



New York Primary Federation
Federated with
 Frithville Primary Federation

Minutes of the Staffing & Resources Committee Meeting held on Thursday 3rd May 2012 at Frithville Primary School

Members of the Committee:

Name	Governor Type	Position on Committee	Present/Apologies/Absent
Mr P Bargh	Staff		P
Mrs S Mckenzie	Parent		AP
Mr G Curley	Parent	Acting Chair	P
Mrs D. Spens	Community		P
Mrs R Quinnell	LEA	Acting Vice Chair	P
Mr M. Sturgess	Parent		P

In attendance: Mr M. Adams, Bursar
 Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.35 pm. It was quorate.

Mrs Quinnell, Chair of the Governing Body, welcomed everyone to the meeting and advised Committee members that Mrs Jackie Elton had resigned from the Governing Body due to business commitments. It was agreed to send flowers and a card to Mrs Elton to thank her for her work. Members agreed that, for the remainder of the current academic year, Mr Curley would be Acting Chair of the Committee and Mrs Quinnell Acting Vice Chair. Mrs Quinnell invited Mr Curley to take the chair.

1/ **Apologies for Absence:**

Apologies for absence had been received from Mrs Mckenzie due to family commitments. It was agreed that this be accepted as an authorised absence in respect of the above attendance record.

2/ **Declarations of Interest for Items to be discussed at this meeting:**

None were declared.

Signature of Chair.....

Date.....

3/ Minutes of the Staffing & Resources Committee meeting: 12th January 2012:

a/ Accuracy:

The minutes of the meeting held on 12th January 2012 had been circulated to all Committee members in advance of the meeting. Members confirmed that they had received and read them. It was agreed that the minutes were a true and accurate record of the meeting held on 12th January 2012. Mr Curley signed and dated the minutes.

b/ Matters Arising:

- i/** Solar panels project. Mr Adams advised that, due to the halving of the feed-in tariff, the project had collapsed. A general discussion on this matter took place.
- ii/** Following a question from Mrs Quinnell, Mr Bargh advised that the International School Award had been received for New York and the Healthy Schools Award for Frithville.

4/ Head Teacher's Report:

The Head Teacher's Report dated 3rd May 2012 (Appendix A) had been issued to Committee members in advance of the meeting. Members confirmed that they had received and read the report. Mr Bargh gave a verbal summary of the report, as follows:-

- i/** Numbers on roll – 48 at Frithville, 49 at New York. Breakdown given on the report.
- ii/** Safeguarding – 9 causes for concern at each School. Mr Bargh explained the "Causes for Concern" procedure and how incidents are recorded and followed up. A bullying incident at Frithville had been dealt with and resolved. A verbal racial abuse incident at New York had been resolved by involving both sets of parents, letters of apology by the offender to the victim and the victim's parents, and punishment of the perpetrator by temporary exclusion from breaks. The incident has been recorded in the Serious Incidents folder and will be reported to the County Council. Governors will be given an update at the next Full Governors meeting. A general discussion on this latter incident took place.
- iii/** Attendance. 95% at each School. Mr Bargh said he was pleased with the figures. Weekly and half-termly audits are undertaken on attendance figures. Mr Bargh advised that the figures are distorted slightly as EAL (English as an Additional Language) children tended to go on holiday during term time to coincide with the holiday dates of their home country. A general discussion on this matter took place. Mr Bargh advised that holidays taken during term time were requested in advance and there were very few cases of unauthorised absences.
- iv/** Staff Training & Meetings and Governor Training/Visits. Updated information was provided on these activities and Mr Bargh explained how each activity related to the aims of the School Development Plan. A general discussion took place. Mr Bargh advised that he had had a very positive meeting with the Schools' PAFS (Personal Advisor for Schools) earlier in the day to review action plans, pupil tracking data, and OFSTED requirements. The PAFS was very happy with the changes that had been implemented in both Schools

Signature of Chair.....

Date.....

There were no further points for discussion on the Head Teacher's Report and the Committee members thanked Mr Bargh for the information.

5/ Whole School Improvement Plan:

This topic was discussed as part of item 4 (iv) above.

