



New York Primary School  
*Federated with*  
 Frithville Primary School

**Minutes of the Staffing & Resources Committee Meeting held on Thursday 9<sup>th</sup> July 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	Local Authority		AP
Mr G Curley	Co-opted	Chair	P
Mrs A J Sidwells	Co-opted		P
Mrs K. Chalmers	Co-opted	Vice Chair	P
Mrs A. Green	Staff		P

**In attendance:** 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 and Mr Adams, the Senior Administrator/Bursar, due to prior commitments. It was resolved to accept these as authorised absences in respect of the above attendance record.

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

None were declared.

3/ **Bursar's Reports:**

i/ **Financial reports for each school and Agresso system update:**

Financial Reports for each school and updates on the Agresso system had been issued in advance to committee members. Committee members confirmed that they had received

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and read the information. Copies of the reports are filed as follows and form part of these minutes:-

- Frithville and New York Primary School Financial Report June 2015 (Appendix A)
- Agresso Communication Bulletin 10 (Appendix B)
- Letter to suppliers dated 19<sup>th</sup> June 2015 from LCC (Appendix C)
- Letter to Head Teachers dated 19<sup>th</sup> June 2015 from LCC (Appendix D)

A general discussion took place on the contents of the reports and letters. **Governors asked if the problems with the Agresso system were affecting the running of the school.** Mr Bargh advised that the bins at New York had not been emptied last week as the contractor had not been paid. The matter had been resolved and the bins had now been emptied. Work on the new website is also slightly delayed as the web designer has not been paid. There have also been problems with paying staff on zero hours' contracts. An article has appeared in the Lincolnshire Echo on the problems with the Agresso system. Issues are now being resolved.

ii/ **CFR Benchmarking Reports:**

CFR Benchmarking reports for each school had been issued in advance of the meeting. Committee members confirmed that they had received and read the reports. Copies are filed as Appendices E (New York) and F (Frithville) respectively and form part of these minutes.

A general discussion took place on the contents of the reports. **Governors noted that at New York educational support staff represented 79.2% of the total teaching staff and the educational support staff cost per pupil was £2,152.** Mr Curley explained that these figures demonstrated that the Federation was spending its money correctly in providing 1:1 support for the high number of SEND pupils at New York.

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

Mr Curley invited Mr Bargh to present the Head Teacher's Report. The report had been issued to committee members in advance of the meeting. A copy is filed as Appendix G and forms part of these minutes. Committee members confirmed that they had received and read the report. Mr Bargh gave the following verbal update:-

i/ **Staffing Structure:**

Hayley Smith is now employed as a full time Teaching Assistant to ease the workload in Class 1 at Frithville. The caretaker is providing additional office support early in the mornings and late afternoons. He answers the telephone and deals with enquiries.

A request has been received from the LCC for New York to take a Year 5 SEND pupil for one year. The pupil had been dismissed from another school due to violent behaviour and would need 1:1 tuition, for which an additional member of staff would need to be appointed. Discussions had taken place between the SENDCO and the Executive Head and it had been agreed that, due to the diverse needs of the pupils already in that Year Group, it would not be appropriate to accept the pupil. **Governors asked for further information on this matter.** Mr Bargh explained that the Federation was already over PAN for that year group

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and 13 of the 25 pupils in the class had special educational needs. Some pupils in the class require special medication and one child is a wheelchair user. **Governors supported Mr Bargh's decision not to accept the pupil.**

ii/ **Numbers on Roll:**

Predicted intake for September is 7 for Frithville and 5 for New York. **Governors asked Mr Bargh to explain what steps were being taken to promote the Federation.** Mr Bargh advised that an advert will be placed in the Boston Target and the new website will be trialled before the end of term. **Following questions from Governors, a general discussion took place on progress levels.**

iii/ **Maintenance:**

The toilets at New York will be refurbished during the first week of the summer holidays. Installation of the playground at Frithville will start on 20<sup>th</sup> July. The Federation is awaiting the results of their loan request for £55K to refurbish Classroom 1 at Frithville.

iv/ **Extended Curriculum:**

Sports' activities are highlighted in blue so it is easier to identify how the sports premium money is being spent. This information is also on the new website. The SEND Learning Walk will take place next week.

