



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Staffing & Resources Committee Meeting held on Thursday 1st May 2014 at Frithville Primary School

Members of the Committee:

Name	Governor Type	Position on Committee	Present/Apologies/Absent
Mr P Bargh	Staff		P
Mrs S. Brackenbury	Community		P
Mr G Curley	Parent	Chair	AP
Mr M. Sturgess	Parent	Vice Chair	P
Mrs J. Aitken	Community		P

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

The meeting commenced at 6.05 pm. It was quorate. Mr Sturgess welcomed everyone to the meeting.

1/ **Apologies for Absence:**

Apologies for absence were received from Mr Curley due to family commitments. It was resolved to accept this 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.

3/ **Minutes of the Staffing & Resources Committee meeting held on Thursday 9th January 2014 at New York Primary School:**

a/ **Accuracy:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 9th January 2014 had been circulated in advance to all members of the Committee. The Committee members confirmed that they had received and read the information. It was agreed

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unanimously that the minutes were a true and accurate record of the meeting of the Staffing & Resources Committee held on 9th January 2014. Mr Sturgess signed and dated the minutes.

b/ **Matters Arising:**

Mrs Brackenbury asked if the high cost of the electricity bill had been investigated. Mr Adams advised that the electricity bill was correct and had been high because previous bills had been based on estimated readings. The meter had now been read.

4/ **Reports by the Bursar:**

The following reports had been issued in advance of the meeting to all Committee members:- Frithville End of Year Financial Report 2013/14; Frithville Budget for 2014/15; New York End of Year Financial Report 2013/14; New York Budget for 2014/15; and Lincolnshire County Council (LCC) School Budget information 2014/15. These are filed as Appendices A – E respectively. The Governors confirmed that they had received and read the reports.

Mr Sturgess invited Mr Adams to give a verbal update.

a/ **Frithville End of Year Financial Report 2013/14:**

The school has spent 96.1% of its budget and will have an approximate carry forward of £12,597 at the financial year end. Expenditure was generally in line with what was expected. The over-spend on premises costs is due to the large adjustment in electricity costs and an increase in the rates. Expenditure on supplies and services is higher than expected due to a higher uptake in hot meals and additional fire risk assessments as required by the LCC.

Income was as expected. The Pupil Premium budget was £11,436 and this money was all spent – primarily on staff costs, especially the SENCO, the additional shared teacher, and teaching assistants engaged in intervention work. A detailed breakdown on Pupil Premium expenditure is on the website, as per OFSTED requirements. Mr Adams referred Committee members to the General Ledger (GL) coding information supplied as part of the report.

Committee members asked how the carry-forward money would be used. Mr Adams advised that the money gets used up as part of the next year's budget. A general discussion on this matter took place. It was agreed that it was preferable to have a small carry-forward figure.

b/ **Frithville Budget 2014/15:**

The anticipated carry forward will be approximately £12,597. The proposed budget provides for a viable three-year plan under existing funding arrangements and pupil numbers. The budget assumes that the current temporary contract for the part-time PE teacher will be permanent from September 2014. Pupil numbers at Frithville are increasing currently through mid-year admissions although there are two larger cohorts moving through in 2015.

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The formula for the budget settlement has not changed appreciably since last year. Another major review of school funding is expected from 2015/16. Pupil Premium increases to £1300 per pupil in 2014/15. The figure for Service Pupils remains at £300 per pupil. There is an additional one-off grant of £3000 for universal meals. The new scheme to provide free meals for all KS1 pupils from September 2014 has created problems as the current supplier (The Farm Kitchen) is unable to meet the increase in capacity and has pulled out of the contract. The school is currently working with LCC Healthy Schools to find another supplier. A general discussion took place on this matter and various options were discussed including a "Drop-In" kitchen (catering pod) or a managed kitchen whereby Frithville provides the kitchen space and a catering contractor does everything else. The meal grant will be £2.30 per day per pupil but the school will still lose out financially and there will be logistical issues.

