



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Staffing & Resources Committee Meeting held on Thursday 26<sup>th</sup>  
 February 2015 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		P
Mr G Curley	Parent	Chair	P
Mrs A J Sidwells	Parent		P
Mrs K. Chalmers	Parent	Vice Chair	P
Mrs R. Quinnell	Community		AB

**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. Introductions took place for the benefit of those Governors new to the Committee.

1/ **Apologies for Absence:**

There were no apologies for absence. Mrs Quinnell was absent.

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

None were declared.

3/ **Financial Reports:**

Financial Reports for New York and Frithville, prepared by Mr Adams, had been issued in advance of the meeting to all Committee members. The Committee members confirmed that they had received and read the reports. Copies are filed as Appendices A (New York) and B (Frithville). Mr Curley invited Mr Adams to give a verbal update.

Signature of Chair .....

Date.....

i/ **New York Primary School: Financial Report January 2015:**

The financial position is as expected at this time of the year. The first £6000 of funding will be removed from each Band 6 – 8 statement from 2015/16. LCC have largely offset this loss by providing additional funding through the Average Weighted Pupil Unit (AWPU) and SEND targeted funding. There will be at least 2 pupils at New York next year that will need 1:1 support. Funding is becoming more complex and it is increasingly challenging to produce accurate budget forecasts.

**Governors asked why £6000 had been removed from each statement.** Mr Adams advised that, historically, £6000 per pupil had been allowed in school budgets for SEND pupils so schools had already been paid that money. But, technically, it is a budget cut.

A general discussion took place on educational funding. Teachers' pension contributions have increased so this is an additional cost to the school. There are currently 47 pupils on roll at New York but there may be some mid-year admissions. 7 or 8 pupils are expected to join in September.

The Federation is happy with the current provider of meals – Ideal HSM. Another company is able to offer the service so there is now a choice available. There is an additional cost of approximately £2000 to the school to provide these meals. **Governors asked why there was the cost to the school.** Mr Adams explained that the Government provides £2.30 per pupil per day to cover the cost of the meal. However, the meals cost £2.45 each.

**Governors asked how other rural schools were coping.** Mr Adams explained that all schools are making a loss especially if they have to pay delivery charges and employ extra staff. For some schools, there is a loss of £3 - £4,000 per annum. The initial costing by the Government was flawed and it is raising lots of issues. It is now a requirement that milk is provided with all lunches. Ideal HSM provide milk, the cost of which comes out of the Pupil Premium budget.

The SAP financial package will be replaced with Agresso for maintained schools in April. Training will be undertaken in March. The financial year will finish early at the end of March. The new payroll package will include a facility for Performance-related pay.

Expenditure on non-teaching staff is lower than expected due to the higher than expected Pupil Premium grant and receipt of a large sickness insurance payment.

**Governors asked Mr Adams to explain the Buy-Back facility.** Mr Adams advised that the school paid £3,000 per year to cover the costs of premises repairs. In the last few years, the definition of what was covered by the Buy-Back facility had changed and internal repairs are not covered. There is now an issue with Best Value. **Governors asked if another facilities management provider could be used.** Mr Adams advised that this matter was being investigated. The current supplier requires 6 months' notice. A general discussion took place on the options available: 1/ An ex-property repair officer who offers the old Buy-Back service for the current price. 2/ A building company who would charge a management fee and send specialist tradesmen ie plumber – who the school would pay directly. 3/ Undertake the work ourselves. This option would be time-consuming and risky as legislation is tight regarding work undertaken in schools and a vetting procedure would be required. There may also be issues with Building Regulations. Further discussions on this

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Signature of Chair.....

Date.....

matter took place. It was generally agreed that Option 3 was not viable and Option 1 may be the best solution.

All other expenditure is where it should be. Some income has been held back to ensure that not more than £30,000 is carried forward. Quotes are coming in for refurbishment of the toilets at New York. The cost will be approximately £15 - £16,000 to include a complete refurbishment and damp treatment. There is currently just over £12,000 in the School Fund which is used as a reserve.

