



New York Primary Federation  
*Federated with*  
 Frithville Primary Federation

**Minutes of the Staffing & Resources Committee Meeting held on Thursday 11<sup>th</sup>  
 October 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	Chair	P
Mrs D. Spens	Community		AP
Mrs R Quinnell	LEA	Chair of Governing Body	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, and Mrs McKenzie. It was agreed that these be accepted as an authorised absences in respect of the above attendance record. Mr Bargh advised that he had spoken to Mrs McKenzie who had resigned, henceforth, as a Governor due to family commitments.

Mr Adams, the Bursar, had also sent his apologies as he was required, at the last minute, to attend another meeting.

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: 21<sup>st</sup> June 2012:**

**a/ Accuracy:**

The minutes of the meeting held on 21<sup>st</sup> June 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 21<sup>st</sup> June 2012. Mr Curley signed and dated the minutes.

**b/ Matters Arising:**

There were no matters arising.

**4/ Terms of Reference:**

The Terms of Reference for the Committee (Appendix A) had been circulated in advance of the meeting to all Committee members. The members confirmed that they had received and read the information. It was agreed unanimously that the Terms of Reference represented accurately the remit of the Committee and that they should be reviewed again by the Committee at the first meeting of the 2013/14 academic year.

**5/ Performance Management Policy and new Appraisal & Capability Procedures: Role of Governors**

The two documents above had been circulated to all Governors by the Clerk following the Full Governors meeting on 20<sup>th</sup> September 2012. Governors had been asked to read the information and convey their questions and comments to Mr Curley for summary at the Staffing & Resources Committee meeting. Copies of the documents are filed as Appendices A and B with the minutes of the Full Governors meeting of 20<sup>th</sup> September 2012.

A comprehensive discussion took place on the contents of the documents. For ease of reference, a copy of the existing Performance Management Policy (Appendix B) was presented at the meeting and this was compared with the new draft Policy (Appendix C).

Mr Curley highlighted comments expressed by those Governors who were not present. The main topics discussed were as follows:-

- i/ Regulations relating to the length of time for a class inspection is three hours.
- ii/ Teaching & Learning. Mr Bargh advised that he had a very close relationship with the staff and pupils and is in each classroom several times throughout the day. Lesson observations are undertaken on a regular basis (See Appendices D and E for an example of the forms used). Pupil questionnaires/pupil progress data by cohort/ and the different learning speeds of the children are monitored and reported on an on-going basis.
- iii/ Ethos and purpose of the Federation. It is important to ensure that this is reflected in the Performance Management Policy.

---

Signature of Chair.....

Date.....

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

a/ **Performance Management:**

Mr Bargh issued Committee members with a document comprising a Staffing structure for each School, Performance Management Teams, Staff Meetings and Training Days for Autumn Term 2012, and the Agenda for the Staff Training Day on 3<sup>rd</sup> and 4<sup>th</sup> September 2012. A copy of this document is filed as Appendix F. Governors were given time to read the information and Mr Bargh provided the following verbal explanation:-

i/ Performance Management Teams have been established with clearly-defined responsibilities. Details on page 1c of Appendix F.

ii/ The new Performance Management Policy has been discussed with all members of staff and includes all Teaching Assistants and helpers.

A comprehensive discussion on this topic took place. It was agreed that the Performance Management policy should be revised to include Teaching Assistants and helpers.

***Action: Mr Bargh to amend existing policy for approval by the Full Governing Body at the next meeting on 15<sup>th</sup> November 2012***

Mr Curley reminded Committee members that the Head Teacher's performance review needs to be undertaken before the end of December 2012. A general discussion took place on which Governors should be on the Committee.

Confidential matters were then discussed with regard to the Teachers' pay structure and forthcoming leave for a member of staff. These discussions are the subject of confidential minutes.

Mr Bargh advised that Lesson Observation sheets are used to measure performance of teachers. Blank copies are filed as Appendices D and E and have been issued by e-mail to all members of the Committee.

b/ **Numbers on Roll:**

Mr Bargh issued the Head Teacher's Report dated 11<sup>th</sup> October 2012 to members of the Committee and everyone was given time to read the information. A copy of the report is filed as Appendix G. The report has been e-mailed to those Committee members who were not present.

