



Ss Peter & Paul Catholic Primary School
Leadership, Management and Finance Committee Minutes

Chair: Fr Phil Moor

Date of Meeting: 19th June 2017

Governors Present:

B Schmack, P Graham, Fr P Moor, Z Pearse, C Mossman, P McSorley

In Attendance:

K Wellens, M Richardson (Clerk)

1. Welcome and Prayer

Governors were welcomed to the meeting and Fr P Moor led a short prayer.

2. Declarations of Interest

Governors were given the opportunity to declare if they had a pecuniary interest in the agenda. No such declarations were made.

3. Apologies

A Meadows.

4. Matters Arising

The minutes from the autumn term committee meeting had been approved at full governors. Fr P Moor requested the wording be changed in the PP section.

5. Budget Setting Report

The Headteacher and Chair of Committee presented the report and gave an overview of its content. There was lengthy discussion around staffing changes and the changes to the Leadership structure including the appointment of Acting Deputy Head. It was noted that an advertisement had been placed for a KS2 fixed term, full time teacher had been placed.

It was highlighted that although the school is in a good position with the budget and showing a credit, that school must not get complacent. It was also noted that there may be additional funding for 1:1 to support a pupil transitioning to KS2 but this had not been confirmed. The implications of staff appraisals on the budget were noted.

Action/Decision:

- **The budget for 2017-18 was approved.**
- **K Wellens appointed as Acting Deputy Head.**

6. Confirmation of Budget Setting Submission

Budget to be submitted.

7. SFVS Update

The Chair confirmed that this had already been done.

8. Review of Attendance of Staff, Governors and Pupils

There was discussion around the new proforma for Governors to record their attendance at school. It was noted that there had been good attendance from all Governors throughout the year. There was discussion around the vacancy for a Governor and identifying any skills gap.

Staff absence was discussed with the Headteacher confirming that attendance was very good. The long term absence of some staff was noted and the reasons given. There was discussion around the support being offered to those staff including occupational health referrals and one member of staff awarded early retirement through ill health.

A document outlining attendance across school was distributed with persistent absentees highlighted. Pupil attendance targets and procedures for monitoring and offering support were discussed along with the procedures for issuing penalty fines for holidays in term time. The new letters for this were discussed along with the criteria for exceptional circumstance.

9. Headteacher's Report on Staff Performance Management Processes

The Headteacher highlighted the robust and rigorous procedures in place for staff appraisals and informed governors of her intention to complete the final appraisals by the end of term subject to data availability. She noted that the new cycle should improve targets and the monitoring processes.

She informed Governors that the reviews for Teaching Assistants would be carried out in the second half of the autumn term.

In response to a question from a governor regarding the staff reaction to the process, the Headteacher confirmed that staff had settled after an initial period of worry.

10. Staff Pay Reviews

The Headteacher noted that any recommendations would be put forward following the final round of appraisals. It was noted that if one teacher would be moving up over a scale for accelerated progress it would need clear evidencing. A governor highlighted that this was an exceptional case. There was discussion around the progression from UP1-UP2 and the requirement for further evidence in this case. It was highlighted by Governors that for progression it would be necessary to demonstrate that this would enhance the management of school and would need sustaining. There was discussion around the development of middle managers and the inclusion of this on the school development plan.

11. Policies for Review

There was discussion around the finance policies and procedures file and the requirement for this to be reviewed annually. It was suggested that the Chair of Governors and Chair of LMF Committee read through the file. The Inventory policy was brought to the meeting and included on the website.

The Headteacher and Chair of Governors informed the committee that the LA Leave of Absence Policy should be followed in school to ensure a fair system in response to staff requests for leave of absence.

Action/Decision:

- **B Schmack and Fr P Moor to access the finance policies and procedures file and feedback to the full governing board.**

- **The LA Leave of Absence Policy to be adopted.**

12. School Inventory

It was confirmed that this had been completed.

13. Review Outstanding Debts

M Richardson gave an overview of the outstanding debts for dinner money, highlighting that the new procedures for collecting dinner money were helping to ensure that families weren't falling too far behind with any payments. The use of pupil premium for two families for music tuition was noted along with only 2 families still owing for summer term lessons.

14. Report from Chair of Governor's Briefing

B Schmack gave feedback and there was discussion around the changes required to the admission policy for 2018-19. He noted that the DFE Logo for Good Schools was available for use on school information and highlighted the requirement for PEPs to be updated termly.

Action/Decision:

- **The admission policy to be amended to include non catholic LA children as second priority criteria.**

15. A.O.B

None

16. Date of next meeting

9th November 2017

Meeting Closed 6.10pm

These minutes represent an accurate record of the meeting

Approved by _____ Date: _____

Chair _____