For the benefit of Governors new to the Committee, Mr Adams explained the Budget Reports in depth. The main areas of income and expenditure were shown. Further reports show the Master Budget April 2014, 5-Year Plan Updated Budget November 2014, and 5-Year Plan Updated Budget January 2015. The carry forward will be approximately £28,000. The money in the Standards Funds will also be spent and details will be put on the website. The budget is based on the number of pupils expected to join the school. **Governors asked why pupil numbers were expected to fall in the future.** Mr Adams advised that there are currently large cohorts moving through the school. Estimates are based on how many pupils will be leaving in Year 6 and how many will be joining from nurseries. There is a large building programme at the Coningsby Primary School and the RAF base is expanding. However, some parents prefer their children to be at a small school.

A detailed breakdown by General Ledger Code was given. Mr Adams advised that the additional spend in computer hardware is due to the purchase of two large-screen TVs. The cost of one will be journalled to Frithville in 2015/16. Expenditure on advertising has also been higher than expected due to the continuation of a regular advert in the RAF 1:1 magazine. However, the advert is proving to be successful.

ii/ **Frithville Primary School: Financial Report January 2015:**

The financial position is as expected for this time of the year. There was a dip in pupil numbers but this is now rising again. Expenditure on teachers' salaries is lower than expected as the cost of salary for the sports teacher has been journalled out. There is no sickness insurance money. A general discussion took place on pupil numbers. It was noted that 8 pupils will be leaving in Year 6 in the summer and 7 or 8 are due to join in September. The carry forward will be approximately £15,000. It is hoped to be able to return to 3 full-time classes at Frithville – pupil numbers would need to be 70 for this to be achieved.

**Governors asked why costs were higher at New York even though it was a smaller school.** Mr Adams explained that teaching costs were higher because there were more pupils with statements at New York.

Mr Adams asked if there were any further questions on the financial reports. Mr Curley referred to the *CFR Benchmarking Report for New York Primary School 2013/14* which had been issued in advance of the meeting and is filed as Appendix C. Mr Adams explained that the report showed a higher percentage and spend on average for educational support staff/pupils compared with other similar sized rural schools. This is balanced by the lower than average spend on teachers. The figures reflect the high number of SEND pupils.

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Signature of Chair.....

Date.....

There were no further questions on the financial reports and Mr Curley thanked Mr Adams for the reports. Mr Adams advised that the CFR Benchmarking Report for Frithville would be presented at the next Staffing & Resources Committee meeting on 7<sup>th</sup> May.

**4/ Schools Financial Value Standard (SFVS):**

SFVS documents for New York and Frithville had been issued in advance of the meeting and the Committee members confirmed that they had received and read the information. Copies are filed as Appendices D (New York) and E (Frithville).

Mr Adams explained that the SFVS confirmed to the DfE that the Governing Body is satisfied that the Federation's financial management systems are functioning correctly. A general discussion took place on the contents of the documents. It was noted that item 23 "Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance" was only "Partially" met. Further discussions centred on this issue. Mr Adams explained that the technical issues associated with the off-site back-up are being addressed. It was agreed that the SFVS documents should be amended to show this as an Action Point.

***Action: Mr Adams to amend the documents and issue for the Chair of Governors to sign at the next Full Governors meeting on 19<sup>th</sup> March***

**5/ School Fund Audit:**

The School Fund Audit for Frithville for 2013/14 was presented. A general discussion took place. Mrs Brackenbury, Chair of Governors, signed and dated the document.

The Committee members, led by Mr Curley, thanked Mr Adams for his work.

It was agreed to discuss the Head Teacher's Performance Review so that financial advice could be sought from Mr Adams. Mr Bargh left the meeting at 7.25 pm. These matters are recorded in the Confidential Minutes.

Mr Adams left the meeting at 7.35 pm and Mr Bargh returned.

**6/ Minutes of the Staffing & Resources Committee meeting held on 9<sup>th</sup> October 2014 at New York Primary School:**

The minutes of the Staffing & Resources Committee meeting held on 9<sup>th</sup> October 2014 at New York Primary School had been circulated in advance to all members of the Committee. The Committee members confirmed that they had received and read the minutes.

