

ST MARY'S C OF E PRIMARY SCHOOL.

Finance & Personnel Committee

Date: 11th October 2011 Start Time 6.50pm Finish 7.50pm

<p>Present: M Richards (Chair) S Bunting K Bines A Scarrett R Edwards L Waters M Channon</p> <p>S Westlake (Minutes)</p>	<p>Apologies:</p>	
<p>Agenda:</p> <ol style="list-style-type: none">1. Declarations of Business Interests2. Matters Arising3. Correspondence4. Terms of Reference5. Caretaking & Cleaning6. IT Support7. Next Meeting Dates	<p>Minutes signed as being accurate:</p>	
<p>Minutes:</p> <ol style="list-style-type: none">1. There were no Declarations of Business Interests.2. None3. MR has received a letter from a local Fire and Security firm offering their services.4. The Terms of Reference for the Finance & Personnel Committee were read through and amended as necessary5. The committee asked the question should the Cleaning and Caretaking contracts be taken on internally or should the school remain with Norse? If we take on the contracts we will accept the liability of the employees but we would be able to manage them more closely. The committee would then have to consider TUPE. The committee looked at the job specifications and the current salary scales and drew up the follow costing: A caretaker grade D would cost approx £22K with on costs, four cleaners £23K. Supplies for 1 year £3.5K, Sundries £1.5 and set up costs of £750. This shows a potential initial saving of £10K per annum compared to the fees we pay to	<p>AS to look into Best Value for Fire, Alarms & Security</p> <p>DCC must agree that St Mary's are in a comfortable condition to employ further staff. SJW to apply</p>	

<p>Devon Norse. MR proposed that we seek permission from DCC to explore this possibility and then F & P can propose to Full Govs that the school take on the cleaning and caretaking. This was seconded by KB and all were in agreement. A SLA will be required if we go down this route and perhaps have very clear guidelines of what is expected. AS & JH have a meeting with Steve Jones from Norse on 20/10/11.</p> <p>6. AS produced a time sheet of work completed by Tim Miles for SWIT on his 2 days at school. There has been no down time to the server and the level of support has been good. NPS have not yet reconnected year 5/6 mobile classes back to the server and this will now be completed by SWIT during half term to ensure the same level of connectivity as before. The Governors need to look at whether the school are to *remain with SWIT * Employ an individual * look at another company * look at BLC to provide IT support to share the risk. After some discussion the committee agreed that they thought that it would be best to keep IT support in house and therefore eventually have the flexibility to work with other local schools (this would have to be written in the job description). The role must be advertised correctly and the right personnel should be on the short listing and interviewing panel. Kristel Stacey's partner has offered his expertise in this field by looking at applications to ensure that we would get the right level of expertise. MR proposed that he put together a new job description and the committee could then advertise this post after checking with DCC that we are able to appoint for an in house IT role. This was seconded by SB.SWIT has a fixed contract until 31/12/11 realistically the school could look at having someone in post from Easter next year so the SWIT contract may have to be extended. It was agreed that following agreement from DCC that the school should advertise in January.</p>	<p>SJW send the original job description to MR.</p> <p>SJW to check with DCC regarding the position of employing an IT technician.</p>	
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7. Next Meeting Dates were agreed:
6th December 2011 at 6.45pm.

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