v/ **Attendance:**

Attendance is currently 94.19% at Frithville and 96% at New York. The figure at Frithville puts the school in the bottom 10% of schools in the county for attendance. It is due to a repetitive sickness bug and a Portuguese boy who did not come back to the school. An article in last week's newsletter informed parents and carers that a pupil is considered a "repeat offender" if their absence is less than 90%. The figure used to be 85%. A general discussion on this matter took place. **Governors asked Mr Bargh to confirm the difference between authorised and unauthorised absence.** Mr Bargh explained that if a pupil has an appointment due to an on-going medical condition, they are not recorded as absent. Further discussions on this matter took place.

vi/ **Safeguarding:**

There have been no safeguarding issues this term.

vii/ **Expenditure on outdoor resources:**

Mr Bargh advised Committee members that he planned to spend £3K on the EYFS outdoor areas at both schools. Each school would have a weatherproof storage unit with a range of outdoor activity equipment and a mud kitchen. The company providing the equipment would submit a quotation before the end of term. With the new equipment, it would be easier to keep the outdoor play areas tidier and the equipment could be put away very quickly. A general discussion on this matter took place and **Governors expressed their support for the project.**

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viii/ **Training Days:**

Staff training days would be on 1<sup>st</sup> and 2<sup>nd</sup> September 2015 and Governors are welcome to attend. The morning session on 1<sup>st</sup> September at Frithville will focus on the Federation's values and Action Plan. The afternoon session on 2<sup>nd</sup> September at New York will cover ICT training including the Purple Mash programme and the EYFS tracking system. Learning behaviour and questioning will also be discussed in the light of the new OFSTED criteria. Mr Bargh explained that the Federation now has to prove that pupils make progress. Pupils' books will be scrutinised. All teaching staff, including TAs, will be trained on what to look for in work scrutiny. Job specifications for the Deputy Heads will need to be re-written. There will also be changes in the subject leadership roles and relevant training will be bought in from the CfBT.

A general discussion on these matters took place. **Governors expressed approval of the Federation's participation in the Small Aspiring Schools collaboration.** Mr Bargh explained that the collaboration will get more training units from the CfBT as a result of "bulk buying" but, currently, all booking are being made via Gipsey Bridge. This issue will be addressed.

There were no further matters for discussion with regard to the Head Teacher's Report and committee members, led by Mr Curley, thanked Mr Bargh for his work.

5/ **Minutes of the Staffing & Resources Committee meeting held on Thursday 7<sup>th</sup> May 2015 at New York Primary School:**

The minutes of the Staffing & Resources Committee meeting held on Thursday 7<sup>th</sup> May 2015 at New York Primary School had been circulated in advance to all Committee members. Committee members confirmed that they had received and read the minutes.

i/ **Accuracy:**

It was agreed unanimously that the minutes were a true and accurate record of the meeting. Mr Curley signed and dated the minutes.

ii/ **Matters Arising:**

There were no matters arising.

6/ **Items for the next Agenda (8<sup>th</sup> October 2015 at Frithville):**

Financial reports from the Bursar  
Head Teacher's Report to include Action Plan, CPD spend, and its impact  
Attendance monitoring  
Policies

7/ **Any Other Business/Correspondence:**

Committee members commented on the "excellent" Sports' Day. A general discussion took place on the benefits to the children of teamwork activities.

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There were no items of correspondence.

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

- i/ Committee members confirmed expenditure for EYFS play equipment.
- ii/ Attendance was discussed and will be monitored closely in the future.
- iii/ Committee members were reassured that the Federation's leadership is effective, training relevant to the new OFSTED criteria is being undertaken, and parents and carers will be more aware of how their children are progressing at school.

**Confidential Matters:**

**1/ Confidential Minutes of the Staffing & Resources Committee meeting held on 7<sup>th</sup> May 2015 at New York School:**

The confidential minutes of the Staffing & Resources Committee meeting held on 7<sup>th</sup> May 2015 at New York School had been circulated in advance to non-staff committee members who confirmed that they had received and read them.

**i/ Accuracy:**

It was agreed unanimously that the minutes were a true and accurate record of the confidential matters discussed at the Staffing & Resources Committee meeting held on 7<sup>th</sup> May 2015. Mr Curley signed and dated the minutes.

**ii/ 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 7.15 pm.

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Signature of Chair .....

Date.....