



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Staffing & Resources Committee Meeting held on Thursday 10th
 October 2013 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		AP
Mr G Curley	Parent	Chair	P
Mr M. Sturgess	Parent	Vice Chair	P

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

The meeting commenced at 6 pm. It was quorate. Mr Curley welcomed everyone to the meeting.

1/ Apologies for Absence:

Apologies for absence had been received from Mrs Brackenbury due to a prior commitment. 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.

3/ Terms of Reference for the Committee:

The draft Terms of Reference for the Committee had been circulated in advance of the meeting by the Clerk. The Committee members confirmed that they had received and read the information. Following a suggestion from Mr Adams, it was agreed unanimously to delete the following paragraph from the Terms of Reference as it was merely advisory information:-

Signature of Chair.....

Date.....

“The area in which most relief from operational burdens seems possible is staffing. It seems right that Governing Bodies should be responsible for determining the number and level of posts in the school, but we do not think they should normally be involved in the recruitment of individual staff other than heads, deputies or other members of the leadership group. Similarly, Governing bodies should continue to be responsible for agreeing pay policy issues, in particular the total pay budget and leadership group pay ranges, and the procedures for dealing with issues of capability and dismissal. However, heads – already responsible for the appraisal of individual members of staff – should also be responsible for making recommendations for ratification by the Governing Body on the use of discretionary allowances in respect of staff other than themselves, within the overall pay budget”.

The Committee agreed unanimously to adopt the Terms of Reference subject to the above information being deleted.

Action: Clerk to amend Terms of Reference and re-issue to Committee members

4/ **Minutes of the Staffing & Resources Committee meeting held on Thursday 20th June 2013 at New York Primary School:**

a/ **Accuracy:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 20th June 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 read the information. It was agreed unanimously that the minutes were a true and accurate record of the meeting held on 20th June 2013. Mr Curley signed and dated the minutes.

b/ **Matters Arising:**

There were no matters arising.

4/ **Reports by the Bursar:**

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 Adams explained that both schools were in a financially healthy position and there were no unexpected financial issues. The pupil census had been done on Thursday 3rd October. Since then, there had been one new pupil at New York. Pupil numbers are healthy at both schools. Some large cohorts are moving through the schools but it is difficult at this stage to give an accurate figure with regard to the size of future cohorts. Using the white board, Mr Adams showed pupil number projections. A general discussion on this matter took place.

Signature of Chair.....

Date.....

Governors were keen to know the how the Government's proposal for free meals for all children would affect the money received for Pupil Premium.

Mr Adams went on to explain that the GL Code Expenditure Monitoring system had been further developed to show line-by-line expenditure at Frithville.

There were no questions or further comments on the reports presented by Mr Adams and the Committee members thanked him for his work.

5/ Head Teacher's Report:

The Head Teacher's Report (Appendix C) had been issued to Committee members in advance of the meeting. The Committee members confirmed that they had received and read the information.

Staffing Structure:

Mr Bargh commenced the discussion by advising Committee members of the staffing structures at New York and Frithville and possible changes that may be required in the near future. A comprehensive discussion on the issues took place with all Committee members participating. Using the white board, Mr Adams was able to show how the various staff restructuring options would affect the schools' budgets. Mr Adams explained that there was flexibility in both budgets to allow for some staff restructuring.

It was agreed that the matter should be discussed further and decisions made at the next Staffing & Resources Committee meeting on 9th January 2014 once the implications for the budgets were known.

Details of the discussions above are recorded as confidential minutes.

Mr Bargh left the meeting at 7.05 pm and returned at 7.08 pm during which time general discussions on the above matter continued.

Numbers on roll and Attendance:

Mr Bargh advised Committee members that numbers on roll were 53 at each school. However, four additional pupils were joining Frithville (1 in Year 1, 2 in Year 2, and 1 in Year 5) and two further pupils were expected at New York (1 due next week and 1 due in January). Mr Bargh has advised the County authorities that both schools can now only accept reception pupils.

