



New York Primary Federation
Federated with
 Frithville Primary Federation

Minutes of the Staffing & Resources Committee Meeting held on Thursday 2nd May 2013 at Frithville Primary School

Members of the Committee:

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

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

The meeting commenced at 6.30 pm after discussions on confidential matters had taken place (See separate minutes). 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 holidays and Mr Tait due to work commitments. It was agreed that these be accepted as authorised absences 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 10th January 2013 at New York Primary School:**

a/ **Accuracy:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 10th January 2013 at New York Primary School had been circulated in advance of the meeting to all members of the Committee. The members present confirmed that they had received and

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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:**

a/ Mr Curley referred to the £18K received by the Federation as a result of involvement in the collaborative partnership (page 4 of the minutes). Mr Adams advised that this money was exempt from the carry forward limit.

b/ Mr Bargh requested that, in the future, the minutes should give more detailed information on the safeguarding issues discussed at the Governors' meetings (without mentioning pupil's names).

4/ **Reports by the Bursar:**

End of Year 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 Curley invited Mr Adams to give a verbal update on the two reports.

a/ **Frithville: End of Year Financial Report 2012/13:**

Mr Adams advised that the school had spent 84.4% of its allocated budget and had a carry forward of £55,569 at the end of the financial year. Part of this figure (£22,830 late collaboration and DSG funding) is exempt from the carry forward limit of £30,000. The excess of £2,739 will be put towards a devolved capital project in 2013/4 in accordance with LCC policy.

From this year onwards, funding will be at a fixed rate and there will be a change of emphasis on how the money is allocated. The focus will be on deprivation and the pupil premium – currently £900 per pupil. It is important that Governors understand what the pupil premium is and how the money is used. Mr Bargh explained that this latter information is on the website and in the SEND folder.

Mr Adams explained that, henceforth, funding will be focussed on particular areas of achievement. As a result of the Olympic Games legacy, a PE premium of £16K across the Federation is being introduced. A general discussion took place on the current financial arrangements for schools.

Expenditure on salaries is in line with what was expected. There is overspend on supplies and services due to extra spend on ICT. A detailed breakdown of expenditure will be presented at each Staffing & Resources Committee meeting in accordance with the Financial Value Standard.

There were no questions on the Frithville End of Year Financial Report 2012/13.

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b/ New York: End of Year Financial Report 2012/13:

Mr Adams advised that 84.7% of the budget had been spent at New York and there was a carry forward figure of £62,570. £22,890 (late collaboration and DSG funding) is exempt from the carry forward limit of £30K. Consequently, there is an excess of £9,680 which will be put towards a devolved capital project in accordance with LCC policy.

Spend on teacher's salaries was slightly higher than anticipated due to sickness retirement and maternity cover costs. Spend on non-teaching salaries was over due to additional TA hours needed for pupils who are statemented and medium-term sickness cover. A more punitive sickness policy is expected shortly from the LCC. Remaining expenditure was in line with expectations. A detailed breakdown was provided in accordance with the Financial Value Standard.

Mr Curley asked why only 27% of the educational visits budget had been spent. Mr Bargh explained that the budget is for visits and inviting presenters to the school. The theme this year had been "Around the World in 80 days" and, consequently, there had been more presenters than visits.

There were no further questions on the New York End of Year Financial Report 2012/13.

c/ Frithville: 2013/14 Budget:

The 2013/14 Budget for Frithville had been issued to Committee members in advance of the meeting. Members confirmed that they had received and read the information. A copy of the document is filed as Appendix C.

Mr Adams gave the following verbal update:-

The proposed budget provides for a viable 3-year plan under existing funding arrangements and pupil numbers. Financial planning had been cautious as it had been expected that budget would be significantly reduced over the past few years. The excess of £2830 will be allocated to a devolved capital project to complete the refit of the KS1/EYR play area and improvements to on site fencing.

A general discussion took place on the difference between small rural schools and inner-city schools.

Mr Adams explained that the budget gave carry forward figures of £27,368 for 2013/4; £13,783 for 2014/15; and £5,441 for 2015/16.

The proposed changes were as follows:-

- i/ The temporary contract for the shared sports teacher be extended for one year to August 2014 as additional PE grant funding is expected.
- ii/ Collaboration time has been included in the supply budget plus £1000 for attending any major collaboration/teambuilding events.
- iii/ Increase the hours of a teaching assistant by 6 per week from April 2013.

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Sickness insurance has been kept at the same level of cover as in previous years. The LCC has been retained as a supplier due to the superior level of cover compared to cheaper sources.

Inflation has been applied at 2.5% for goods and services and where direct quotes have not been received for services.

