



New York Primary Federation
Federated with
 Frithville Primary Federation

Minutes of the Staffing & Resources Committee Meeting held on Thursday 20th June 2013 at New York Primary School

Members of the Committee:

Name	Governor Type	Position on Committee	Present/Apologies/Absent
Mr P Bargh	Staff		P
Mr C. Tait	Parent		AB
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 6.10 pm. 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 business commitments. It was agreed that this be accepted as an authorised absence in respect of the above attendance record. Mr Tait was absent.

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 2nd May 2013 at Frithville Primary School:**

a/ **Accuracy:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 2nd May 2013 at Frithville Primary School had been circulated in advance of the meeting to all members of

Signature of Chair.....

Date..... Page 1

the Committee. The members present confirmed that they had received and read the information. Following a discussion, led by Mr Sturgess, it was agreed to make the following amendments to the minutes:-

Page 7, paragraph 2:

- i/ Replace "A male child in Year 3 at Frithville has had trouble with a male Year 6 pupil for some time." With "Several children at Frithville have had trouble with a male year 6 pupil for some time".
- ii/ Remove "Both sets of" in the next sentence.
- iii/ Remove the sentence "The parents of the Year 3 pupil have advised their son to stay away from the Year 6 child"

The minutes were amended and Committee members agreed unanimously that the minutes represented a true and accurate record of the meeting, subject to the above changes. Mr Curley signed and dated the minutes.

The Clerk is to ensure that the amended version of the minutes appears on the website.

b/ **Matters Arising:**

- i/ Mr Curley referred to page 4, section d/ iii of the minutes regarding health issues of one of the teaching assistants. Mr Bargh advised that the person in question had now returned to work.

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

a/ **Frithville Financial Report:**

Mr Adams gave the following verbal update:-

Overall expenditure is 30.1% and is in line with expectations.
Expenditure on teacher salaries and non-teaching staff is 16.4% and 16.2% and is as expected to date.
Other premises costs are at 67.6%. These include grounds maintenance, rates, electricity, refuse removal and other property framework commitments.
The carry forward is £55,660 with the excess of £2,840 above the £30,000 limit.
The EYFS/fencing improvement work will cost approximately £18,500 plus Mouchel fees.
Work will start on 29th July. Total cost will be approximately £20,000.

Signature of Chair.....

Date..... Page 2

Pupil Premium. The figures for 2013/14 are an estimate. The Government pays the pupil premium money to the Local Authority on a quarterly basis. The money is then passed on to the schools in several lump sums.

An explanation was given of the General Ledger (GL) code expenditure monitoring details.

Committee members thanked Mr Adams for his verbal report on Frithville. A general discussion then took place on the news item earlier in the day on the quality of schools in rural areas.

b/ New York Financial Report:

Mr Adams gave the following verbal update:-

The carry forward has been confirmed as £64,790 with the excess of £11,990 above the £30,000 limit allocated to the KS2 wet area improvement project as already agreed.

Overall expenditure is 28.6% and is in line with expectations.

Expenditure on teacher salaries is 15.5% as expected. The figure for non-teaching staff is 20.4%; this expenditure is as expected but the higher percentage of spend reflects the fact that the expected Pupil Premium funding has not yet been applied as it has not yet been received.

A comprehensive breakdown of the use of the Pupil Premium money is on the website. OFSTED inspectors were pleased to see this information when they undertook the recent inspection.

The extra funding for PE has not yet been received. It should be £8000 per school plus £5 per pupil. Other schools have expressed interest in sharing the sports coaching facilities. The OFSTED inspectors were particularly impressed with the work undertaken by the SENCO and SENCO Assistant to show how pupil progress is recorded.

The budget funding has increased as there are two new pupils at the school.

The School Fund is in a healthy state.

GL Code expenditure monitoring information was provided.

A general discussion took place on various aspects of Mr Adams' reports. Committee members queried why there had been no spend on printing. Mr Adams and Mr Bargh explained that most documents are on-line or photocopied.

There were no further questions on the financial reports prepared by Mr Adams and Mr Curley thanked him for his work.

c/ School Fund – New York:

The School Fund 2011/12 for New York had been successfully audited. Mr Bargh signed and dated the paperwork. The document had already been signed by Mr Curley.

5/ Head Teacher's Summary Report:

Mr Curley invited Mr Bargh to present his report.

A copy of the Head Teacher's Report (Appendix C) was issued to the Committee members and Mr Bargh gave the following verbal update:-

Signature of Chair.....

Date..... Page 3

i/ Staffing Structure:

Mr Bargh referred Committee members to the staffing structure information in his report. He gave an update with regard to matters associated with maternity leave at New York.

A general discussion took place on this topic. Committee members were keen to know the financial implications of maternity leave and the impact on the pupils of having several teachers. Mr Bargh explained that there was no financial impact as the schools had insurance cover. He added that schools tend to train their own teaching assistants. This encourages the staff to stay.

ii/ Numbers on roll and Attendance:

Numbers on roll are 53 at Frithville (one child has moved) and 52 at New York. In the past month, there have been three new pupils at New York – 1 in reception, 1 in Year 1, and 1 in Year 4).

