Mr. Mark Barham (Chair, Finance Committee), Mr. Paul Warren (Chair of Governors), Mrs. Danielle Gair and Mrs. Sally Haysham (Finance Officer/Clerk)

"Inspiring every child to be life-long learners with belief in their ability to succeed"	Actioned by
<p>38/19 <u>APOLOGIES FOR ABSENCE</u></p> <p>No apologies. A welcome to Mrs Gair who joined the Committee for the meeting.</p>	
<p>39/19 <u>BUSINESS INTERESTS AND CONFLICT OF INTERESTS DECLARATION</u></p> <p>No Business Interests were declared.</p>	
<p>40/19 <u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>The minutes of the meeting held on Monday 24th June 2019 were signed off.</p>	
<p>41/19 <u>MATTERS ARISING</u></p> <p>(1) Walkie talkies – These have been purchased by the PTFA Committee for the school.</p>	
<p>42/19 <u>CURRENT EXPENDITURE</u></p> <p>At the end of Month 7 the budget was 59.05% spent. This is on track to budget. There was an overspend in Education Support Staff but a claim has now been settled by BEST insurance bringing the cost code A004 back in line, this will show in Month 8. Another 2 claims have been sent to BEST insurance and are yet to be received.</p> <p>There is no longer a commitment for EBBC in the accounts.</p> <p>A repair bill for one of the minibuses has been received this month £295.85 and will show in Month 8.</p> <p>Additional High Needs funding as predicted has been received in Month 7.</p>	
<p>43/19 <u>PAY PROGRESSION STAFF FOLLOWING APPRAISALS</u></p> <p>All members of staff have had appraisals completed except one, which will be completed this week.</p> <p>A proposal for a teacher on M5 to increase to M6 as targets have been met and exceeded was given to the Committee. The head advised this is a very diligent and dedicated teacher and his recommendation is for the increase to be given. The Governors discussed the proposal and it was agreed. This was</p> <p>Signed <u>M R G. [Signature]</u> Date <u>10/2/2020</u></p>	Finance Officer

accounted for in the 2019/20 budget.

An increase was proposed for a member of support staff following appraisal. This would be above the normal 1 point increment annually given to support staff within their banding. The Governors discussed the contribution the member of staff has made to the school and agreed a new band level.

Finance
Officer

A pay award for the Headteacher was discussed and agreed. Following his recent appraisal, the Governors agreed an increase to the next level increment. It was in recognition of the extra-curriculum and additional duties that the Headteacher is carrying out at the school. This was accounted for in the 2019/20 budget.

Finance
Officer

44/9 TEMPORARY APPOINTMENT - TEACHER

An advert has been placed for a one term contract to cover maternity leave. This may be extended if required but is for the Spring Term in the first instance.

45/19 SFVS

The Committee discussed three questions on this year's Schools Financial Values Sheet (SFVS). Responses to the questions were given to the Finance Officer to input onto the form. Each meeting a few questions will continue to be answered so that the form can be completed throughout the year ready for submission in April 2020.

46/19 HEALTH AND SAFETY

Safety gates have been erected but at the moment are awaiting the security element to complete. The Governors are pleased with the unobtrusive look of the gates.

The new boiler is very smelly at the moment further action will be taken to address this with the supplier.

Head/
Clerk

47/19 UNOFFICIAL BALANCE

Unofficial balance is £9594.45 currently. £1440 had been received from the Newt Festival and is included in the total.

48/19 DATE, TIME AND PLACE OF NEXT MEETING

Monday, 10th February, 2019 at 5.30 pm

The meeting closed at 6.50pm

ACTION POINTS	
NA/CLERK	Contact Boiler installer to address smell.
FINANCE OFFICER	Implementation of new pay scales.

Signed M. R. G. Rose Date 10/2/2020