There will be a 1% cost of living increase for all staff. Sickness insurance has been kept at the same level of cover as in previous years with LCC retained as the supplier due to superior level of maternity cover.

There will be a small devolved capital/premises allocation of approximately £4,540 and it is proposed to invest this money to fund additional work in the classroom which is having remedial building work in the summer to prevent damp penetration. £2000 from the main budget will be needed to cover the cost of this work. Any remaining balance will be used for an ICT upgrade to support a switch in provider from Mouchel to Education Lincs from September 2014. The change from XP to Windows 7 may require some hardware and software upgrades.

There were no further questions or comments on the 2014/15 budget for Frithville Primary School.

Mr Sturgess proposed that the Committee adopt the budget for 2014/15. The proposal was seconded by Mrs Brackenbury and agreed unanimously by the Committee members.

c/ **New York End of Year Financial Report 2013/14:**

The school spent approximately 90.3% of its budget and so will have an approximate carry forward of £38,349 at the end of the financial year. £8,349 will be allocated to capital premises projects. Anticipated collaboration and teaching supply costs were lower than expected. There were increased Pupil Premium allocations and a maternity leave insurance settlement of £4,213. Other premises costs (electricity and fuel) were lower than expected due to the mild winter.

Capital expenditure was slightly higher than expected due to extra money needed to complete the wet area in KS2. Personnel from other schools have visited New York and commented on the excellent facilities provided by the new wet area.

Income is in line with what was expected.

Pupil Premium money was all spent and was allocated primarily to staff costs including the SENCO, the additional shared teacher, and teaching assistants engaged in intervention strategies.

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There is a healthy carry forward figure.

d/ **New York Budget 2014/15:**

The anticipated carry forward will be approximately £38,349. As the school has exceeded the £30,000 carry forward figure, £8,349 will have to be allocated to capital premises projects in 2014/15.

The budget provides for a viable three-year plan under existing funding arrangements and pupil numbers. The budget assumes that the current temporary contract for the part-time PE teacher will be made permanent from September 2014; and there will be staffing reductions in support staff due to a 1:1 contract and a 32.5 temporary contract ending at the end of the summer term.

The trend shows pupil number reducing due to two large cohorts leaving - 2015/16 (11 pupils) and 2016/17 (13 pupils). Mid-year admissions are less buoyant at New York than Frithville.

There will be an additional one-off grant of £3000 for universal meals. The current supplier does not anticipate any issues caused by the required increase in the number of meals.

Number on roll at the October 2013 census was 52 pupils. There are currently 50 pupils on roll although numbers seem to be increasingly volatile. Pupil numbers are estimated at:-

52 (2014/15); 50 (2015/16); 44 (2016/17), and 36 (2017/18) – however, this is a pessimistic view.

It is proposed to retain the part-time PE teacher on a new permanent contract for 2.5 days per week. The KS1 teacher is on maternity leave until November 2014 with temporary cover in place. Due to changes in pupil numbers, the following staff changes are proposed:-

A 22-hours per week contract for a 1:1 Teaching Assistant ending at the end of the summer term and one temporary 32.5 hour contract will both terminate. This will be replaced by one new position of 17 hours per week on a temporary contract until September 2015. This position will be recruited from existing staff and reviewed next year. Mr Bargh commented that there are lots of checks and balances in place before staff are made redundant.

There is a small allocation of approximately £4,540 for devolved capital projects. It is proposed to invest this and the carry forward excess of £8,349 to refurbish the pupils' toilets. Any remaining balance will be used for ICT upgrades. A general discussion took place on the refurbishment of the toilets. Mr Bargh advised that approximately £12,000 would be required to refurbish the toilets including a new damp course and longer urinals.

There were no further questions or comments on the 2014/15 budget.

Mr Sturgess proposed that the Committee adopt the 2014/15 Budget. The proposal was seconded by Mrs Aitken and agreed unanimously by the Committee members.

The Committee members thanked Mr Adams for his work in preparing the end year financial reports and the budget.

