



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Staffing & Resources Committee Meeting held on Thursday 9th January 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
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 Curley welcomed everyone to the meeting. Introductions took place.

1/ **Apologies for Absence:**

There were no apologies for absence. All Committee members were present.

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 October 2013 at Frithville Primary School:**

a/ **Accuracy:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 10th October 2013 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

Signature of Chair.....

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unanimously that the minutes were a true and accurate record of the meeting of the Staffing & Resources Committee held on 10th October 2013. Mr Curley signed and dated the minutes.

b/ **Matters Arising:**

Mr Adams asked if a Pay & Performance Review Committee had been formed. The Clerk explained that three Governors had been appointed to sit on the Committee (Mr Curley, Mrs Brackenbury, and Mr Sturgess) and the meeting would take place after the Staffing & Resources Committee meeting. A copy of the Agenda for the meeting was shown to Mr Adams.

There were no further matters arising.

4/ **Financial Reports:**

Mr Curley invited Mr Adams to present the financial reports for both schools.

Financial reports for both schools had been circulated in advance to Committee members on 9th December 2013 and 6th January 2014. Copies of the reports are filed as Appendix A (Frithville: 9th December 2013), Appendix B (Frithville: 6th January 2014), Appendix C (New York: 9th December 2013), and Appendix D (New York: 6th January 2014). Committee members confirmed that they had received and read the information.

Mr Adams explained that the reports incorporated the proposed change of leadership scale for the Base Leaders and those issued on 6th January 2014 included the December period 9 pay run. For the benefit of Governors new to the Committee, Mr Adams explained that the reports comprised financial data from two management systems – one real time and one 5-year forward planner.

a/ **Financial reports (Frithville):**

Mr Adams gave the following verbal summary:-

Expenditure on teaching and non-teaching staff salaries is as expected to date. £1700 per annum had been budgeted for electricity. A bill had been received for £4,500 and this matter was now being investigated. It was thought that meter readings had been estimated for some time.

The costs of rates and water were slightly higher than estimated.

The cost of swimming had increased as the council had put up the prices.

The estimated Pupil Premium income for 2104/15 is £22,800.

A lot of bills are paid up front and some orders are frame-worked.

The carry forward figures for the next 4 years are viable.

Additional income will include an extra £53 per head of Pupil Premium funding for Year 6 pupils and £10K from Lincolnshire County Council (LCC) for property maintenance.

The financial state of Frithville is healthy.

A general discussion took place on the financial reports for Frithville. There were no further questions.

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b/ **Financial reports (New York):**

Mr Adams gave the following verbal summary:-

Expenditure on salaries is in line with what was expected.
Beyond 2014/15, it is difficult to predict accurately budget allocation
The introduction of free schools meals for all KS1 pupils may result in extra staffing costs and some operational changes.
Pupil Premium income is a significant part of the budget at present.
The financial state of New York is healthy.

A general discussion on the above matters took place. Committee members were keen to know how the Pupil Premium money was used and the possible impact of introducing free schools meals to all KS1 pupils. There were no further questions.

Mr Curley thanked Mr Adams for the financial reports.

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

Mr Curley invited Mr Bargh to present the Head Teacher's Report. A copy of the Report (Appendix E) had been circulated in advance of the meeting. Committee members confirmed that they had received and read the report.

Mr Bargh gave the following verbal update:-

Number on Roll:

As from Thursday 9th January 2014, the numbers on roll are 55 at Frithville and 52 at New York. Pupil numbers are good. The census will be at the end of January. The new brochure looks very professional and has been issued to relevant groups and put on the website.

Staffing Structure:

The Staffing Structure presentation has been amended to comply with the requirements of the Federation's Self-Evaluation Form (SEF). There is a vacancy at Frithville for a midday supervisor/assistant with new curriculum intake. A general discussion took place on the work undertaken by the Teaching Assistants and their skills in deputising.

Attendance:

Attendance figures are 94.06% at Frithville and 95.57% at New York.