A general discussion took place on class sizes. It was noted that the new school in Boston would be ready shortly but a number of Spanish and Portuguese children were expected due to the increase in nurses from Spain and Portugal being employed at the Pilgrim Hospital.

Mr Bargh advised that the ideal number of pupils is 8 in each year group. There would need to be a minimum of 60 pupils at the school before a 3 class system could be considered. New staff are employed by the Federation although each school has its own budget.

Signature of Chair.....

Date.....

Mr Bargh advised that Carol Smith, the Federation's Educational Advisor, had visited on Tuesday 8th October 2013 and had been very impressed with the analysis of data and the Governors' participation in the Governor E-Learning Training Scheme.

Action: Clerk to remind Governors to continue with the E-Learning courses

Mr Bargh again referred to the data on numbers on roll and pointed out that each school currently had 27 boys and 26 girls. It was noted that New York receives considerably more Free School Meal (FSM) money than Frithville. The money for English as an Additional Language (EAL) pupils has been scrapped but the FSM allowance per pupil increases next year.

Attendance figures were 96.5% at Frithville and 95% at New York. Figures were down due to a stomach bug.

Safeguarding:

There is 1 child protection issue at Frithville which will be resolved shortly. A general discussion on the safe-guarding issues took place with Mr Bargh explaining the process. There were 2 Team Around the Child (TAC) situations at each school and there had been one serious incidence of violence at New York which had been addressed.

Mr Curley made reference to the Governors' walk-about undertaken earlier in the week. He commented that the pupils who showed the Governors around the schools behaved in an exemplary manner and the Governors now understood how the Assessment for Learning system works. A general discussion on this matter took place.

Head Teacher's Performance Management:

It was agreed that the Head Teacher's Performance Management Committee would meet on Monday 25th November 2013 at 3.30 pm. The Committee would comprise Mr Curley, Mr Shaw, and Mr Sturgess.

There were no further comments or questions on the Head Teacher's Report and the Committee members thanked Mr Bargh for his information.

Pay & Performance Committee:

Mr Bargh explained that a Pay & Performance Committee needs to be established to approve pay increments for teaching and support staff. It was agreed that this Committee would comprise those Governors who currently sit on the Staffing & Resources Committee and that the meeting would take place after the next Committee meeting on 9th January 2014. Terms of Reference for the Committee would be required.

Action: Mr Adams to send draft Terms of Reference to the Clerk.

Signature of Chair.....

Date.....

7/ Policies for approval:

There were no policies requiring approval at this meeting. Mr Bargh advised that members of staff were now checking policies and some policies would require approval at the next Staffing & Resources Committee meeting.

8/ Publicity:

The Clerk gave the following verbal update:-

The Governors' section of the website had been updated with name and role changes and the addition of minutes of recent meetings. New Governors were still being sought.

Photographs had been taken at the recent visit of author Jack Trelawny and a press release had been written for the local press. (Note from the Clerk: The press release and photos have now been issued to the Target, the Standard, and the Horncastle News).

The next news story will be on the tag rugby match on 11th October with pupils wearing the new sports kit.

Mr Bargh advised that a puppet company will be visiting both schools in Term 2 and this would be another suitable news story.

9/ Items for the next Agenda: (Thursday 9th January 2014):

Head Teacher's Report to include updates on staffing structure, numbers on roll, safeguarding, staff training and meetings, and Governor visits and training.

Policies for approval

Business Continuity Plan – presentation by Mr Bargh and Mr Adams

Discussions and decisions on staff restructuring matters

Pay & Performance Committee meeting

10/ Any Other Business/Correspondence:

Mr Bargh advised that he had spoken to a lady who was interested in becoming a Community Governor at the Federation and would pass details onto the Clerk. (Note from the Clerk: E-mail contact had been made with this lady).

There were no matters of correspondence.

11/ Dates of next meetings:

7th November 2013, Standards & Curriculum, New York

14th November 2013, Full Governors, Frithville

9th January 2014, Staffing & Resources and Pay & Performance Committee, New York

Signature of Chair.....

Date.....

All meetings are on Thursdays and commence at 6 pm.

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

Signature of Chair

Date.....