Current numbers on roll are 51 at Frithville and 54 at New York.

c/ **Safeguarding:**

Mr Bargh advised that there were currently 7 Cause for Concern issues at Frithville and 2 at New York. All relevant specialist services are involved, where appropriate, and the issues are being fully documented. There have been no incidents of bullying or any fixed-term exclusions.

---

Signature of Chair.....

Date.....

d/ **Attendance:**

Attendance figures are currently 94.8% at Frithville and 96.4% at New York. Mr Bargh said the figures were good but he is aiming to achieve 95%. A general discussion took place on the reasons for non-attendance. Reasons included lower-cost holidays out of season and children visiting family in Eastern Europe where holiday season dates do not coincide with those in the UK. Mr Bargh advised that he, personally, checks attendance figures on a weekly basis.

e/ **Staff Training & Meetings:**

Full details on these were provided as part of Mr Bargh's report and a comprehensive discussion took place. Staff Training Nights are held weekly and topics covered are based on the School Development Plan and the Lesson Observation sheets. The current foci are on writing and the role of subject leaders. A SWOT (Strengths, Weakness, Opportunities, and Threats) analysis had also been undertaken.

A detailed discussion took place on the three key aims of the School Development Plan:

EYFS – all children will make age-related progress

KS1 – all children will make at least 4 points progress in reading, writing, and maths

KS2 – all children will make at least 4 points progress in reading, writing, and maths

Mr Bargh explained that systems are in place to measure the progress levels and identify any areas that require intervention.

In September each year, all staff have a two-day training programme before the start of the Autumn term. Numerous topics are covered including the Critical Incident Policy. A general discussion took place on this policy.

7/ **Financial Reports:**

Financial reports for each School had been prepared by the Bursar and issued in advance of the meeting to all members of the Committee. The reports are filed as Appendices G (New York) and H (Frithville). Committee members confirmed that they had received and read the information.

A new feature of each report is the inclusion of data on the expected income from pupil premium funding and the areas of expenditure for which this funding will be used.

A comprehensive discussion took place on the contents of both reports. Mr Bargh advised that expenditure for both Schools was in line with what was expected at this time of year. Both Schools were in a strong financial position. There were no questions on the financial reports.

a/ **ICT Upgrade proposals:**

Mr Bargh advised that Frithville has a carry forward of £20K that needs to be spent before the end of the next School year.

---

Signature of Chair.....

Date.....

ICT provision at Frithville is becoming very dated and Mr Bargh requested Governors' permission to update computer hardware and software systems at Frithville (with one computer for Admin use at New York). Three detailed quotations were provided (Appendix I) and Committee members were given time to study the information. A detailed discussion took place on the contents of each quotation including the cost of installation and servicing, the type of computers proposed, and the cost of licences. It was agreed unanimously that the quotation dated 17<sup>th</sup> September 2012 from Mouchel for £10361.35 + VAT represented the best value for money and Committee members gave their approval for Mr Bargh to place the order with Mouchel.

Mr Bargh advised that the expenditure for the new computer system would come out of the devolved capital budget. Future ICT proposals include two 55" interactive flat screens on stands (one for each School) that will communicate with the Apple computers. The screens can be tilted flat to allow for easy viewing of, say, Google Earth. The approximate cost is £3K each and prices are currently being investigated by Mr Bargh. Information will be presented at the next meeting of the Full Governing Body. It is hoped that the flat screens may be purchased once the refurbishment work at Frithville has been completed.

Further discussions took place on the ICT budget.

b/ **Refurbishment proposals at Frithville:**

Mr Bargh explained that a comprehensive internal and external refurbishment programme at Frithville is needed. The required works include carpeting and decorating in the library and cloakroom area leading into Class 2; re-surfacing the outside areas; new fencing; and targets for the children to play with. The decorating will cost £440 and is to be undertaken at half-term.