At Frithville, children of Jehovah's Witnesses cannot take part in Christmas festivities and, consequently, are recorded as being absent. It is hoped that in the future, they can be recorded as being "educated off site".

Signature of Chair.....

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Safeguarding:

Up to date figures were presented on safeguarding issues. Currently there are 3 Team Around the Child matters – 1 at Frithville and 2 at New York. There are 5 Cause for Concern records at Frithville. Mr Bargh explained that every single matter is recorded – even if a child has a bruise.

Training Courses:

Up to date information was provided on all training undertaken by staff and Governors. Mr Bargh requested that Governors advise him when they attend training courses so that the records can be kept up to date.

A presentation on the new curriculum had taken place on Monday 6th January 2014 and had been attended by Mrs Brackenbury and Mr Curley. Both Governors provided a brief summary of the day as follows:-

Work had been undertaken with teachers and Base Leaders to map History and Geography. The explorer Joseph Banks was used as an example. It was noted that there is flexibility within the new curriculum to direct to specific pupils' needs. The 6-year SMSC Plan was also demonstrated. The current theme is "Optimism". Both Governors thanked Mr Bargh for inviting them to the presentation and commented that it had been a very interesting day. Mr Bargh replied that staff members were very appreciative of the amount of effort put in by the Governors.

Devolved Capital Projects:

In Class Room 2 at Frithville, plaster and tiles are coming off the walls. This is due to inadequate workmanship by the company awarded the contract by Mouchel. The company concerned is no longer trading. The LCC is providing money to rectify the situation and the opportunity may be taken to redecorate the room and install new storage units, carpets, and black-out blinds. Two quotations will be provided. The work will be done after SATs and before the May half-term. A spare classroom is available at Frithville so there will be no disruption to teaching or during lunch breaks.

Two major areas requiring Devolved Capital expenditure are toilets and car parking. Only £4K of Devolved Capital expenditure is available during this academic year. A Suitability Survey has revealed a problem with the damp course in the toilets at New York. The toilets will be sorted this year and car parking next year. There is a possibility of £10K of Devolved Capital from the LCC in March but the method of presentation is not yet known. A general discussion took place on the devolved capital projects.

There were no further matters for discussion related to the Head Teacher's Report and Mr Curley thanked Mr Bargh for the information.

6/ **Business Continuity Plan:**

Mr Adams and Mr Bargh apologised to Committee members for not having completed this document. It was agreed to present it at the next Staffing & Resources Committee meeting

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on 1st May 2014. Mr Bargh explained that the Business Continuity Plan was similar to the Critical Incident Policy with additional information. A general discussion on this matter took place.

7/ **Policies:**

The following policies were issued in advance to Committee members:-

- Confidentiality
- Critical Incident
- Educational Visits
- Health & Safety
- No Smoking
- Sun Protection

Copies of the policies are filed as Appendices F – K. The Committee members confirmed that they had received and read the information. Mr Bargh that there were no changes to any of the policies but it was necessary to ratify them for another 12 months. There were no questions and Mr Curley signed and dated the policies.

8/ **Publicity:**

The Clerk advised that she liaised on a regular basis with the website developer to ensure the Governors' section was up to date. The new brochure had been printed and distributed. It had also been put on the website. The Clerk agreed to continue to monitor the weekly Federation newsletters to identify suitable stories for the local press.

9/ **Items for the next Agenda (Thursday 1st May 2014):**

- Financial reports on both schools from the Bursar
- Approval of Budgets
- Best Value Statement
- Consistent Financial Reporting
- Head Teacher's Report
- Approval of Business Continuity Plan
- Policies

10/ **Any Other Business/Correspondence:**

Mr Adams advised that the PE grant of £8K plus £5 per pupil head will be paid for 2 years and not 3. The grant is paid in two stages throughout the year and the matter will be reviewed again when the budgets are discussed in May. A general discussion on this matter took place.

There were no items of correspondence.

There were no further matters of a non-confidential nature. Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 7.05 pm.

Signature of Chair.....

Date.....