6/ Report by the Bursar:

Mr Curley invited Mr Adams to present financial reports for both Schools. The following documents had been issued in advance of the meeting and Committee members confirmed that they had received and read the information:-

- Frithville Primary School End of Year Financial Report 2011 – 2012 (Appendix B)
- New York Primary School End of Year Financial Report 2011 – 2012 (Appendix C)
- Letter dated 20th March 2012 & Appendix from LCC Head of Finance (Appendix D)
- 2012/13 Budget for Frithville Primary School (Appendix E)
- 2012/13 Budget for New York Primary School (Appendix F)

i/ Frithville Primary School End of Year Financial Report 2011 – 2012:

Mr Adams gave a verbal update as follows:

Approximate carry forward figure is £59,194 which includes £9,000 pending charge from New York and additional funding of £8.870 (breakdown provided in the report). Financial systems at Frithville had been audited in January 2012 and the auditor was pleased with the reporting structures in place. Schools' financial management is becoming more complex and time-consuming and it may be necessary to review the current Bursar/School Business Manager role in the light of the proposed Schools Collaboration. A general discussion on these matters took place and there were no questions.

ii/ New York Primary School End of Year Financial Report 2011 – 2012:

Mr Adams gave a verbal update as follows:-

Yearly spend for the School was as expected and there is a carry forward of £53,116 which including extra funding of £26,600 (breakdown provided in the report). A general discussion took place on some aspects of the report including staffing contracts. There were no questions.

Mr Adams advised that, for both Schools, the bulk of the extra funding received during the 2011/12 financial year will not be repeated in 2012/13 as the total funding amount is now known in advance due to changes in LCC budget calculations. This latter will make it easier to for Schools to plan expenditure. The carry forward figures for both Schools are higher than expected and a letter will be sent to the LCC explaining how the excess will be spent.

A comprehensive and lengthy discussion took place on the various issues in the End of Year Financial Reports.

Signature of Chair.....

Date.....

iii/ **2012/13 Budget for Frithville Primary School:**
2012/13 Budget for New York Primary School:

Mr Adams explained that the way in which the 2012/13 budgets for both Schools had been calculated had changed radically with increasing emphasis on the IDACI (Income Deprivation Affecting Children Index) method of allocating SEN and Pupil Premium funding. Prior Attainment Funding is given for those pupils who do not achieve their floor targets and it is prudent to plan a reduced level of funding and subsequently receive more to spend on intervention, than to plan too high and not receive it. At this point in the discussions, Mr Bargh showed Committee members Pupil Progress Reports for each School and explained how funding is now co-ordinated closely to pupil progress.

Mr Adams used the white board to explain several "what if" scenarios including the expected carry forward figure for future years even if there was additional spending on extra staff.

A comprehensive discussion took place on the budget documents with Committee members agreeing that correct spending of the money is vital in the interests of the children. A variety of topics were discussed. These included the benefits of developing children through creative arts and extra-curriculum activities, and encouraging parents to become more involved in the childrens' education. Mr Bargh explained that a questionnaire had recently been issued to parents and positive feedback had been received.

Special Projects:

a/ Mr Bargh advised the Committee that the Schools currently buy in teaching expertise for Physical Education and Modern Foreign Languages. He proposed that a new full time teacher be employed across the Federation on a temporary contract for 2 years commencing September 2012, with the cost split between both Schools. Mr Bargh emphasised the importance of having teaching staff that have a close allegiance to the Schools. A general discussion on this matter took place and the Committee agreed unanimously to support Mr Bargh's proposal.

b/ At Frithville, a SENCO Administrator has been employed for 17 hours per week for the past 18 months. The work being done frees up SENCO/teaching time. Mr Bargh proposed that the SENCO Administrator's hours be increase to 20 per week and back pay from 1st September 2011 be paid. A general discussion on this matter took place and the Committee agreed unanimously to support Mr Bargh's proposal.

c/ At Frithville, Mr Bargh proposed that a total of £20,000 be spent on two areas:-

i/ Development of the School's ICT framework, to include 8 laptop computers, to bring the equipment up to a standard equivalent to that at New York. A robotic sculpture would be made from the old ICT equipment.

ii/ Improvement of KS1 outside play facilities to include areas for the children to grow vegetables. The Groundforce team would be used to help clear the land.

A general discussion on c/ above took place and the Committee agreed unanimously to support Mr Bargh's proposals.

Signature of Chair.....

Date.....

- d/ At New York, a Teaching Assistant was required for 32.5 hours per week from September 2012 due to the large increase in the number of children in Class 2. Mr Bargh proposed that this appointment should be on a 1-year temporary contract. A discussion took place and the Committee agreed unanimously to support this proposal.
- e/ £4000 needs to be spent to ensure the ICT equipment at New York is fully functional. Mr Bargh advised that the ICT work needs to be done correctly and in a way that minimises disruption to the School. After a general discussion, the Committee agreed unanimously to support this proposal.
- f/ Contingency funds will be used to improve storage facilities especially in Class 1.

There were no further questions on the 2012/13 budgets for Frithville and New York. Mrs Quinnell proposed that the Committee approve both budgets. This proposal was seconded by Mr Sturgess and the Committee agreed unanimously that the 2012/13 budgets for both Schools should be approved.

