



New York Primary Federation
Federated with
 Frithville Primary Federation

Minutes of the Staffing & Resources Committee Meeting held on Thursday 21st June 2012 at New York 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		P
Mrs D. Spens	Community		P
Mrs R Quinnell	LEA	Chair of Governing Body	P
Mr M. Sturgess	Parent		P

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

The meeting commenced at 6.30 pm. It was quorate.

Mrs Quinnell, Chair of the Governing Body, welcomed everyone to the meeting.

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: 3rd May 2012:

a/ Accuracy:

The minutes of the meeting held on 3rd May 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 3rd May 2012. Mrs Quinnell signed and dated the minutes.

b/ Matters Arising:

There were no matters arising.

4/ Head Teacher's Report:

Mr Bargh issued copies of the Head Teacher's Report (Appendix A) and Committee members were given time to read the information.

Staffing Structure:

Mr Bargh gave a verbal update with regard to a member of staff currently on long-term sick. An extra Teaching Assistant for Class 1 at New York may be required for 20 hours per week. The matter will be decided once statements have been agreed.

Numbers on Roll:

Current numbers are 46 pupils at Frithville and 51 at New York. The proposed figures for September are 50 at Frithville and 52 at New York. There will be a high number of pupils in Class 2 next year and, therefore, extra members of staff are being recruited.

Safeguarding:

There is currently one Team Around the Child at each School. There are 5 Cause for Concern issues that relate to one family. Appropriate measures have been adopted to deal with the situation including the intervention of an educational behaviour specialist.

There has been one complaint against a member of staff from a parent. The matter is not a disciplinary issue. It has been dealt with by the Executive Head Teacher, the Chair of Governors, and appropriate personnel at County level. Letters have been received from all parties concerned to confirm that the matter has been resolved to their satisfaction.

A discussion, in general terms, took place on the above issues.

Attendance:

Current attendance figures are 95% at Frithville and 94.7% at New York. These figures are 2% higher than during the same period last year. Mr Bargh stated that he was pleased with the figures.

Signature of Chair.....

Date.....

Mr Bargh advised Committee members that he was attending a Head Teacher's briefing on 22nd June 2012. One of the topics for discussion was the possibility of not allowing children to go on holiday during term time (currently, 10 days per year are allowed). A general discussion on this matter took place. Concerns were expressed with regard to the increased costs of going on holiday during the School holidays and the subsequent impact on low income families. Mr Bargh pointed out that there could also be implications for EAL pupils who may wish to visit families overseas.

Staff Training/Meetings:

Details of Staff training and meetings since September 2011 were provided together with their relevance to the School Development Plan

Governor Visits/Training:

Details of Governor visits and training since September 2011 were provided together with their relevance to the School Development Plan.

Mr Bargh advised Committee members that the format of the Head Teacher's Report would change in September 2012 to link in with the four main areas of the new OFSTED framework. This latter topic would be discussed in depth at the next Full Governors meeting on 12th July 2012. A general discussion took place on the possible timing for the next OFSTED visit.

There were no questions on the Head Teacher's Report and Mrs Quinnell, on behalf of the Committee, thanked Mr Bargh for the report.

5/ **Report by the Bursar:**

Mrs Quinnell invited Mr Adams to present his reports.

i/ **Internal Audit Report: Frithville:**

Mr Adams issued the Audit Assurance Visit Report for Frithville (Appendix B) that had been produced following a recent visit to the School. Committee members were given time to read the information and Mr Adams provided a verbal explanation as follows:-

The audit report is good and confirms that the School's financial controls are well managed. Four low risk matters were identified and these are receiving attention. A general discussion on the audit took place.

Mrs Quinnell volunteered to audit the Federation's financial procedures.

ii/ **Financial Report dated 18th June 2012: Frithville:**

The Financial Report dated 18th June 2012 for Frithville Primary School (Appendix C) had been issued in advance of the meeting to all Committee members. The members confirmed that they had received and read the information. Mr Adams provided the following verbal update:-

Signature of Chair.....

Date.....

The agreed master budget has changed due to the additional Prior Attainment funding expected from 2013/14 onwards. The Carry Forward figure is now improved and expenditure plans are the same.

Expenditure on supplies and services is currently 34.6% due to payments for annual contracts, rates, and large buybacks all of which are paid up front.

A general discussion, led by Mr Adams and Mr Bargh, took place on the financial report. Mr Bargh advised that the residential School trips were subsidised as the benefits to children going on the trips was well recognised. The Parent Teachers Association had also provided funds to assist with the residential trips.

