



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Staffing & Resources Committee Meeting held on Thursday 8th
 October 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		P
Mr G Curley	Co-opted	Chair	P
Mrs A J Sidwells	Co-opted		P
Mrs K. Chalmers	Co-opted	Vice Chair	P
Mrs A. Virk	Parent		P

Invitee: Mr M. Adams, Bursar/Senior Administrator

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:

There were no apologies for absence. All Committee members were present.

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

None were declared.

3/ Bursar's Reports:

A financial report for both schools had been issued in advance of the meeting. Committee members confirmed that they had received and read the report. A copy is filed as Appendix A and forms part of these minutes.

Mr Curley invited Mr Adams to give a verbal update.

Signature of Chair.....

Date.....

i/ **Agresso financial system:**

Mr Adams advised that the system was still not working properly. There are issues with the payroll, some pension and National Insurance contributions are incorrect, and it is not yet possible to monitor the budget and expenditure. Upper management at the LCC and SERCO are trying to resolve the situation. A general discussion on this matter took place.

Governors confirmed that they were fully aware of the on-going problems and expressed concern that they could not be held responsible for the Federation's finances if reports could not be produced. Governors confirmed that they were re-assured that the Federation's spending was in accordance with the current 5-Year Plan.

ii/ **New York:**

a/ **Number on Roll:**

There are currently 42 pupils on roll and numbers were better than expected for the 1st October funding census. A 10-pupil cohort will be leaving in September 2016 with an estimated 6 pupils joining. A general discussion on pupil numbers took place. Governors agreed that the road-side banner at New York was effective in attracting new pupils. Word of mouth was also successful.

b/ **Teaching staff:**

The ratio of charging for the Sports Teacher has changed from 60 Frithville/40 New York to 70/30.

c/ **Non-Teaching staff:**

The TA2 left 3 weeks' later than expected. Class 1 currently has 15 pupils, a teacher, and a full-time TA. Another TA is required in Class 1 as three year groups are being taught and there are several SEND pupils, some of whom need catheters changing. For safeguarding reasons, two members of staff are required for this procedure. The new TA would be required for 21 hours per week. Funding would be provided once the statements are in place. The post would be advertised externally.

Mr Curley proposed that the Federation should appoint an additional TA for 21 hours per week. The proposal was seconded by Mrs Brackenbury and agreed unanimously by the Committee members.

Mr Bargh thanked the Committee members for their support and said that an advert for the vacancy would be placed on Monday 12th October.

d/ **Non-Staffing costs:**

Following a recent survey, tree work is required. £1500 has been added to the budget for this work. The work will be done during the half-term holiday and it will be necessary to close the main road. Governors noted that logs would be available for sale. A general discussion on this matter took place. **Governors suggested that canvassing across the**

Signature of Chair.....

Date.....

Small Aspiring Schools collaboration for parents/carers willing to undertake such work as a favour or at cost to the Federation, may be beneficial.

e/ Capital Projects:

The toilets had been refurbished during the summer holiday by J H Winter. The area has been damp-proofed and more urinals have been installed. The children have responded very positively.

iii/ Frithville:

a/ Number on Roll:

The current number on roll is 64 but large cohorts are leaving every September for the next four years. Pupil numbers are good.

b/ Funding:

Both schools have a 3-Year budget but the Federation will be facing more cuts in funding as the Government seeks to save more money. Funding is currently static but costs have increased due, in part, to the rise in pension contributions. Lincolnshire is one of the lowest funded counties for education. A general discussion on this matter took place. Governors noted that there was a perception that there is no deprivation in Lincolnshire because it is a rural county. Further discussions took place and **Governors confirmed that they recognised the importance of accurate budgeting.**

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

4/ Devolved Capital Projects:

Mr Curley invited Mr Bargh to give an update on the devolved capital projects. Mr Bargh gave the following verbal update:-

i/ Frithville – outdoor playground:

This project will finally commence on Monday 26th October after much delay. The MD of the Danish company supplying the playground is now in the UK to help with the backlog of work. Sports England is fully aware of the situation. The playground will be subject to atmospheric wear and tear and will need to be re-surfaced after 5 years. Extra cupboard space is being installed for the play equipment and the school will have to find approximately £256 out of the sports budget to pay for this. The playground is being paid for with a grant of £30,000 from Sports England.

ii/ New York – EYFS outdoor play area:

Costs to re-surface the EYFs outdoor play area are between £1,500 (if the Federation undertakes the work) and £3,000 if an outside contractor is used. The surface of the play area would have a 5 – 10 years' life span. **Governors agreed that the play area needed to be attractive and safe, and asked how this work would be funded. Mr**

Signature of Chair.....

