

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS  
(FANS) FINANCE, PAY AND PERSONNEL COMMITTEE HELD ON TUESDAY 1  
OCTOBER 2019 AT 4.00 P.M. AT CHURCH HILL NURSERY SCHOOL**

Present: Mr Peter Dawe (Chair)-Co-opted Governor (PD)

**Co-opted Governors**

Ms Pauline France (PF)  
Mrs Maxine Lafayette (ML)

**Head Teacher**

Mrs Helen Currie (HC)

Clerk to the Governors: Mrs Caroline Russell

Also present: Mrs Hasina Rashid, Federation Business Manager (HR)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1.	Standing Agenda Items: Governor Services to note standing agenda items per minute	Governor Services	Ongoing
7.2.	Budget Virements: HR to investigate	Ms Rashid	Ongoing
10.1.	School Lunches at Low Hall Nursery School: Parents to be advised and HR to Liaise with Barncroft Primary School.	Ms Rashid	As soon as possible and ongoing
11.	Date and Time of Next Meeting: Wednesday 29 January 2019 at 4-6pm at Church Hill Nursery School.	All +Governor Services	29-01-2019

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1. Welcome

All were welcomed to the meeting.

1.2. Apologies for Absence

There were none.

1.3. Quorum

The meeting was quorate with 4 governors present.

**2. ELECTION OF COMMITTEE CHAIR AND VICE CHAIR FOR THE ACADEMIC YEAR 2019/2020 (ELECTIONS CONDUCTED BY CLERK)**

2.1. Election of Chair of Committee

Mr Peter Dawe was elected unanimously. (Proposed by Ms Pauline France and

Chair's Initials:

seconded by Mrs Maxine Lafayette).

2.2. Election of Vice Chair of Committee

Mrs Maxine Lafayette was elected unanimously. (Proposed by Mr Peter Dawe and seconded by Ms Pauline France).

3. **TERMS OF REFERENCE**

3.1. Revised and Updated Terms of Reference

These were circulated by PF and unanimously **AGREED** by the committee for adoption. They reflect the revised name of the federation (Forest Alliance of Nursery Schools) and insertions relating to monitoring and implementation of financial aspects of the School Development Plan. There are also references to distributed leadership, partnership working, management of staff well-being and change , financial sustainability and development of business and traded services.

**ACTION:**

-Governor Services to note standing items re staff well-being and change management, financial sustainability, distributed leadership and development of business and traded services.

4. **MID YEAR BUDGET MONITOR**

Minuted as confidential.

5. **MINUTES AND MATTERS ARISING FROM THE LAST MEETING HELD ON 19 JUNE 2019**

Minuted as confidential

6. **SCHOOLS' FINANCIAL VALUE STANDARD REVIEW DOCUMENT**

Actions identified for 2018/19 were reviewed noting that:

- An admin restructure has been done.
- A financial sustainability restructure is ongoing.
- Production of monthly financial monitoring reports for the senior leadership team is ongoing.
- School and Governing Body to explore other funding streams is ongoing.
- Eco-school is ongoing.
- Benchmarking is ongoing.

7. **FINANCIAL REGULATIONS-SCHEME OF DELEGATION**

7.1. Payments

This has been reviewed by HR to include the business support officers' role (will raise payments which will be authorised by the federation business manager and executive head teacher to preserve division of duties)-**AGREED**.

7.2. Budget Virements

It was **AGREED** that these could be authorised above £1,000 up to £5,000 by the chair acting on grounds of urgency if Director of Finance agrees.

**ACTION:** HR to investigate.

8. **EXECUTIVE HEAD TEACHER PERFORMANCE MANAGEMENT REVIEW**

Minuted as confidential.

9. **FEEDBACK FROM SCHOOL FACING FINANCIAL CHALLENGE MEETING (25-09-2019)**

Minuted as confidential.

**10. ANY OTHER BUSINESS**

10.1. School Lunches at Low Hall Nursery School

HR reported that following a staff departure in summer 2019 other staff have covered this provision as an interim measure. The meeting received, discussed and **AGREED** a proposal that meals prepared at Barncroft Primary School (by LBWF catering service to comply with school meal nutritional standards) and delivered by Zero Mission bikes at £16 per drop be provided at a total cost to parents of £3 per meal. The School will purchase a bain marie.

**ACTIONS:**

- Parents to be advised.
- HR to liaise with Barncroft Primary School.

10.2. HR Item

Minuted as confidential.

10.3. Premises Development Funding

Minuted as confidential.

10.4. Staff INSET Day

Ms France reported commending governor and staff attendance and commitment at this day in order to understand and reflect on School Development Plan priorities.

**11. DATE AND TIME OF NEXT MEETING**

This will be held on Wednesday 29 January 2019 at 4-6pm at Church Hill Nursery School.

The meeting closed at 5.55 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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