A detailed explanation was given by Mr Adams of the 5-year budget plan. A general discussion took place on contracts of employment, funding, and central Government changes.

Mr Curley proposed that the Committee adopt the 2013/4 Budget for Frithville. The proposal was seconded by Mrs Spens and agreed unanimously by Committee members by a show of hands.

d/ New York: 2013/14 Budget:

The 2013/14 Budget for New York had been issued to Committee members in advance of the meeting. Members confirmed that they had received and read the information. A copy of the document is filed as Appendix D.

Mr Adams gave the following verbal update:-

The anticipated carry forward will be approximately £64,790. The LCC policy limit has been exceeded and, consequently, the excess of £11,990 will need to be allocated to a devolved capital project. It is proposed to complete the refit of the wet area in KS2 with this money.

The proposed budget provides for a viable 3-year plan under existing funding arrangements and pupil numbers. School budgets are now calculated with increased emphasis on IDACI (Income Deprivation Affecting Children Index) and a 5% cap will come into operation, meaning that the school will effectively lose £23,040 in additional funding generated by low attainment and deprivation factors. A statement showing the effect on the budget was issued to all Committee members present and a copy is filed as Appendix E. A general discussion on the 5% cap took place.

The proposed changes were as follows:-

- i/ The temporary contract for the shared sports teacher be extended for one year to August 2014 as additional PE grant funding is expected.
- ii/ Collaboration time has been included in the supply budget plus £1000 for attending any major collaboration/teambuilding events.
- iii/ Medium-term health issues around a teaching assistant role means that two staff are on temporary cover contracts until August 2013 until the issue is fully resolved.

There will be an allocation of approximately £4,461 to either a premises or ICT project. The school is cash-rich at present.

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The Pupil Premium income generates £22,500 at New York compared with £5,400 at Frithville.

Mr Adams explained in depth the 7-year rolling programme for the budget and a general discussion took place. At present, £900 per pupil is received for those on free school meals. The figure will increase to £1200 per pupil next year. This week's newsletters are to feature a promotion encouraging parents to apply for free school meals. A general discussion on this matter took place.

Mr Adams highlighted the proposed carry forward figures:- £29,666 for 2013.14; £23,469 for 2014/15; and £17,524 for 2015.16.

A general discussion took place on the numbers of children in each classroom, the importance of intervention rooms, and the use of movable partitions to prevent the children being distracted and to act as display space.

Mr Curley proposed that the Committee adopt the 2013/4 Budget for New York. The proposal was seconded by Mr Sturgess and agreed unanimously by Committee members by a show of hands.

Mr Bargh thanked Mr Adams for producing the budgets.

e/ Schools Fund Audits:

The School Fund Audit for New York was presented to Committee members. Mr Adams advised that the audit had been undertaken independently. Mr Bargh and Mr Curley signed the audit paperwork.

The School Fund Audit for Frithville had been completed and the paperwork will be presented for signature at the Full Governors meeting on 23rd May 2013.

Action: Clerk to ensure item is added to the Agenda

f/ Schools Financial Value Standard:

Mr Adams explained that as part of the Schools' Financial Value Standard, it was a requirement that Local Authority schools have in place a business continuity plan. Information on this matter had been issued in advance to Committee members and the members confirmed that they had received and read the information. Copies of the information are filed as Appendices F – H.

Mr Adams explained that the collaboration partnership is considering this information and the matter will be dealt with by himself and Mr Bargh.

g/ Update on Financial Audit at New York:

Mr Adams advised that the recent financial audit at New York had made no recommendations. This was a very pleasing result.

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

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5/ Head Teacher's Report:

a/ Devolved capital projects:

At New York the extra cupboards and extension of the wet area in Class 2 would be measured up next Tuesday. Three outside jobs are to be undertaken at Frithville – replacing the blue fencing at the front of the school, remodelling the outside EYFS area, and installation of a new shed for PE equipment.

b/ Collaboration partnership:

A meeting had been held earlier in the day with other members of the collaboration partnership and a provisional list of objectives for 2014/15 had been compiled. These were as follows:-

- i/ Emphasis on maths and writing.
- ii/ Emphasis on RAISEonline and Self-Evaluation Forms (SEFs)
- iii/ Continuous Personal Development (CPD)
- iv/ Lesson study including observations
- v/ Pupil Premium
- vi/ New curriculum
- vii/ Teacher pay and progression
- viii/ Sports events including football and netball tournaments

A general discussion took place on the benefits of the collaborative partnership and the importance of establishing trust between the members. Mr Bargh said that he expected an OFSTED inspection at any time.

