

MINUTES POLICY, PLANNING, FINANCE, PREMISES & PERSONNEL COMMITTEE MEETING

Thursday 11th November 2021 at 18.30

GOVERNOR ATTENDANCE

Jemima Wade (Head Teacher), HT	Y	Laura Brown (LB)	
Mark Chesher, Chair of Governors, MC	Y	Will Young, Vice Chair of Governors (WY)	

OTHERS PRESENT

Corinne Irving (Bursar)	Lena Seed (Camden Support Clerk)
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** Y attended, A apologies approved, NA no apologies.*

ITEM	MINUTES	ACTION
1	Welcome and Apologies for absence	
	<p>The Chair welcomed everyone to the meeting and noted the meeting was quorate.</p> <p>The Chair noted Yusra Hussain and Elena Lonardoni had been resigned from the governing body and the Committee now comprised Laura Brown, Mark Chesher and Will Young with further governors being recruited.</p>	
2	Election of Chair	
	The Chair of Governors was elected as interim Chair of the Committee until a new chair could be appointed.	
3	Declarations of Interest	
	None were declared.	
4.	Draft Minutes and matters arising from previous meeting	
	<p>The minutes from the PFFPP meeting on 20th May 2021 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p>There were no matters arising.</p>	
5.	Financial reporting	
5.1	<p>Finance Report and forecast September 2021 with notes</p> <p>The Bursar provided the following key updates:</p> <ul style="list-style-type: none"> Afghan children who had been in school on Census day would be funded next year 	

	<ul style="list-style-type: none"> • Pupils who arrived after Census day would be funded by the Home Office per pupil for the time actually at the school . • Camden had confirmed 15-30 hours for the Nursery children and Free School Meals if not covered by the DfE. • The DfE money may arrive termly. • Funding will also be received for 1 teacher and a TA from Camden though potentially from the DfE. <p>Q: when will the funding be received? The HT reported there were currently 76 Afghan pupils of which 60 would be rehomed before Christmas. However, 300 children remained in the Borough who needed school places which would be organised centrally by Camden. Camden had confirmed schools would not be penalised for children taking in after the Census.</p> <p>Q- what will the 3-year budget look like? Bursar noted there were too many unknowns to provide a 3-year budget at this stage.</p> <p>The HT reported some of the midday supervisors may be asked to help with TA duties which would overcome the issue of TA recruitment and provide a flexible model in the short term. Two additional midday supervisors had been taken on.</p> <p>The Bursar further noted</p> <ul style="list-style-type: none"> • additional income would be received in relation to various budgets including an increase in Catch up premium (now known as Recovery Premium) • an additional teacher had been engaged • One of midday supervisors has been redeployed in early years. • Local authority pay-awards still in the offing for LA employees. 2% TBC <p>PREMISES The Bursar reported the premises team continued to do an excellent job maintaining the building within a very tight budget but with rising costs the premises budget was being stretched and she proposed an increase in £5000 in the budget for premises and sought governors' approval.</p> <p>APPROVAL: This was agreed.</p> <p>PUPIL PREMIUM Staff Development E09 now included some Pupil Premium expenditure as the new format for PP had an increased focus on staff development. The Bursar noted the requirement for reporting has changed and the new template must be submitted by 31st December.</p> <p>Action: Clerk to table for approval at FGB.</p> <p>The HT noted that significantly there was an issue with the fence falling down alongside the hotel caused by weather and school plant growth which Camden may pay to replace. Confirmation awaited</p>	
5.2	<p>SFVS The Committee received the SFVS and noted a few outstanding items. Action: Clerk to table for approval at FGB</p>	

<p>5.3</p>	<p>School's Financial benchmarking – self assessment dashboard The Committee received the Benchmark and Dashboard</p> <p>Action: The Committee discussed the figures and asked the clerk to table for further discussion at FGB</p>	
<p>6</p>	<p>Camden Schools CFR Summary</p>	
	<p>The governors discussed the CFR summary and noted that schools which were full had larger surpluses. The Governors noted Argyle was average in terms of teaching staff but then below on agency and queried why some schools spending significantly more on agency?</p> <p>The Bursar replied this would be for schools where the teaching staff was not substantive.</p> <p>The Committee noted Argyle was high on premises staff because the school employs its own cleaners rather than subcontracting.</p> <p>Finally, the committee noted Argyle was double the average on brought in professional services for curriculum which includes Latin and Music and the agency TA's</p>	
<p>7</p>	<p>Headteacher's update on teacher appraisal and pay progression – September 21</p>	
	<p>The HT reported as follows:</p> <ul style="list-style-type: none"> • everyone on main scale and eligible received progression. • Everyone who had applied for Upper Pay Scale and who was eligible had progressed. • End of year appraisal meetings had taken place. <p>Action: HTs appraisal to be arranged.</p> <p>Q: have we had any push back on phasing out TLR's. HT – no they are still being paid but some will leave before or when it comes into effect.</p> <p><i>An item was deemed confidential and recorded in confidential minutes</i></p>	
<p>8.</p>	<p>Premises Development Plan</p>	
	<p>The HT reported the Sensory room was still missing carpet but hoped it would be ready for use before the FGB at which governors would be invited to see it.</p> <p>In addition, new staff toilets and new cupboard had been installed and the only remaining big ticket issue was the fence.</p> <p>The HT reported the Health & Safety Audit water audit last July was still awaiting paperwork</p> <p>Q: are Fire risk assessment completed annually? HT confirmed this was done and was improving year on year.</p>	
<p>10</p>	<p>Policies</p>	
	<ol style="list-style-type: none"> 1. Appraisal Procedure for Teachers 2. Pay Policy 3. Data Protection 	

	<p>4. Data Retention 5. Premises Management 6. Credit Card</p> <p>APPROVAL: The Policies were unanimously approved</p>	
11.	Argyle Standards meeting	
	<p>The Committee received the Standards letter.</p> <p>The HT recorded this letter followed an annual meeting with Camden at which the Scorecard and other issues are discussed.</p> <p>The Governors noted the contents was positive and the report was noted.</p>	
11.	AOB	
	None	
12	Confidential items	
	Item 7 in part.	
13	Dates of next meeting	
	<p>9/12 – FGB</p> <p>3/3/22- PPFPP 24/3/22 - FGB</p> <p>19/5/22 - PPFPP 16/6 /22- FGB</p> <p>Committee meetings at 17.00 FGB meetings at 18.00</p>	

The Chair thanked those present for attending and closed the meeting at 17.46.

Mark Chesher , Chair of Governors, and chair of PPFPP Committee