



New York Primary Federation
Federated with
 Frithville Primary Federation

Minutes of the Staffing & Resources Committee Meeting held on Thursday 10th January 2013 at New York Primary School

Members of the Committee:

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

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.30 pm. It was quorate.
 Mr Curley welcomed everyone to the meeting.

1/ **Apologies for Absence:**

Apologies for absence had been received from Mrs Quinnell due to illness and Mrs Spens due to holidays. It was agreed that these be accepted as an authorised absences in respect of the above attendance record. Mr Tait was absent.

Mr Adams, the Bursar, had also sent his apologies as he was required to attend an OFSTED meeting.

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

None were declared.

3/ **Minutes of the Staffing & Resources Committee meeting held on Thursday 11th October 2012 at Frithville Primary School:**

a/ **Accuracy:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 11th October 2012 at Frithville Primary School had been circulated in advance of the meeting to all

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members of the Committee. The members present confirmed that they had received and read the information. It was agreed unanimously that the minutes represented a true and accurate record of the meeting. Mr Curley signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

4/ **Reports by the Bursar:**

Financial Reports for both Schools had been issued in advance of the meeting to all members of the Committee. The members present confirmed that they had received and read the information. Copies of the reports are filed as Appendix A (Frithville) and Appendix B (New York).

Mr Bargh advised the Committee that both Schools were financially secure. Mr Curley expressed concern to ensure that a "cushion" fund should be available. Mr Bargh advised that the financial predictions were OK for the next 3 to 5 years and that the availability of a "cushion" fund is always considered before money is spent. Cash is currently available that needs to be spent. ICT and buildings upgrades are very important.

A discussion took place on the contents of both reports. There were no questions.

The Clerk advised that she had been asked to add Frithville School Fund to the meeting Agenda. Mr Bargh advised that the School Fund had been signed off.

Action: Clerk to check with Bursar if Frithville School Fund information needs to be presented to Governors

5/ **Head Teacher's Report:**

a/ **General update:**

Mr Bargh issued the Head Teacher's Report dated 10th January 2013 to the members present and everyone was given time to read the information. A copy of the report is filed as Appendix C.

Mr Bargh gave the following verbal update:

Numbers on roll are 54 (Frithville) and 54 (New York) as at 10th January 2013. These figures are pleasing and enable good class sizes. Attendance at Frithville has fallen to 93.95% due to a sickness bug. Attendance at New York is 95.91% but the bug has only just started to affect this School.

Information on safeguarding issues was given and Mr Bargh gave a general update.

Staff training and meetings were detailed in relation to the key aims of the School Development Plan which Mr Bargh stated, as follows:-

a/ EYFS – all children will make age-related progress

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- b/ KS1 – all children will make at least 4 points progress in reading, writing and mathematics
- c/ KS2 – all children will make at least 2 levels progress in reading, writing and mathematics

Details of Governors' meetings and training were also given and Mr Bargh requested that Governor training certificates from the GEL on-line training be sent to him when each course has been completed.

Action: Clerk to check to see which Governors have not yet registered with the GEL training and to remind those Governors not present about the course certificates

Mr Bargh also provided a staffing update. An additional lunchtime supervisor has been appointed at Frithville and there are also mentors for specific children. At New York, there are a greater number of SEND pupils and, consequently, the need for more staff. Another SENCO may be appointed after half-term. A new person has been appointed today on a temporary contract until July 2013 to help with 1:1 tuition. A general discussion took place on staffing matters.

Mr Bargh also confirmed that both Schools have split shifts for lunch. This system is working well. It allows for better organisation and more space outside.

b/ **Self-Evaluation Forms:**

Mr Bargh issued Self-Evaluation Forms (SEF) for Frithville and New York to Committee members present. Copies of these documents are filed as Appendices D and E respectively.

Mr Bargh explained in depth the contents of the documents and their significance with regard to OFSTED inspections. A comprehensive discussion took place on the contents of the documents, in particular the pupil progress data. Mr Bargh advised that the SEFs are constantly changing and are easy to update. Mr Bargh proposed that each Committee should be responsible for two sections of the documents:-

Standards & Curriculum Committee – Achievement of pupils and Quality of Teaching

Staffing & Resources – Behaviour and Safety of pupils and Quality of Leadership & Management

It was agreed that the SEFs be issued to all Governors for discussion at the next Full Governors meeting on 7th March 2013. This discussion is also to confirm the allocation of responsibilities to each Committee.

Action: Clerk to ensure the above matter is added to next Full Governors Agenda

Note from the Clerk: SEFs have been issued by e-mail to all Governors requesting their comments for a discussion at the next Full Governors meeting.

Mr Curley congratulated Mr Bargh on his excellent work.

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c/ **Devolved Capital Projects:**

Mr Bargh referred to the Mouchel proposal issued to Governors recently for outside refurbishment work at Frithville. A copy of the proposal was presented at the meeting to act as a discussion point. Mr Bargh requested Governors' permission to spend the following:-

Approx. £8K on new fencing and car park area.

Approx £5K on the Early Years play area at the front of the School

Approx £4K on an external store for PE and play equipment. The store would replace two old sheds.

The Committee agreed unanimously that the money could be spent on the above projects. The project would be managed by Mouchel and the work would now go out to tender. It is anticipated that the work would be done during the summer.

Mr Bargh thanked the Committee for their approval.

d/ **Collaborative Partnership:**

Mr Bargh advised that £18K had been received as a result of the Federation's involvement with the collaborative partnership. The money needs to be spent before 1st April 2013. A staff training day had been held at Horncastle on 7th January with staff from other Schools within the partnership. The day had been very worthwhile and enjoyable.

The Committee members thanked Mr Bargh for his report.

6/ **Policies for approval:**

The following policies had been issued in advance to Committee members for their approval:-

Confidentiality Policy (Appendix F)

Health & Safety Policy (Appendix G)

Committee members confirmed that they had received and read the information. There were no questions. Mr Curley signed and dated the policies.

It was agreed that the Critical Incident Policy would be approved at the next Full Governors meeting on 7th March 2013.

Action: Clerk to ensure the above item is added to the Agenda

Mr Curley raised the issue of e-Safety. Mr Bargh advised that an e-Safety section for both pupils and parents had been added to the Schools' website.

7/ **Publicity:**

The Clerk advised that the news story on the Indian experience had been published in the Boston Target (12th December 2012 edition) with a photograph. Copies of the press coverage had been circulated to all Governors.

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A general discussion took place on forthcoming news stories and the following were identified:-

- a/ Pupils' involvement in Around the World in 80 Days theme. News story after half term.
- b/ Mr Bargh's participation in the Edinburgh marathon on 26th May for in aid of the MacMillan cancer charity.

8/ **Items for the next Agenda (2nd May 2013):**

Head Teacher's Report including updates on devolved capital projects and the collaborative partnership

Financial reports from the Bursar including Frithville School Fund

Publicity update by the Clerk

9/ **Any Other Business/Correspondence:**

There were no matters of any other business or any correspondence.

10/ **Forthcoming Meetings:**

28th February 2013, Standards & Curriculum, 6 pm, Frithville

7th March 2013, Full Governors, 6 pm, New York

2nd May 2013, Staffing & Resources, 6.30 pm, Frithville

All meetings are on Thursdays.

As there was no further business, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 7.40 pm.

Signature of Chair

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