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

a/ **Staffing Structure:**

Mr Sturgess invited Mr Bargh to give his report. Mr Bargh referred to the documents on the Current Federation Staffing Structure and the Proposed Federation Staffing Structure for 2014/15. These documents were issued in advance of the meeting to all members of the Committee and the Committee members confirmed that they had received and read the information. Copies of the documents are filed as Appendices F and G respectively.

For ease of reference, Mr Bargh displayed both documents on screen and explained the main proposed changes for 2014/15 as follows:-

At New York, the teacher currently on maternity leave will return in June. The 22-hour contract for a 1:1 Teaching Assistant and a temporary 32.5 contract will terminate. A new contract of 17 hours per week will be created for a Teaching Assistant which will be filled internally. It will be necessary to employ an additional midday supervisor.

At Frithville, due to pupil numbers, it is proposed to split Class 2 so that class sizes are 22 and 23 pupils respectively for English and Maths.

Mrs Brackenbury proposed that Class 2 at Frithville be split in 2014/15 as per Mr Bargh's recommendations. The proposal was seconded by Mrs Aitken and agreed unanimously by the Committee.

Mr Bargh explained that he will be doing more teaching at New York (Year 6 Maths, Art and PE) and the Deputy Heads will take on some of his work.

The new staffing structure and the 2014/15 timetable have been based on the 2014/15 budget. Budgets will be monitored on a monthly basis. The funding census is undertaken in October.

A general discussion on these matters took place. Committee members commented on the increased capacity for pupils in Boston and the proposed expansion of Coningsby St Michael's from 180 to 250 pupils due to the expansion at RAF Coningsby. It was noted that many parents prefer to send their children to smaller schools.

b/ **Timetabling 2014/15:**

Mr Bargh displayed the proposed Staffing Timetables for 2014/15. Copies of these documents had been issued in advance of the meeting to Committee members and the members confirmed that they had received and read the information. Copies are filed at Appendices I and H.

Mr Bargh explained each timetable in depth. Cooking would be included in the timetable as well as a Modern Foreign Language – probably French as one of the teachers has a degree in French.

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c/ **Summary Report to the Committee:**

Mr Bargh referred to his summary report, a copy of which is filed as Appendix J. Committee members confirmed that they had received and read the report in advance of the meeting. Mr Bargh gave the following verbal update:-

a/ **Numbers on roll:**

Numbers on roll on 25th April – Frithville 59 and New York 48. Numbers are healthy at Frithville – 10 new children have joined this year. At New York, two families have left. The main concern is the small number of pupils in Reception, Year 1 and Year 2 at New York.

b/ **Safeguarding:**

There were two current child protection matters at New York. These issues have been dealt with satisfactorily and no further action is required. There are still two Team Around the Child (TAC) matters and 11 Cause for Concern records. Mr Bargh advised that very detailed recording is undertaken for Cause for Concern records. A general discussion on this matter took place.

c/ **Health & Safety:**

Mr Bargh advised that a Health & Safety update would be presented at all future Staffing & Resources Committee meetings. Firestop fire safety checks have been undertaken at both schools and both schools have been issued with a certificate. PAT testing has been completed by Mouchel at Frithville; the work will be done at New York in June. The yearly asbestos check at Frithville has been undertaken by Mouchel.

d/ **Staff Meetings/Training/Achievements:**

Details were provided in the report. Mr Bargh advised that the both new Deputy Heads have been on leadership courses. Mention was made of an E-Safety course offered by the Virtual College. Mr Bargh advised that he completes this course annually; other staff undertake it every two years.

e/ **Devolved Capital Projects:**

i/ **Refurbishment of Classroom 2 at Frithville:**

The refurbishment work in Classroom 2 at Frithville will start on 19th May. The pupils will be taken to New York for PE to allow the classroom to be cleared out on Friday 16th May in the afternoon. Sports Day will be held in July on a date to be agreed.

Mr Bargh showed Committee members the elevations of the refurbishment work on screen and a general discussion took place. The work is to include new flooring and a wet area, moving the sink, a new boiler, bespoke areas for computers with new trunking, new cupboards and book cases. The white board will be removed and replaced by an interactive TV and a roller board. New black-out blinds and coloured blinds will be installed and the room full redecorated. The school will pay approximately £6000 towards the refurbishment costs.