Date.....

Bargh advised that funding would be from the Devolved Capital budget for New York from April 2016. The work would take at least a week and would need to be done during the 2016 summer holiday. **Governors asked if this was the best use of Devolved Capital.** Mr Bargh advised that this was the only outstanding capital project item at New York. **Governors agreed that quotes could be obtained for the work.**

iii/ New York – re-decoration & special needs facilities:

Mr Bargh advised that it had been 5 years' since New York had been decorated and it was now due to be done again. There is a requirement to install special needs toilet facilities for a pupil at a cost of approximately £30,000. Discussions have taken place between the Federation and the County, and a meeting is due to be held with the agencies that provide special support for the pupil. The parents are very supportive and wish the child to remain at the school. Governors were advised of the proposed location for the special needs toilets facilities and a general discussion on this matter took place. **Governors questioned the proposed location of these facilities and were re-assured that the suggested site was the best-possible option given the nature of the limited number of intervention and meeting rooms at New York.** Further discussions took place and Governors agreed that it was important for the school to promote itself as an "inclusive" school.

Governors agreed that County should be approached with regard to funding the project once the specific requirements of the pupil had been established.

iv/ Frithville – refurbishment of Classroom 1:

Mr Bargh explained that Classroom 1 at Frithville was in urgent need of refurbishment. The cost would be approximately £55,000. £9,000 would come from the Devolved Capital budget and £46,000 from a loan from County which would be paid back over 10 years from the Devolved Capital budget. County had agreed the proposal but had advised that the Federation would be responsible for any risk involved. **Governors expressed concerns about the potential risks involved and the fact that there would be no Devolved Capital for any other projects for 10 years. Further discussions took place and it was agreed that the option of doing the work in phases should be considered.**

Governors were given a tour of Classroom 1 and the adjacent IT/Art/lunch room. Extensive discussions took place on the work that needed to be done. **It was agreed that the priority was to re-design the EYFS wet area. Removal of the classroom divide and installation of new cupboards could follow at a later date.** It was noted that the current facilities in Classroom 1 did not give the best impression to prospective parents/carers and the room needs to be designed to best encourage learning.

Governors agreed that Mr Bargh could obtain three quotes for the complete refurbishment of the two rooms. Each quote should be priced by Phase and a total cost for the job. The quotes would be submitted to the Full Governing Body for discussion and approval.

Governors questioned if the loan would be available in the future if the decision was made to use just part of it. Mr Bargh agreed to investigate.

Signature of Chair.....

Date.....

v/ **Frithville – toilets:**

It was noted that the toilets were out of date but there was no money to re-furbish them. Governors were re-assured that the toilets were functional. Governors agreed to discuss the toilet refurbishment project once a decision had been made on the best means financially to refurbish Classroom 1.

As there were no further matters of a financial nature, the Committee members, led by Mr Curley, again thanked Mr Adams for his work. Mr Adams left the meeting at 7.25 pm.

5/ **Head Teacher’s Report:**

The Head Teacher’s Report had been issued in advance of the meeting. The Committee members confirmed that they had received and read the report. A copy is filed at Appendix B and forms part of these minutes.

Mr Bargh gave the following verbal update:-

i/ **Improvement Objectives from OFSTED reports:**

Improvement objectives and priorities for both schools were listed. Mr Bargh stated the priorities as follows:-

Priority 1: Secure consistently good or better teaching, learning, and assessment across the Federation

Priority 2: Strengthen the effectiveness of the Leadership & Management across the Federation

The report detailed the actions required for each priority with a milestone date of 30th September 2015. A “traffic light” system indicated the current status of each action.

Priority 1:

Governors noted that the Developing Teacher Programme had been organised and timetabled, and that all staff understood what was meant by “Learning Behaviours.” **They questioned Mr Bargh on why some of the actions were highlighted as amber or red.**

Mr Bargh explained that the work had been done for the EYFS Baseline Assessments, the Underachievement Education Plans, and Marking Scheme and these would “go green” next week after the Performance Management meeting. The work on the handwriting policy had been completed earlier in the week, after the report had been issued to Governors.

