

**ARGYLE PRIMARY SCHOOL**  
**POLICY, PLANNING, FINANCE, PREMISES & PERSONNEL**  
**COMMITTEE MEETING**

**MINUTES THURSDAY 23<sup>RD</sup> May 2019 AT 17.00**

**ATTENDANCE**

Jemima Wade (Headteacher)

Mahad Sahal (Chair)

Henry Fraser

Alice Eggeling

**OTHERS PRESENT**

Corinne Irving (Bursar)

Lena Seed (Camden Support Clerk)

	ITEM	ACTION
	<b>WELCOME/INTRODUCTION</b>	
	The Chair welcomed everyone to the meeting.	
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received and accepted from Mark Chesher	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	Governors were invited to declare business interests against any agenda item. None were declared	
<b>3.</b>	<b>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING</b>	
<b>3.1</b>	<u>Minutes from PFP on 27rd November 2018</u> The minutes from the PFP had been amended and were signed by the Chair as an accurate record of the meeting.	
<b>3.2</b>	<u>Minutes from PFP meeting 14<sup>th</sup> February 2019</u> The Governors reviewed the minutes from the PFP meeting on 14 <sup>th</sup> February 2019	



	<p>The Bursar also reported that the previous Camden Training model of purchasing blocks had been replaced by a monetary structure which will make cost management of training easier going forward</p> <p>The HT reported the school had decided not to buy into the training package but would be paying for training on a case by case basis in 2019/20 which whilst more expensive per course would make management of costs more transparent.</p> <p>A Governor noted the Carry forward had been reduced by £11,000 since the FGB on 8<sup>th</sup> May which was concerning.</p> <p>The Bursar explained this had come about due to the Camden alignment of the SLAs and the over-expenditure on Training due to the Block purchase model.</p> <p>The Bursar noted that the budgets were prudent and she was hopeful of an upside which might include free school meals.</p> <p>The Governors questioned whether further in year changes needed to be made in the context of the reduced carry forward. The HT replied that numbers on the roll were being monitored continually. The mix of years 1 and 2 would be evaluated to see if this could be carried forward into year 3 and 4 next year. She was pleased to report the Nursery will be full in September and although numbers for September Reception class were still to be finalised approximately 40 children were expected.</p> <p>She also reported on the consultation to close a nearby school which had already resulted in additional families joining the school. Further families had been to visit the school</p> <p>The HT was also delighted to announce that she was a member of the Heads Place Planning Group in Camden and that the school had been selected to have a bespoke video produced for it by Camden as part of the Camden strategy for promotion of schooling in the area. The cost of the video would be borne by Camden.</p>	
<b>5.</b>	<b>FINANCIAL RISK REGISTER:</b>	
<b>5.1</b>	<p>The Bursar Presented the previously circulated Financial Risk register and was pleased to confirm some of the risks had been downgraded since last year.</p> <p>She reported this was due in part to the Finance Officer who had been in post for some time and now had a wider understanding of the integrity of financial data.</p>	

	<p>The Admin Team had also grown in experience and office practises had improved.</p> <p>The Governors queried the risk rating for the Budget and proposed this be increased to Risk 5 at Probability 3 from Risk 5 at Probability 2. This took the total risk grading to 15 which the Bursar noted categorised the risk level as 'unacceptable'.</p> <p>The Governors agreed to upgrade the risk rating to 15 and to review this grading at every PPFPP meeting.</p> <p>Further the following was agreed for presentation at the FGB on 20<sup>th</sup> June 2019:</p> <ol style="list-style-type: none"> <li>1. A review of high risk categories</li> <li>2. Proposed staffing structure for 2019/20 (HT)</li> <li>3. Presentation of 3 year Budget</li> </ol> <p>The Bursar noted that both the 3 year Budget and the Data protection Audit was scheduled for last week May might also impact the risk rating prior to the FGB.</p>	<p>Bursar</p> <p>Bursar</p> <p>HT</p> <p>Bursar</p>
<b>6.</b>	<b>BUDGET2018/19 – plan for use of surplus</b>	
<b>6.1</b>	<p>The Bursar presented the previously circulated plan for expenditure of the surplus and was pleased the surplus had been partly allocated to IT expenditure which had previously been an area of concern.</p> <p>The bursar recorded her thanks to the IT technician who had done an excellent job extending the life span of the existing IT suite.</p> <p>The HT reported that the surplus expenditure would include the creation of a scooter park which would house 30 scooters previously scattered around the school.</p> <p><b>The Governors agreed the plan for expenditure of surplus</b></p>	
<b>7</b>	<b>GENERAL RISK REGISTER</b>	
<b>7.1</b>	<p>The Governors reviewed the General Risk Register which was approved with a couple of minor changes to include the removal of the work 'Racial' in item 14 and the addition of 'malicious or otherwise' in reference to allegations in point 2.</p>	
<b>8</b>	<b>HEADTEACHERS STAFFING UPDATE</b>	
<b>8.1</b>	<p>The HT reported that 3 teachers would be leaving at the end of the year to be replaced with 2 teachers one of which is an existing TA training to be a teacher. Her training will be funded by the apprenticeship levy and her salary will be partly covered by a</p>	

	<p>Government Grant. She will be supported in her training by the Deputy Head Teacher.</p> <p>The Governors asked for clarification of experience levels across the school. The HT reported the least expertise would be in KS1, however, this would still be covered by some very experienced teachers. No NQT's had been employed. Four TA's from agency staffing would be offered 1 year contracts to maintain continuity.</p>	
<b>9</b>	<b>PREMISES DEVELOPMENT PLAN updated to show summer works</b>	
<b>9.1</b>	The Governors reviewed the Premises Development Plan and considered the works scheduled for the summer holidays. The HT noted the works very good value for money and the Governors noted that the buildings were in excellent condition	
<b>10.</b>	<b>GOVERNORS ALLOWANCES POLICY</b>	
	Approved by the Governors for review Spring 2020	
<b>11.</b>	<b>School CP &amp; Safeguarding POLICY</b>	
	The HT noted that no new updates for this Policy had been received. This Policy is reviewed for necessary updates termly.	
<b>14.</b>	<b>Impact</b>	
	<p>The HT noted that Governor's keep a firm eye on the budget and had introduced further measures on an ongoing basis.</p> <p>The Governors had raised concerns and the HT was hopeful these could be addressed.</p>	
<b>15</b>	<b>CONFIDENTIAL ITEMS</b>	
	There were no confidential items	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 18.15

Signed Mahad Sahal Date 21/11/19

Mahad Sahal, Chair of Argyle Primary School PFP Committee