Attendance figures are improving after the recent bout of sickness. Figures are 94.24% at Frithville and 94.59% at New York. This latter figure is good.

iii/ Safeguarding:

A summary of safeguarding incidents from 5th September 2012 to date was presented. Mr Bargh explained that there were currently two child protection issues at Frithville. No further bullying incidents had occurred.

A child had received a 2-day exclusion due to a verbal racial incident. A re-integration meeting had taken place and the child had been re-instated on Wednesday. Mr Bargh emphasised that the matter had been handled promptly and in accordance with the school's policy. There had been one incident of vandalism at New York and this had, again, been dealt with immediately and in accordance with the school's policy. The parents had been involved at all stages.

iv/ Staff Training & Meetings:

Details of the staff training and meetings were presented. Mr Bargh highlighted those meetings that had taken place in June.

v/ Governor Visits and Training:

An up-to-date list of all Governor visits and training was provided. Mr Curley advised that he would be attending the CfBT course on *Teachers' Performance-Related Pay, Decisions, Processes, and Evidence* on 25th June in Horncastle. Mr Bargh advised that at the next Full Governors meeting (11th July 2013) the following matters would be discussed:-

- Governor visits programme
 - Post-OFSTED inspection review
 - Generic Risk Assessments for sporting events, local educational visits, and visits to other schools. There would also be a Risk Assessment for the Residential which would be discussed at the Full Governors meetings in March of each year.
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Signature of Chair.....

Date..... Page 4

A general discussion on Mr Bargh's report took place.

Mr Curley asked for an update following the OFSTED inspection. Mr Bargh advised that the OFSTED report would be discussed in greater detail at the next Full Governors meeting. Staff training is to be increased. A staff training session at Frithville had already taken place, at which the school's Educational Advisor and the Chair of Governors had been present. Staff had been asked to consider their own role within the Federation, what they perceived were their weaknesses, and where they think they need help in order to make the school outstanding. The results of the training will be fed into the School Development Plan.

Mr Bargh advised that he had had individual meetings with members of staff during the week. Both Base Leaders will undertake leadership training courses.

A general discussion took place on the issue raised in the recent OFSTED report regarding the importance of challenging the most gifted pupils. Mr Bargh explained that this issue has been mentioned to all staff and is being addressed. The focus is currently on writing. Partnered observations are continuing with other schools in the Collaborative Partnership.

Funding will be available to deal with both the above issues.

There were no further questions on the Head Teacher's Report. Mr Curley thanked Mr Bargh for his work and stressed that all the systems had been put in place which had ensured a good OFSTED result. Committee members supported Mr Curley's comments.

A general discussion took place on writing. Mrs Spens stressed the importance of children learning to write with a fountain pen and not a biro. Mr Bargh advised that older pupils would be given a fountain pen and a certificate. Committee members were pleased to hear of this proposed development.

The Business Continuity Plan was currently being prepared by Mr Bargh and Mr Adams. It will be presented for approval and discussion at a forthcoming Staffing & Resources Committee meeting.

6/ Policies for approval:

Mr Bargh advised that all policies were up to date and there were none requiring approval at this time.

7/ Publicity:

Mr Bargh advised that photographs had been taken for the news story on the OFSTED results. The Target and Standard had been supplied with the story and the Horncastle News would be contacted shortly. The next news story would be on Mr Bargh's participation in the Edinburgh marathon. Banners are being made for each school to advertise the good OFSTED result.

Signature of Chair.....

Date..... Page 5

8/ Items for the next Agenda (Thursday 10th October 2013):

Financial reports for each School by the Bursar to include Pupil Premium information and GL Code expenditure

Head Teacher's report to include:-

Update on staffing, attendance, safeguarding, staff training & meetings, Governor visits and training

Update on devolved capital projects

Update on Business Continuity Plan

Policies for approval

Publicity

9/ Correspondence/Any Other Business:

There were no items of correspondence.

i/ Mr Bargh advised that a new Federation sports kit was to be introduced. The rugby shirts would be black and white and feature the Federation logo. There would be 30 shirts, each of which would be numbered. The shirts would be worn when pupils are playing sports against other schools including girls' and boys' cricket, tag rugby, athletics, and rounders. A general discussion on this matter took place.

ii/ Pupil numbers. A general discussion took place on the viability of introducing a 3-class system. It was agreed that there was enough space at Frithville to expand the number of classes. Mr Adams explained that at least 65 pupils would be required to make the 3-class system economically viable. New classrooms are currently being built at schools in Boston and there is currently a waiting list at Frithville.

10/ Dates of next meetings:

11th July 2013, Full Governors, Frithville

19th September 2013, Full Governors, New York

10th October 2013, Staffing & Resources, Frithville

All meetings are on Thursdays and commence at 6 pm.

11/ Confidential Minutes of the Staffing & Resources Committee meeting held on 2nd May 2013:

a/ Accuracy:

The confidential minutes of the Staffing & Resources Committee meeting held on 2nd May 2013 had been issued in advance to members of the Committee. The Committee members confirmed that they had received and read the information. It was agreed that the minutes represented a true and accurate record of the confidential matters discussed at the meeting on 2nd May 2013. Mr Curley signed and dated the minutes.

Signature of Chair.....

Date..... Page 6

b/ Matters Arising:

There were no matters arising.

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

Signature of Chair

Date..... Page 7