



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Staffing & Resources Committee Meeting held on Thursday 7th May 2015 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. Brackenbury | Community | | P |
| Mr G Curley | Parent | Chair | P |
| Mrs A J Sidwells | Parent | | P |
| Mrs K. Chalmers | Parent | Vice Chair | AP |
| Mrs R. Quinnell | Community | | AP |
| Mrs A. Green | Staff | | P |

Invitee: Mr M. Adams, Senior Administrator/Bursar

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6.05 pm. It was quorate. Mr Curley welcomed everyone to the meeting and extended a special welcome to Mrs Green, newly-appointed Staff Governor.

1/ **Apologies for Absence:**

Apologies for absence had been received from Mrs Chalmers due to family issues and Mrs Quinnell due to health reasons. It was resolved to accept these as authorised absences in respect of the above attendance record. Mrs Quinnell had advised Mr Bargh that, due to health reasons, she would be resigning from the Governing Body.

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

None were declared. Mr Bargh explained that it may be necessary for Mrs Green to leave the meeting when some confidential matters were discussed.

Signature of Chair

Date..... Page 1

3/ **Financial Reports:**

Mr Curley invited Mr Adams to present the financial reports. Mr Adams apologised for not issuing written reports in advance of the meeting. It was the first time that this had happened and was due to the introduction of the Agresso financial system by the LCC. The system should have started on 1st April but was 2 weeks late. There had been functionality and access issues and it had not been possible to produce reports. Problems had occurred in placing orders and with payment of wages to those staff on Zero Hours contracts.

Governors asked Mr Adams to explain how checks are being made to ensure how goods are received in accordance with orders placed. Mr Adams advised that a paper system is still being maintained. A general discussion on this matter took place. It was noted that a letter of complaint regarding the Agresso system is being prepared by local school administrators and will be sent to the LCC once the Head Teachers have had an input.

i/ **Frithville:**

Using the interactive white board, Mr Adams displayed the 5-year Budget Plan for Frithville. The Agresso system has a more detailed spread of General Ledger codes than the previous SAP package. The carry forward for Frithville at the end of this financial year is £16,286.

Governors asked Mr Adams for his opinion on this figure. Mr Adams explained that he was happy with the carry forward amount. The maximum is £30,000. The carry forward from the previous year is £13,000. Funding is based on 61 pupils as per the October 2014 census.

Seven pupils are expected to join Frithville in September. There are still vacancies in Years 1, 4, and 5. A general discussion on pupil numbers took place. It was noted that it would not be economically viable to offer a 3-class system until pupil numbers reached 70. Mr Adams stressed the importance of erring on the side of caution in terms of pupil numbers.

Governors asked about pressures on the teachers at Frithville in terms of current class sizes. Mr Bargh advised that consideration was being given to appointing an additional Teaching Assistant in Class 1.

Mr Adams explained how the Average Weighted Pupil Unit (AWPU) generates income by pupil numbers. The Schools Block shows other sources of income including Deprivation Funding and the 1-off DSG Allocation, which was an unexpected addition. A general discussion on educational funding took place. **Governors asked Mr Adams for his future predictions.** Mr Adams explained that spending on education was likely to be flat for the foreseeable future. However, due to inflation and the increase in teachers' pensions, this would result in a 12% decrease in real terms over the next few years. Year 3 of the 5-Year Plan shows the Federation breaking even. A lot of schools will be in a similar position.

Mr Adams promised to issue letters to Committee members from Mr Warnock, LCC Finance Chief, and Mrs Barnes, Head of LCC Children's Services regarding educational funding, and a document on School Funding Reforms. Copies of these documents are filed as Appendices A to C and form part of these minutes.

Expenditure projections. Mr Adams explained that figures for teachers' basic pay includes on-costs such as National Insurance and pension contributions. **Governors asked Mr Adams what percentage of the total budget was taken up with employment**

Signature of Chair.....

Date.....

costs. Mr Adams advised that it was approximately 85% which was in keeping with what would be expected. Heating oil costs were lower than expected due to the mild winter. The grant for the universal meals is not sufficient to cover the cost of the meals but the supplier does provide milk. The Pupil Premium figure will not be known until the October 2015 pupil census. Impact analysis of Pupil Premium money will be put on the website. A general discussion on this matter took place.

Governors asked about sports funding. Mr Adams advised that the Federation buys into the Boston Sports Partnership which provides funding for transport. All children go swimming and parents pay only part of the cost. The PE teacher records all the sports events and information is detailed on the timetable.

Mr Adams stressed that the financial situation at Frithville was good.

Two proposals were put forward to Committee members:-

- 1/ Major refurbishment of Classroom 1 at Frithville. The cost would be approximately £55,000. The work could be funded in one of two ways:-
 - i/ Low interest loan from LCC Children's Services Department that would be paid back over a 10-year period.
 - ii/ £4,500 is provided each year by the Department for Education (DfE) for devolved capital projects (buildings and ICT). Future allocations of this money could be used to fund the classroom refurbishment.

A general discussion on the above matter took place. **Governors asked about the ICT budget and money for redecorations.** Mr Adams advised that the budget for ICT was £3000 per annum. There had been heavy investment in ICT in the last few years. The cost for redecorations came out of the budget for repairs and maintenance.

Action: Mr Bargh to prepare report on proposed refurbishment of Classroom 1 at Frithville to include costs, quotations, plans, and the benefits to the pupils and staff. The report to be presented at the next Full Governors meeting on 21st May 2015.