The Head Teacher's Report was issued to Committee members at the meeting and members were given time to read the information. A copy of the report is filed as Appendix I.

Mr Bargh gave the following verbal update:-

i/ Numbers on roll:

Numbers on roll are 54 at Frithville and 49 at New York as at Monday 29th April 2013. A breakdown was provided of pupils by year group, gender, SEN, FSM, EAL, and Transport (i.e those who come to school by taxi). A detailed discussion, led by Mr Bargh, took place on the data and, specifically, the fluctuation in pupil pupil numbers due to children leaving and joining the schools.

ii/ Attendance:

Pupil attendance figures are 94.05% at Frithville and 94.41% at New York. There has been a stomach bug again this week. A general discussion on this matter took place.

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iii/ Safeguarding:

Detailed statistics on safeguarding incidents were provided for each school. Mr Bargh highlighted the 23 Cause for Concern records that had been raised at Frithville since September 2012.

Mr Bargh explained that Cause for Concern records are always produced when there is a complaint from a parent about a child. Several children at Frithville have had trouble with a male Year 6 pupil for some time. Parents have been involved in attempting to resolve the situation. The allegations relate to intimidation and "accidental" incidents. The problem started in September 2012 but there are no specific incidents that can be identified categorically as bullying. Mr Bargh said that he fully understood the situation and the concerns of the parents.

A general discussion on this matter took place. Topics included the procedures in place for making a complaint, the "open-door" policy for handling complaints and the follow-up procedure in place for these complaints.

Mr Bargh explained that there was a similar situation at New York where three girls in Year 3 were making life difficult for a boy in Year 4. Again, there were no specific incidents of bullying and it was not a concerted effort. A general discussion on this issue took place.

Mr Bargh explained that all parents are contacted as soon as an incident occurs or a complaint is received. Sanctions include lost breaks, lost lunchtimes for 2 or 3 days, or split lunchtimes if two or more pupils are involved, and banning from attending sports fixtures. One child has been banned from attending the residential. All issues are followed up personally by Mr Bargh.

All matters of this nature are taken very seriously by the Federation and action is always taken and followed-up. Fixed-term exclusions have also been applied in accordance with the schools' policy.

Associated with safeguarding is the 48-hour rule (LCC policy) that relates to sickness i.e if a child is sick with a stomach bug they are not allowed back into school for 48 hours. The reasons for this are to prevent the spread of infection and to prevent staff catching it – which would have a major effect on the running of the school. Mr Bargh advised that as he was responsible for safeguarding, he had to ensure that the children kept well. A comprehensive discussion on this matter took place.

iv/ Staff Training/CPD:

Details of Staff training/meetings and CPD were included as part of the Head Teacher's Report. Mr Bargh explained that all staff were involved. Particular reference was made to the Governors' GEL Training courses. Many Governors had completed many of the on-line courses and the certificates had been displayed in the reception areas of both schools.

A Health & Safety audit would be undertaken shortly by Mr Bargh and Mrs Quinnell, Chair of the Governing Body, and Mrs Holland would be checking the SEND files and the data relating to Looked After children.

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There were no questions on the report presented by Mr Bargh. Mr Curley, on behalf of the Committee members, thanked Mr Bargh for his report.

6/ Policies:

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

Admissions
Charging
Finance
Sickness Absence
Whistleblowing

Committee members confirmed that they had received and read the policies, copies of which are filed as Appendices J – N. Mr Bargh advised that there were no amendments to the policies. Discussions took place on charging for swimming and financing the residential. Committee members had no further queries on the policies and Mr Curley signed and dated them.

Mr Bargh advised that the Travel Plans for New York and Frithville were constantly being updated.

7/ Publicity:

A general discussion took place on future publicity activities. Mr Bargh agreed to organise a photo-story on his participation in the Edinburgh marathon.

8/ Items for the next Agenda (20th June 2013):

Financial reports for New York and Frithville from the Bursar
Head Teacher's report including update on collaboration partnership and devolved capital projects
Policies for approval
Publicity

9/ Any Other Business/Correspondence:

There were no matters of correspondence or any other business.

The Clerk issued copies of the CfBT Governor Training Booklet 2013/14 to all Governors present.

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

A general discussion took place on the dates of forthcoming meetings. Mr Bargh requested that the Standards & Curriculum meeting originally scheduled for 13th June be re-scheduled for 6th June.

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23rd May 2013, Full Governors, New York
6th June 2013, Standards & Curriculum, Frithville
20th June 2013, Staffing & Resources, New York

All meetings are on Thursday and commence at 6 pm.

Action: Clerk to notify Standards & Curriculum Committee members of change of date

As there was no further business, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 8.35 pm.

Signature of Chair

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