Governors questioned Mr Bargh on the handwriting policies in place at each school. Mr Bargh explained that the policies were different due to teacher preference and the matter had been discussed at the staff briefing on Monday 5th October 2015.

Governors were advised that learning behaviour had changed. Following lesson observations, it had been noted that children were thinking for themselves rather than just putting up their hand to ask the teacher.

Signature of Chair.....

Date.....

Priority 2:

Governors noted that training and support was in place for the English subject leader, and the peer support for the Executive Head had been organised and timetabled.

Governors questioned Mr Bargh on why some actions were highlighted as amber or red. Mr Bargh advised that the roles and responsibilities of the Deputy Head Teachers had been clarified, the new Federation Improvement Plan and tracking system were in place, and the audit of the current EYFS provision had been completed. These three actions would “go green” after the Performance Management meeting next week.

The audit of safeguarding provision is currently work in progress. Mr Bargh advised that he has responsibility for safeguarding across the Small Aspiring Schools Collaboration. Revesby Special School had now joined the Collaboration. Safeguarding training across the Collaboration will be aligned and a Register of course requirements compiled by Mr Bargh. **Mrs Brackenbury, the Governor with special responsibility for safeguarding, requested that Mr Bargh keep her informed of developments.**

Governors noted that the action on refurbishment of Classroom 1 at Frithville could now “go to amber” following discussions earlier in the meeting.

ii/ Pupil Progress Data:

Governors agreed that it was important that all Governors were aware of the pupil progress data even if they were not on the Standards & Curriculum Committee. It was agreed to defer detailed discussions on the data to the Standards & Curriculum Committee meeting on Monday 12th October 2015.

Governors were advised that floor standards would not now be measured for cohorts of less than 11. A general discussion on this matter took place. **Governors stressed the importance of continuing to raise standards and attainment for all pupils.**

Miss Chalmers left the meeting at 7.50 pm.

There were no further matters for discussion on the Head Teacher’s Report and the Committee members, led by Mr Curley, thanked Mr Bargh for his work. The Committee members confirmed that they were happy with the new format of the report.

6/ Minutes of the Staffing & Resources Committee meeting held on Thursday 9th July 2015:

The minutes of the Staffing & Resources Committee meeting held on Thursday 9th July 2015 had been circulated in advance to all Committee members. The Committee members confirmed that they had read and received the minutes.

Miss Chalmers returned to the meeting at 7.55 pm.

Signature of Chair.....

Date.....

i/ Accuracy:

It was agreed unanimously by those Governors present at the meeting on the 9th July 2015 that the minutes were a true and accurate record of the discussions that had taken place. Mr Curley signed and dated the minutes.

ii/ Matters Arising:

There were no matters arising.

7/ Policies:

The following policies had been issued in advance to Committee members: _

- Accessibility Plan
- Asbestos Management Plan
- Charging for School Activities Policy
- Performance Management Policy

Committee members confirmed that they had received and read the policies. Copies are filed as Appendices C – F respectively and form part of these minutes. It was agreed unanimously to adopt the policies and Mr Curley signed and dated them.

8/ Correspondence/Any Other Business:

There were no items of correspondence.

- i/** Miss Chalmers confirmed that she would be Vice Chair of the Staffing & Resources Committee.
- ii/** A general discussion took place on the importance of DBS checks. Governors agreed that they should be DBS checked even though they did not work alone with the children. The cost was understood to be £39 each.

Action: Clerk to send up to date list of Governors to Mr Bargh, Mr Adams, and Mrs Hawkins so that DBS checks could be undertaken

- iii/** It was confirmed that the next Full Governors' meeting would be held on Thursday 3rd December 2015.

Action: Clerk to re-issue list of meeting dates

- iv/** Governors who were on the Head Teacher's Performance Management Review Committee were advised to re-visit the GEL training module on that topic.

9/ Items for the next Agenda (25th February 2016):

Financial Reports and Agresso system update from the Bursar

Signature of Chair

Date.....

Head Teacher's Report:

- Improvement objectives from the OFSTED Report
- EYFS, KS1, and KS2 data – summary discussion
- Staffing structure
- Number on roll
- Behaviour and Safety
- Extended Curriculum
- CPD – Staff and Governors

Policies: Confidentiality, Educational Visits, No Smoking, and Sun Protection

As there were no further matters for discussion, Mr Curley thanked everyone for attending and for their contributions. The meeting closed at 8.05 pm

Signature of Chair

Date.....