- 2/ Additional Teaching Assistant in Class 1 at Frithville for 17.5 hours per week.

Mr Curley proposed that the Committee agree to both the above proposals. This was seconded by Mrs Brackenbury and agreed unanimously by Committee members.

End of Year Financial Report and Budget Report for Frithville are filed as Appendices D and E and form part of these minutes.

ii/ New York:

The budget for New York was subject to confidential discussions and Mrs Green was requested to leave the meeting. Mrs Green left the meeting at 7 pm.

Discussions on the New York are recorded as confidential minutes.

Signature of Chair.....

Date..... Page 3

Mrs Green was invited back into the meeting at 7.30 pm.

Mr Adams explained that two quotes had been received to refurbish the pupils' toilets at New York. J.H.A. Winter & Son had quoted £17,000 to include larger urinals. The quote from DMBR was more expensive but the company had quoted on a higher specification. Mr Adams expressed satisfaction with Winter's track record and their ability to do the work within the timescale. Work would be done during the summer holidays.

There were no further comments or questions on the financial information provided by Mr Adams. Committee members, led by Mr Curley, thanked Mr Adams for his work.

Mr Adams agreed to issue the financial reports, via the Clerk, as soon as possible.

Mr Adams left the meeting at 7.35 pm.

4/ Minutes of the Staffing & Resources Committee meeting held on Thursday 26th February 2015 at Frithville Primary School:

i/ Accuracy:

The minutes of the Staffing & Resources Committee meeting held on Thursday 26th February 2015 had been circulated in advance to all Committee members. The Committee members confirmed that they had received and read the minutes. There were no questions or comments. It was resolved that the minutes were a true and accurate record of the Staffing & Resources Committee meeting held on 26th February 2015. Mr Curley signed and dated the minutes.

ii/ Matters Arising:

There were no matters arising.

5/ Head Teacher's Report:

The Head Teacher's Report was issued in advance of the meeting and Committee members confirmed that they had received and read the report. A copy of the report is filed as Appendix F and forms part of these minutes.

Mr Curley invited Mr Bargh to give a verbal update.

Mr Bargh advised that attendance at both schools was good – 94.11% at Frithville and 96.27% at New York. **Governors asked for the national average figure.** Mr Bargh advised that it was 95%. Additions to extra-curricular activities include volley ball and table tennis. Governor training is going well – Mrs Green, the new Staff Governor, has undertaken a lot of the GEL training courses. The playground at Frithville will be installed in the summer holidays so will not, unfortunately, be ready for Sports Day. Heavy equipment will be required for the installation of the playground so Ground Force Days have not been taking place at Frithville. The Gardening Club have put up some hanging baskets at the front of the school. The School Halls project will be addressed in the summer.

Signature of Chair.....

Date.....

A Collaborative Partnership teaching staff meeting will be held at Mareham Le Fen on 18th May. The theme will be "No school left behind". Head Teachers from Gipsey Bridge and Kirkby on Bain have applied to join the Board of the Lincolnshire Learning Partnership. Mr Bargh has applied to train as an Ofsted inspector.

Governors commented on the safeguarding figures and congratulated the Federation on the very low number of issues. Mr Bargh explained that any issues that arise are dealt with before the pupil goes home on that day. The pupils are very well behaved and polite.

Governors were reminded of the Governors' Training Day at Mareham Le Fen on Monday 22nd June.

There were no questions or comments on the Head Teacher's Report and Committee members, led by Mr Curley, thanked Mr Bargh for his work.

6/ Policies:

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

- Admissions
- Frithville Travel Plan
- New York Travel Plan
- Sickness Absence Management
- Whistleblowing

Committee members confirmed that they had received and read the policies. Copies are filed as Appendices G to K and form part of these minutes.

It was agreed to include the following sentence at the beginning of the introduction to the Whistleblowing Policy:-

"Both Frithville and New York are Lincolnshire County Council Controlled Schools, so therefore have adopted and must comply with the LCC Whistleblowing Policy."

Committee members agreed unanimously to adopt the policies.

7/ Items for the next Agenda: (9th July 2015):

- Financial Reports from the Bursar
- CFR Benchmarking Report for Frithville
- Head Teacher's Report

8/ Any Other Business/Correspondence:

Mr Bargh advised that he had become a Parish Councillor for Wildmore Parish Council. Meetings are held every two months.

There were no items of correspondence.

Signature of Chair

Date..... Page 5

9/ Dates and venues for the next meetings:

21st May 2015, Full Governors, Frithville
4th June 2015, Standards & Curriculum, New York
9th July 2015, Staffing & Resources, Frithville

10/ How has this meeting benefitted the children?

- i/ Committee members thoroughly considered the budget for both schools and made decisions with the impact on the children in mind. Committee members recognised the importance of keeping teaching and learning standards high despite a reduction in the budget.
- ii/ Policies were approved that impact upon the well-being of the children and everyone involved in the learning environment.

Confidential Matters:

1/ Confidential Minutes of the Staffing & Resources Committee meeting held on 26th February 2015 at Frithville Primary School:

i/ Accuracy:

The confidential minutes of the Staffing & Resources Committee meeting held on 26th February 2015 had been circulated in advance to non-staff Committee members. They confirmed that they had received and read the minutes. It was agreed unanimously that the minutes were a true and accurate record of the confidential discussions that took place at the meeting. Mr Curley signed and dated the minutes.

ii/ Matters Arising:

There were no matters arising.

As there were no further matters for discussion, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 8 pm.

Signature of Chair.....

Date..... Page 6