Action: Mr Adams to prepare Budget Summary sheet for the Full Governing Body meeting on Thursday 24th May 2012.

iv/ School Fund Audit:

Mr Adams informed the Committee that the School Fund Audit for New York had been completed by an external auditor. Mrs Quinnell, as Chair of the Governing Body, signed the paperwork. The School Fund Audit for Frithville would be presented at the next meeting of the Staffing & Resources Committee.

Mr Adams advised that the Schools' Financial Standard is in place and an external audit has confirmed that all systems are working correctly. The Standard will need to be re-visited in April 2013 by a nominated Governor and Mr Adams.

Mr Curley, on behalf of the Committee, thanked Mr Adams for his reports.

7/ Policies:

The following policies had been issued to Committee members in advance of the meeting and members confirmed that they had received and read the information:-

- Admissions Policy (Appendix G)
- Charging Policy (Appendix H)
- Finance Policy (Appendix I)
- Frithville Travel Plan (Appendix J)
- New York Travel Plan (Appendix K)
- Sickness Absence Management Policy (Appendix L)
- Whistleblowing Policy (Appendix M)

Mr Bargh advised the Committee that the Admissions Policy was new and had been based on the draft policy from County. He also drew attention to the Sickness Absence

Signature of Chair.....

Date.....

Management Policy and a general discussion took place on this policy and associated matters.

The following amendments were agreed:-

- a/ Admissions Policy. Page 2, item c, second sentence to read: "This does not apply in the case of New York and Frithville Primary Schools."
- b/ Frithville Travel Plan. Page 3, last paragraph before "Current Parking Provision" heading. Amend "in adequate" to "inadequate" in first sentence.

The Committee agreed unanimously to adopt the above policies, subject to the amendments, and present them to the Full Governing Body at the meeting on 24th May 2012. Mrs Quinnell would sign the policies at that meeting.

Led by Mr Bargh, a general discussion took place on the state of the roads and provision of footpaths at New York. Mr Bargh is currently discussing the issues with the LCC Highways Department and will give an update to Governors at the next Full Governors meeting.

8/ Schools' Collaboration Update:

Mr Bargh gave a verbal update as follows:-

£20,000 of funding will be available across the Federation and a Budget Plan will need to be submitted to secure the funding.

The issue regarding the appointment of a Senior Business Manager for the Collaboration is currently an issue as all the Schools already have this facility in place. A general discussion took place, led by Mr Adams and Mr Bargh, and topics included Health & Safety, safeguarding, and line management of support staff including caretakers.

9/ Devolved Capital Projects:

a/ New York: Secure Entrance Lobby alterations:

Proposals for the above project had been prepared by Mouchel and issued to the members of the Committee in advance of the meeting. Copy of the information is at Appendix N. Members confirmed that they had received and read the information.

A comprehensive discussion took place on the proposals with Committee members making reference to the drawings provided by Mouchel. Mr Bargh summarised the proposed alterations. Committee members agreed unanimously that Option 1, at an estimated cost of £19,574.00, should be adopted. Mr Bargh said that the work would be undertaken during the Summer 2012 holiday.

b/ New York: new cupboards:

Approximate cost for this work is £24,000. The project will be going out to tender to three building contractors.

Signature of Chair

Date.....

c/ Frithville: Refurbishment work:

Approximately £4,500 would be spent at Frithville to decorate the library and install new kitchen units.

10/ Publicity:

Mr Bargh gave a verbal update as follows:-

Sports Day, Jubilee celebrations, and the end-of-term Fun Afternoon were being promoted via the website. News stories were sent to Horncastle News and the Boston Target and there had been some limited success in gaining press coverage. New signage is proposed at New York School. A general discussion took place on these matters.

Mr Adams suggested that consideration be given to allocating a small budget for publicity/press liaison activities and appointing someone specifically for those tasks.

11/ Items for the next Agenda: (Thursday 21st June 2012):

Head Teacher's Report including School Development Plan
Financial Reports for each School (Bursar)
School Fund Audit for Frithville (Bursar)
Update on Devolved Capital Projects (Head Teacher)
Publicity

12/ Any Other Business/Correspondence:

a/ Mrs Quinnell congratulated the Parent/Teachers' Association on the recently-held Bingo evening which had been very successful. The event had been extremely well supported and more than £200 had been raised. A repeat event is planned.

b/ Copies of the latest issue of Governor Newsletter were issued by the Clerk to all Governors present.

c/ There was no correspondence.

13/ Confirmation of dates, times and venues of next meetings:

Thursday 24th May 2012, 6 pm, Full Governors, Frithville
Thursday 14th June 2012, 6 pm, Standards & Curriculum, New York
Thursday 21st June 2012, 6.30 pm, Staffing & Resources, New York

As there was no further business, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 8.40 pm.

Signature of Chair.....

Date.....