Mr Bargh advised that £20,000 in the budget will be used to update facilities at Frithville including new furniture, new ICT equipment, and refurbishment of the outside areas.

There were no further questions on the Financial Report for Frithville.

iii/ Financial Report dated 11th June 2012: New York:

The Financial Report dated 11th June 2012 for New York Primary School (Appendix D) had been issued in advance of the meeting to all Committee members. The members confirmed that they had received and read the information. Mr Adams provided the following verbal update:-

The figures for Capital Expenditure have been adjusted due to an increase in expenditure (Report 3). The refit at New York will cost between £50 - £53,000 and some of the Carry Forward will be used for this purpose. Expenditure is in line with what is expected. The School is in a strong financial position.

A general discussion, led by Mr Adams and Mr Bargh, took place on this report. There were no further questions.

Mrs Quinnell, on behalf of the Committee members, thanked Mr Adams for his reports.

A general discussion took place on the financial management systems in place in other Schools. Topics included deprivation funding, Government policies, staffing structures, issues relating to small Schools, and the recent increase in funding.

Mr Adams advised that the School Fund Audit for Frithville would be presented at the next meeting of the Staffing & Resources Committee.

Committee members, again, thanked Mr Adams for his reports.

6/ Policies:

The Educational Visits Policy (Appendix E) and the Sun Protection Policy (Appendix F) had been issued in advance of the meeting to Committee members. The Committee members confirmed that they had received and read the information. There were no comments or questions on the policies and it was agreed unanimously that both policies be adopted. Mrs Quinnell signed and dated the policies.

Signature of Chair.....

Date.....

7/ Collaboration Update:

Mr Bargh issued a letter received from the CfBT Education Service regarding the implementation of the Collaborative Partnership (Appendix G) and Committee members were given time to read the information.

Dismay was expressed that, at present the Local Authority, was now unable to target funding at Collaborative Partnerships. A comprehensive and lengthy discussion took place on this matter. It was agreed that the collaboration meetings with other local Schools had been extremely beneficial and it was noted in paragraph 3 that a single lump sum would be provided for each School in the area. Mr Bargh advised that the next Collaboration meeting would be on 4th July and Governors will be updated as the situation develops.

8/ Devolved Capital Projects:

Mr Bargh advised that tender documents had been issued for the refit at New York and quotations were due by 22nd June 2012. The initial work is due to start on 25th June 2012. A general discussion took place on this matter. Committee members were pleased with the positive and pro-active way in which the refit project was developing and said they looked forward to seeing the end result.

9/ Publicity:

Mr Bargh advised that the local press had been invited to both Schools' Jubilee celebrations but no-one had attended. The website continues to be well-maintained and updated. It was agreed that a person with special responsibility for contacting the local press and issuing press releases was needed. The Clerk, with a background in public relations work, offered to take on this role. Committee members agreed to pay the Clerk for the extra work at the current hourly rate for clerking duties. It was agreed that the refurbishment at New York would provide a good opportunity for local press coverage.

10/ Items for the next Agenda (Thursday 11th October 2012):

Head Teacher's Report to include:

- Staffing structure
- Numbers on roll
- Safeguarding statistics
- Attendance statistics
- Staff Training/Meetings and Governor Visits/Training – as related to the new School Development Plan

Financial Reports for Frithville and New York (Bursar)

School Fund Audit for New York (Bursar)

Update on Collaborative Partnerships

Update on Devolved Capital Projects

Policies

Publicity

Signature of Chair.....

Date.....

11/ Any Other Business/Correspondence:

Mr Bargh advised that, at present, each School paid for tea and coffee for staff and any visitors to the School including Governors and parents. The cost to each School was approximately £250 per year. Following a discussion, Committee members agreed unanimously to approve a refreshment budget for community use at a cost of £250 - £300 per year, per School. Mr Bargh thanked the Committee members for their support.

There was no correspondence.

12/ Dates, times and venues for next meetings:

Thursday 12th July 2012, 6.30 pm, Full Governors, Frithville
Thursday 20th September 2012, 6 pm, Full Governors, New York
Thursday 11th October 2012, 6.30 pm, Staffing & Resources, Frithville

A general discussion took place with regard to the above. It was agreed that the next Full Governors meeting should be at Frithville because of the Parents' Evening at that School prior to the start of the meeting.

Action: Clerk to update the proposed Governor meeting list for 2012/13 and issue to all Governors

As there was no further business, Mrs Quinnell thanked everyone for attending and for their contributions. The meeting closed at 7.45 pm.

Signature of Chair

Date.....