



New York Primary School
Federated with
 Frithville Primary School

Minutes of the Staffing & Resources Committee Meeting held on Thursday 19th June 2014 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
Mrs A. Virk	Parent		AP

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 were received from Mrs Virk 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 1st May 2014 at Frithville Primary School:**

a/ **Accuracy:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 1st May 2014 had been circulated in advance to all members of the Committee. The Committee members

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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 of the Staffing & Resources Committee held on 1st May 2014. Mr Sturgess, Acting Chair at that Committee meeting, signed and dated the minutes.

b/ **Matters Arising:**

Mr Curley asked about the difference in the carry forward figures for each school. Mr Adams explained that the carry forward figure at New York is more due to the higher number of SEN pupils.

4/ **Reports by the Bursar:**

The following reports had been issued in advance of the meeting to all Committee members:- Frithville Financial Report June 2014 and New York Financial Report June 2014. Copies of these reports are filed as Appendices A and B respectively. The Governors confirmed that they had received and read the reports.

Mr Curley invited Mr Adams to give a verbal update.

Mr Adams explained that each report now featured a Quick Summary which listed the key financial issues.

Some funding for SEN pupils may be lost due to the new Families & Children's Act. A debate is in progress and the Local Authority (LA) has been contacted. The matter has also been discussed at the recent Head Teachers' briefing. The loss could be £6000 per Band 6 – 10 Statement for SEN pupils from 2015/16. A general discussion on this matter took place. Governors were concerned about implications for budgeting with regard to future staffing provision and the possible discouragement for schools to admit statemented pupils.

Due to the introduction of Universal Meals for KS1 children from September, the method of identifying Free School Meal (FSM) eligibility is changing. National Insurance numbers of parents/carers will be checked by the LA, thereby triggering the Pupil Premium funding. This new system removes the need for incentive schemes to encourage parents/carers to apply for FSM. It could increase the amount of potential funding for the LA by up to £4 million.

Changes concerning the end of the LA contract with Mouchel are beginning to take effect. SAP will be replaced by Agresso in April 2015 but schools can chose their own financial management system if they want more financial autonomy. The payroll provider will change in the autumn. The Petwood Schools Business Cluster is looking at alternative providers of key contracts – HR, H&S, Buildings & Premises etc.

The Federation is increasingly funding some repair and maintenance tasks due to changes in the interpretation of the Premises Handbook by Initial. There have been a lot of issues with Initial and many schools have opted out. The Buy Back system still represents good value for the Federation but it may end in a couple of years. There is a water pipe repair issue at New York which is still in dispute. It is hoped the repair to the pipe will be done when the boiler at New York is replaced.

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a/ **Frithville Financial Report June 2014:**

The expenditure pattern at Frithville is as expected – 25% spend after 3 months. 3 pupils will be joining the school in September. It is hoped that more will join at the last minute. Pupil Premium and Sports Funding is estimated as £9,100 and £8,275 respectively for 2014/15. Teachers' salaries are lowered than expected due to a salary allocation error by Mouchel. An adjustment will be made. All other expenditure is on target. Educational visits and swimming costs are higher than expected and these figures will be checked.

b/ **New York Financial Report June 2014:**

Eight new pupils will be joining the school in September. Internal recruitment of 19 hours per week for a Teaching Assistant is underway. Anticipated Pupil Premium and Sports Funding for 2014/15 is £22,100 and £8,240 respectively. A general discussion took place on funding sources.

The Trim Trail is in need for replacement, partly due to strimmer damage over the years. Replacement costs are approximately £3 - £5K. A general discussion on this matter took place. It was noted that the Trim Trail was not used a great deal during the school day.

Expenditure is on target as expected at this time of the year. The carry forward limit was exceeded due to a payment received for maternity cover insurance. The carry forward excess will be used for refurbishing the toilets and the new car park. Expenditure on rates and postage is higher than expected.

There were no further questions on the financial reports and the Committee members, led by Mr Curley, thanked Mr Adams for his work.