Budget costs were expected from Mouchel for the remaining works. (Note from the Clerk: The information was received on 10<sup>th</sup> October 2012 and has been sent by e-mail to all Committee members for their comments). Work will be prioritised provided approval is given by the Committee. A copy of the Mouchel information is filed as Appendix J.

c/ **Pupil Premium: Website:**

Mr Bargh advised that income and expenditure information on the Pupil Premium will be included on the website.

8/ **Collaborative Partnership Update:**

Mr Bargh advised that a meeting between all relevant parties had taken place on 8<sup>th</sup> October 2012. The partnership had submitted a bid for £18K per School as early adopters of the scheme and are waiting to see if they have been successful. Mr Bargh said he would advise all Governors as soon a decision had been made.

A general discussion took place on use of School funds. Lease hire of mini-buses (for use by all Schools within the Collaborative partnership) was suggested as a possible cost-effective means of transporting the children. The buses could be used for taking the children

---

Signature of Chair.....

Date.....

swimming and as an alternative to taxis for getting the children to and from the Schools. There is space at New York for them to be parked.

9/ **Policies:**

i/ **Performance Management:**

***Action: Mr Bargh to revised in the light of new OFTSED requirements and discussions with Governors and Staff and submit to next Full Governors meeting for approval***

ii/ **Pay & Conditions Policy:**

A copy of the current Pay and Conditions Policy was presented at the meeting for Committee members' perusal. Mr Bargh explained that the policy is supplied by the Department for Education and is adopted by Lincolnshire County Council. Committee members were happy with this situation and there were no questions. It was agreed unanimously to adopt the policy.

iii/ **Accessibility Plan:**

Mr Bargh advised Committee members that there had been no change to the Accessibility Plan in the past 12 months. It was agreed that Mr Curley, as Chair of the Staffing & Resources Committee, would sign the Plan and it would be reviewed again in 12 months' time.

iv/ **Asbestos Management Policy:**

Mr Bargh advised Committee members that there had been no change to the Asbestos Management Policy in the past 12 months. It was agreed that Mr Curley, as Chair of the Staffing & Resources Committee, would sign the policy and it would be reviewed again in 12 months' time.

10/ **Publicity: Update by the Clerk:**

The Clerk advised that the Governors' section of the website was up to date. A general discussion took place on promotion of the New York refurbishment to the local press. Mr Bargh advised that the week after half-term (i.e week commencing Monday 5<sup>th</sup> November) would be suitable for promotion.

***Action: Clerk to organise press release in conjunction with Mr Bargh and liaise with local press***

11/ **Items for the next Agenda (Thursday 10<sup>th</sup> January 2013):**

Head Teacher's Report including updates on devolved capital projects and collaborative partnership  
Discussions/approval on proposed refurbishment works at Frithville  
Financial Reports on each School to include Pupil Premium update (Bursar)  
Publicity update (Clerk)

---

Signature of Chair .....

Date.....

Policies

12/ **Any Other Business/Correspondence:**

a/ **Governor Visits:**

A general discussion took place on proposed Governor visits to view the ICT provisions at both Schools. It was agreed that week commencing Monday 12<sup>th</sup> November 2012 would be suitable. Governors could visit at any time during that week and will be required to complete a "walkabout" information sheet prepared by Mr Bargh. Results of the visits would be fed into the next Full Governors meeting on 15<sup>th</sup> November 2012.

***Action: Mr Bargh to prepare information sheet. Clerk to advise all Governors and Administrators at each School of the proposed arrangements***

b/ **New York refurbishment:**

Committee members asked for it to be put on record that they were very happy with the recent refurbishment work undertaken at New York. The work had been very professionally done and the School looked much more spacious and up-to-date. Mr Bargh is to approach the local Council with a view to getting a sign on the main road showing the turning into New York School.

There was no correspondence.

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

Thursday 8<sup>th</sup> November 2012, 6 pm, New York, Standards & Curriculum  
Thursday 15<sup>th</sup> November 2012, 6 pm, Frithville, Full Governors  
Thursday 10<sup>th</sup> January 2013, 6.30 pm, New York, Staffing & Resources

As there were no further matters for discussion, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 8.15 pm.

---

Signature of Chair.....

Date.....