

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Trent Vale Infant and Nursery School
Meeting title: Meeting of the Finance, General Purposes and Personnel Committee
Date and time: Tuesday 1st May at 6.45pm
Location: At the school

Membership

'A' Denotes absence

Mr A McPherson
Mr D Todd
Cllr E Kerry
Dr G Williams (chair)
Mrs G Cavanagh-Fletcher
Mrs J Moss (executive head teacher)
Mrs L Sharples
Mrs L Shepherd
A Mr M Jackson
Mrs J Barratt

In attendance

Mrs J Humpherson (Office Manager)
Mrs Cathy Andrews (clerk)

FGP/P/13/18 Apologies for absence

Apologies for absence were received from Mr J Jackson (personal).

The apology was accepted by the committee.

FGP/P/14/18 Declaration of interest

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

FGP/P/15/18 Minutes of the previous meeting

The minutes of the previous committee meeting held on 18 March 2018 having previously been circulated were confirmed and signed by the chair.

Matters arising

- *Admissions policy – changes for nursery*

The executive head teacher reported that the Admissions policy had been updated and included the changes to sessions in the nursery

The policy was approved by the committee.

- *Payroll*

Governors were informed that the executive head teacher had contacted Payrolls as agreed but to date she had not received an answer.

agenda

- *Local management of Asbestos Policy*

The Asbestos Policy would be placed on the agenda of the next meeting.

agenda

- *Risk Assessments*

A risk assessment on the field had been completed. All other risk assessments were work in progress.

The committee questioned if there were any Risk Assessments that would be considered as a priority that had not been completed.

The executive head teacher stated that none were considered as a priority.

Mr Kerry questioned if the school had procedures in place in the School for when it was extremely hot conditions.

The executive head teacher stated that the school did have procedures in place.

Health and Safety visit

The executive head teacher reported that she needed to speak to Mr Todd about arranging a visit.

h/t

FGP/P/16/18 Finance

- *2017/18 underspend – Governors Year End Financial Statement*

Governors were informed that this information would not be available until Friday but the projected carried forward figure was estimated to be approximately £45/46,000. A projected balance (BO1) would not have to be completed.

This matter to be placed on the agenda of the next full governing body meeting.

fgb

- *2018/19 budget plan*

A copy of the 2018/19 budget plan had been circulated prior to the meeting.

Governors were asked to note that it was predicted that Pupil Premium numbers would be lower and this would impact on the budget by approximately £15,000. Nursery numbers were also predicted to be lower and this would impact on next year's budget.

F2 numbers for 2018/19 and budget implications

See confidential items.

- *School Fund*

The Office Manager reported that the School Fund presently stood at £4,600 and had been audited.

FGP/P/17/18

GDPR

Governors were informed that the executive head teacher and Office Manager had attended the first element of the GDPR training and a copy of the tool kit was circulated at the meeting.

The executive head teacher discussed the content of the toolkit and informed governors of the following:-

- A Data Protection Officer and Link Governor had been appointed.
- Data Protection Policy was being organised
- School emails would be organised for governors.
- The Information Asset Register had almost been completed.
- The Terms of Reference of delegation had been completed.
- Security measures had been reviewed and passwords were being organised.

govs

A date would have to be agreed to discuss what needed to be completed during the autumn term.

The committee approved the items listed in the tool kit and agreed that this matter should be taken to the next full governing body meeting for ratification.

fgb

FGP/P/18/18

Personnel issues

- *Annual review of the staffing structure*

See confidential items

- *Requests for changes to contracts*

see confidential items

FGP/P/19/18

Appraisal

Governors were informed that appraisals for staff was ongoing.

FGP/P/20/18

Health and Safety

FGP/P/21/18 This matter had been discussed under FGP/P/15/18.

Inventory

The Office Manager informed governors that 8 Laptops had been removed from the inventory.

The committee questioned the disposal of the Lap Tops taking into account the data that existed on the hard drive and the new GDPR regulations.

h/t

After discussion the committee asked that the executive head teacher contact the NCC to see if they could dispose of the Lap Tops or recommend a reliable company.

FGP/P/22/18

Policies

Governors were informed that the following policies had been reviewed and updated.

- Annual review of the Recruitment and Selection Policy
- Annual review of the School Disciplinary Procedure
- Annual review of the Code of Practice on the English language requirements for the public sector workers
- Managing School Staff
- Managing Allegations of Child Abuse against School Staff

The committee approved the above policies.

- Annual review of the staffing structure

efgb

FGP/P/23/18

The above policy would be updated and approved at the extra ordinary governing body meeting on 10th July, 2018.

Confidential Items

FGP/P/24/18

The committee agreed that all papers and reports would be made available Personnel matters to be deemed as confidential.

Date and Time of Next meeting

Tuesday, 9th October, 2018 – 6.30pm

The meeting closed at 7.45 pm

Signed(chair) Date