**i/ Accuracy:**

Mrs Brackenbury referred to page 3. Numbers on roll should read "47 at New York and 61 at Frithville". It was agreed, subject to this amendment, the minutes were a true and accurate record of the Staffing & Resources Committee meeting held on 9<sup>th</sup> October 2014. Mr Curley signed and dated the minutes and initialled the amendment.

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Signature of Chair.....

Date.....

**ii/ Matters Arising:**

There were no matters arising.

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

Mr Curley invited Mr Bargh to present the Head Teacher's Report. The report had been issued in advance of the meeting and Committee members confirmed that they had received and read the information. A copy is filed as Appendix F.

Mr Bargh gave the following verbal update:-

Interviews would take place again for the apprentice TA position at Frithville. Boston College would also be contacted. A further update on this matter would be given at the next Full Governors meeting. The new SEND TA at Frithville is doing well and runs two clubs. All annual checks are OK. Efficiency boxes have been fitted to the boilers at each school – this should reduce fuel usage by 10%. The new playground at Frithville will be installed at Easter or during the next half-term. Refurbishment of Classroom 1 at Frithville could be funded by a loan from the LCC which could be paid back over the next few years.

Extended curriculum is massive for a small school. At Frithville, attendance figures were affected by two long-term attendance issues. One of these has now been resolved.

Behaviour figures for both schools are pleasing. GEL Training is going very well and the training session at Mareham Le Fen was excellent.

**Governors asked if the Improvement Plans would be updated.** Mr Bargh advised that they would be.

Mr Bargh advised that he would be attending the Head Teachers' Conference in Grantham on 5<sup>th</sup> and 6<sup>th</sup> March. There will be an opportunity to meet with other members of the Collaborative Partnership and discuss matters relating to OTrack and the CfBT.

There were no further questions on the report presented by Mr Bargh and Mr Curley thanked him for the information.

**8/ Policies for approval:**

The following policies had been issued in advance of the meeting and the Committee members confirmed that they had received and read the policies:-

- Confidentiality
- Critical Incident (Appendix G)
- Educational Visits (Appendix H)
- Health & Safety (Appendix I)
- No Smoking (Appendix J)
- Sun Protection (Appendix K)

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Signature of Chair.....

Date.....

A general discussion took place on the policies. It was agreed to approve the Educational Visits, Health & Safety, No Smoking, and Sun Protection policies. Mr Curley signed and dated them.

A general discussion took place on the use of sunscreen by the children and it was suggested that the school could provide non-allergenic sunscreen. Mr Curley asked if the Federation could initiate a policy for the treatment of head lice. It was noted that medication could be obtained free of charge from the doctor. Mr Bargh agreed to mention the matter in the weekly newsletter. The problem is more evident with KS1 pupils as they tend to be closer together.

**Critical Incident Policy:**

Minor amendments to the Critical Incident Policy were noted including changing "Base Leaders" to "Deputy Heads" and several name changes.

***Action: Mr Bargh to amend the policy***

**Confidentiality Policy:**

Several typographical errors were noted in the Confidentiality Policy.

***Action: Mr Bargh to amend errors and re-present the policy for signature at the next Full Governors meeting.***

**9/ Items for the next Agenda: (7<sup>th</sup> May 2015):**

- Financial reports – Mr Adams
- Budgets – Mr Adams
- CFR Benchmarking report for Frithville – Mr Adams
- Head Teacher's Report – Mr Bargh
- Policies
- How has this meeting benefitted the children?

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

There were no matters of any other business or items of correspondence.

**11/ Dates and venues for the next meetings:**

- 19th March, Full Governors, New York
- 23<sup>rd</sup> April, Standards & Curriculum Committee, Frithville
- 7<sup>th</sup> May, Staffing & Resources Committee, New York

All meetings are on Thursdays and commence at 6 pm.

**12/ How has this meeting benefitted the children?**

- 1/ Governors were re-assured that the Federation's financial systems were in good working order and that Best Value is ensured.

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Signature of Chair.....

Date.....

2/ Policies relating to the safety and well-being of the pupils were discussed and approved.

As there were no further matters for discussion, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 8.10 pm.

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Signature of Chair .....

Date.....