



Newton and Teign Federation Governing Body

Bearnas Voluntary Primary School
Hennock Community Primary School

Finance & HR Committee

Date/Time: 14th September 2015 - 6pm to 8.30pm

Meeting Location: Bearnas Voluntary Primary School

Attendees	Initials		Attendees	Initials	
Nicky Dunford	ND	Headteacher	Yvonne Short	YS	Authority Governor
Linette Avery	LA	Co-opted Governor	Alan Smith	AS	Foundation Governor
Claire Kendall	CK	Parent Governor			

Apologies	Initials

In Attendance	Initials	Capacity
Susan Stansfield	SS	Clerk

Minutes to:
Attendees
Apologies
Governing Body

Agenda

<ol style="list-style-type: none"> 1 Welcome 2 Declaration of Business and Pecuniary 3 Election of Clerk 4 Consideration of staff pay and recommendations 5 Building work 6 Auditors Report 7 PTFA Accounts 8 Letting Policy for Bearnas 	<ol style="list-style-type: none"> 9 Pay Policy 10 Review the terms of reference for the committee
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Item		Points Discussed	Approved by governors	Action
1	1.1	YS Welcomed everyone to the meeting.		
2	2.1	No declaration of interest.		
3	3.1 3.2	AS to stand as Chair for the Finance and HR committee. SS will continue to be Clerk to Governors.		
4	4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.7	Pay recommendations handed out to committee. (Please see attached) ND talked through pay recommendations hand out. SS left the meeting for 15 minutes whilst the committee discussed office staff salaries. SS returned to meeting. Staff who are remaining on the same salary, as targets not met. YS have staff been informed about their targets? NS yes all teaching staff have been informed on what targets they have to reach. SS collected pay recommendation paperwork in from committee.	Governors felt it was appropriate, no pay award is given to staff if targets have not been met. Governors agreed with ND regarding salary increases as stated on the Pay recommendation handout. YS proposed, AS seconded, all in favour for pay recommendations.	ND to inform TR
5	5.1 5.2 5.3 5.4	Building work at Bearnnes. Pre-school toilets a lot more work then anticipated however, all work is now complete in this area. ND has asked for flooring to be put down in the toilet area. Additional work cost £13,800.00, the sum of £11,000.00 was agreed, work went over by £2000. No building work required at Hennock School.	Committee authorised payment to builders.	Quotes attached to minutes.
6	6.1 6.2	Auditors Report ND went through Office Audit and will be discussed in next FGB meeting.		SS to email report to FGB for meeting on 28.09.2015
7	7.1 7.2 7.3	PTFA Bearnnes roll over from previous year £569.05. Hennock roll over from previous year £4,042.71.		

	7.4	ND - Hennock PTFA to set up a charity account. Alison Wonnacott will run this.	AS proposed, CK seconded, all in favour for a Wish list from PTFA. Plus insurance for minibus	
	7.5	Governors agreed for PTFA to write a 'Wish List' therefore parents can see where the money is being spent.		
	7.6	ND - It was agreed previously with both PTFA a contribution towards the minibus insurance will come out of PTFA funds.		
	7.7	Accounts – Petty cash difference of £645.79. Dockets not written out by staff for money spent. Therefore the account was out by £645.79. TR wrote a cheque for this amount to pay county but claimed it back by mistake.	Committee would like further understanding on this issue.	ND will investigate and speak to TR for further details.
8	8.1	Letting Policy for Bearnnes - to add 'An additional charge for using the school equipment subject to VAT'	Committee agreed for the additional charge to be inserted in Bearnnes lettings policy. To be discussed at FGB meeting on the 28.09.2015	SS to receive quotes from TR.
	8.2	NT – Due to the building work at Bearnnes, there is no longer a PE cupboard.		
	8.3	Sheds need replacing at Bearnnes for equipment to be stored, two quotes have been issued.		
9	9.1	Pay policy		ND to bring to FGB 28.09.2015
	9.2	ND talked through pay policy and discussed which parts she has added to the policy, committee discussed the amendments. ND to change policy to present at next FGB.		
10	10.1	Terms of reference , YS and SS will email to all GB, to look at before Septembers meeting.		SS to email terms of reference to FGB.
	10.2	Committees to be decided on the 28 th September.		

These Minutes are a true record of the meeting

Signed: _____ (Chair) Date: _____