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

The Head Teacher's Report had been issued to Committee members in advance of the meeting. The Committee members confirmed that they had received and read the report and a copy is filed as Appendix C. Mr Curley invited Mr Bargh to give a verbal update:-

a/ **Universal Meals:**

This item is not detailed on the written Head Teacher's Report. Mr Bargh advised that Food for Thought in Boston would probably be appointed to supply the school meals on a 3-month contract commencing in September. The cost would be £2.40 per meal. The contract had not yet been signed. An Open Day would be held on 17th July for the parents to sample the food. Governors are also invited to this event. Food for Thought would be subject to regular drop-in visits. Other options – Pilgrim Hospital, St Hughs in Woodhall Spa – are also being considered. A general discussion on this matter took place. Topics included catering apprentices from Boston College, catering "hub" options, and Food Standards Authorities.

b/ **Staffing Structure:**

Interviews will take place on Monday 23rd June for the internal Teaching Assistant appointment for 19 hours per week. The interviews will include lesson observations.

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c/ Numbers on roll/Attendance:

Numbers on roll are currently 59 at Frithville and 47 at New York. At New York, 5 pupils will be leaving at the end of the academic year and 8 joining in September. The numbers are fantastic. In Class 2 at Frithville, there will be 36 pupils in September so the class will be divided for morning lessons. New pupils are coming from Boston West, Kirton, and Tower Road.

Attendance is 95.44% at Frithville and 96.30% at New York. The national average is 94.5%. Attendance figures are good. The children like coming to school.

d/ Safeguarding:

Safeguarding figures were provided for both schools. The racial incident was dealt with immediately and there have been no come-backs. An incident earlier in the week had arisen with regard to chat room messaging on the "Kick" website. Three pupils were involved. Letters have been sent to relevant parents and information will be in this week's newsletters warning parents of this site. A general discussion on this matter took place. Committee members were concerned to hear that messages were being sent at 1 am and expressed concerns regarding disrupted sleep patterns.

e/ Health & Safety:

Firestop safety checks have been completed and certificates issued for both schools. The asbestos check at New York took place on 17th June and all is fine. There are issues with the Trim Trail at New York and this matter is being addressed.

f/ Staff Training & Meetings:

Details were provided of all staff training and meetings since September 2013. Mr Bargh advised that Mrs Boxall was undertaking an Outstanding Teacher Programme. The cost for this is £950 and it has already proved to be very beneficial. A lot of training had been completed this year – particularly on the new curriculum, SEND, and Phonics.

g/ Devolved Capital Projects:

The work in Classroom 2 at Frithville had been progressing well but an issue had arisen with regard to the plaster cracking. The plaster was being tested for contaminants. Extra work will be required to correct the situation. This would result in a 2 week delay. The additional cost of £2K will be paid by County. A general discussion on this matter took place. Mr Bargh commented that, despite the issues with the plaster, he expected the finished job to look fantastic.

The work on the pupils' toilets at New York will be undertaken either at the half-term holiday in October or in December. The car park work at New York will be done during the summer holidays.

Mr Picksley has visited Frithville to measure for a new Hall. Drawings and approximate costings are being prepared and will be presented at the next Full Governors meeting.

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Funding of £30K from Sports England has been secured for a purpose-built playground area at Frithville. It will measure 22 x 11 metres and be situated where the wild garden is currently. The long-term aim is to remodel the whole of the back play area at Frithville. Once the grant is confirmed, a press release will be issued to the local newspapers. The play area will be installed during 2014/15.

h/ Collaboration Partnership:

Mr Bargh issued details of moderation, leadership judgements, Governor training, and projects that would be undertaken by the Collaborative Partnership during 2014/15. A copy of the document is filed as Appendix D.

The contents of the document were explained in depth and a general discussion on the benefits of the Collaboration Partnership took place. Mr Bargh referred Governors specifically to the Governor Training events to be held at Mareham-Le-Fen Primary School. Dates for these events are to be advised. The digital feedback project was discussed at length. Mr Bargh advised that since the Federation had moved from Mouchel to Education Lincs for ICT, they now had a greater say on how ICT is used. Digital feedback across several schools for marking was discussed. Committee members were advised that standards of work improve by as much as 2% when this system is in operation. It was noted that oral feedback is better than digital feedback. The Federation has a very good pupil/staff ratio so is able to give good oral feedback.

There were no questions on the report presented by Mr Bargh and the Committee members thanked him for his information.

6/ Items for the next Agenda: (October 2014):

Financial reports for both schools: Bursar
Consistent Financial Reporting: Bursar
Head Teacher's Report

The date for the meeting will be finalised at the Full Governors meeting on 10th July.

7/ Any Other Business:

The meeting concluded with a Maths challenge set by Mr Bargh to demonstrate the methods now used to teach children Maths. A general discussion took place.

As there were no further matters for discussion, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 7.35 pm.

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