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ii/ **Pupils' toilets at New York:**

Refurbishment of the pupils' toilets at New York will be financed by the carry forward and the money allocated for devolved capital projects in 2014/15.

iii/ **Car park at New York:**

The cost to tarmac the additional car park area at New York is £3,500 - £4,000. Half the cost will be met by the LCC. The Parish Council will provide £500 and the remaining cost will be met by the school. The work will, hopefully, be done during the summer break.

iv/ **New Halls:**

Nothing further has developed as yet. A Sub-Committee needs to be formed.

v/ **ICT:**

ICT audits have been done at both schools. Windows 7 will be installed and then a discussion will take place on future developments. A general discussion on this matter took place. Some concern was expressed regarding Windows 8.

f/ **Pupil Premium/Universal Meals:**

A general discussion took place on the best way of encouraging parents/carers to apply for Free School Meals. The possibility of introducing an incentive scheme was discussed ie, free uniform, free photo, % saving off school trips. Some Boston schools have adopted this approach. Concern was expressed that the scheme may upset those parents/carers who are not eligible.

Action: Mr Bargh to investigate incentive schemes in other local schools and update at next Staffing & Resource Committee meeting

g/ **Staff Meetings/Training Days:**

A report was provided on Staff Meetings/Training Days for the summer Term 2014.

There were no comments or questions on the reports presented by Mr Bargh and Committee members, led by Mr Sturgess, thanked Mr Bargh for his work.

6/ **Policies for approval:**

The following policies had been issued to Committee members in advance of the meeting:-

- Admissions Policy
- Finance Policy
- Sickness Absence Management Policy
- Whistleblowing Policy

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The Committee members confirmed that they had received and read the information. Mr Bargh explained that the policies were standard LCC policies that required annual review. There were no questions or comments and the Committee members agreed unanimously to ratify the policies. Mr Sturgess signed and dated the policies.

7/ **Items for the next Agenda (Thursday 19th June 2014):**

Financial reports for both schools - Bursar
Consistent Financial Reporting – Bursar
Best Value Statement (incorporating Pupil Premium, Service Pupils, and PE funding)
Business Continuity Plan
Head Teacher’s Report including update on FSM incentives
Policies

8/ **Any Other Business/Correspondence:**

i/ **SATS:**

Mr Bargh advised that SATS would take place on Monday – Thursday 12th – 15th May. There had been some issues of maladministration of SATS recently in other schools. Mr Bargh was very keen to ensure that the process was managed correctly and requested Governor volunteers to help with the administration and overseeing. Mrs Brackenbury offered to help.

Action: Clerk to issue request to all Governors

(Note from the Clerk: This action has been completed)

There were no items of correspondence.

9/ **Dates and venues for next meetings:**

22nd May, Full Governors, New York
5th June, Standards & Curriculum, Frithville
19th June, Staffing & Resources, New York

All meetings are on Thursdays and commence at 6 pm.

Mrs Aitken offered her apologies for the next Full Governors meeting due to holidays,

There were no further matters of a non-confidential nature. The Committee members thanked Mr Adams for his work and Mr Adams left the meeting at 7.50 pm

Confidential Matters:

1/ **Confidential Minutes of the Staffing & Resources Committee meeting held on 9th January 2014:**

The confidential minutes of the Staffing & Resources Committee meeting held on 9th January 2014 had been issued in advance of the meeting to all members of the Committee. The Committee members confirmed that they had received and read the information.

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a/ **Accuracy:**

There were no questions or comments on the confidential minutes and the Committee members agreed unanimously that the minutes were a true and accurate record of the confidential matters discussed at the Staffing & Resources Committee meeting on 9th January 2014. Mr Sturgess signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

As there were no further matters for discussion, Mr Sturgess thanked everyone for attending and for their contributions. The meeting closed at 7.55 pm.

Signature of Chair

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