

A meeting of the Finance, Staffing and Premises Committee of Carlton In Snaith Community Primary School was held at the school on Tuesday 1 March 2016 at 6pm.

Minutes

Present – Katherine Pierce (Committee Chair), Jon Watson (Head), Jim Wood,

Apologies – Mary Farman and Elizabeth Russell.

Absent – Kath Hartley.

In attendance – Georgina Thomas (clerk).

A – Action

R - Resolution

1	<u>Welcome</u> All were welcomed to the meeting which opened at 6.10pm.	
2	<u>Confidentiality and declarations of interest</u> None declared.	
3	<u>Apologies</u> Received, with reasons, from ER and MF. KH was absent without apology. The clerk confirmed that the meeting was just quorate.	
R	That the absences of ER and MF be consented. That the absence of KH be unconsented.	
4	<u>Notification of other urgent business</u> None.	
5	<u>To approve the minutes of the last meeting, 17 November 2015</u> Approved with no amendments.	
R	That the minutes of 17 November 2015 be approved.	
6	<u>To deal with any matters arising from the previous minutes and for which there are no separate agenda items</u> None.	
7	<u>Finance</u> Governors had received pre-circulated Monitoring Statement. The salient features were outlined by the Head. There is a temporary variance of £10,336 which is the balance of insurance money still to be received. This is paid retrospectively and is expected shortly. The variance to the teaching staff budget relates to the difference between the amount paid out in sickness and maternity and also a lesser spend on supply by using HLTAs to cover where appropriate in short term planned absences. The £8553 overspend on teaching support was planned.	

	<p>The Revenue Financial Forecast was also outlined by the Head. If all stays as expected, based on pupil predictions and staffing costs, the costs position will have to be acted upon in 17/18.</p> <p>Q. Why is this? A. Pupil predictions are very low by 17/18 which will have a big impact on the school finances.</p> <p>Q. Why is this? A. A low number of children chose Carlton as first choice this year but we understand from the local playgroup that it is a small cohort locally this year. We expect this to increase next year as the cohort is larger.</p> <p>Q. How worried should we be? A. This is only a prediction based on current numbers and trends and could be different, better, in reality. However, we must be mindful of it and keep a close eye.</p> <p>School has seen a loss of eight pupils so far this year. With twelve joining in September and 23 leaving year 6, this gives an overall loss of 17. Governors are satisfied that the children who have left have not done so for reasons directly linked to dissatisfaction with the school. Most are geographical and one for reasons that are connected to the school community as opposed to the school directly. However, governors are aware of the need to keep a close eye on outward mobility to ensure finances are protected and to ensure that costs savings are made where possible.</p> <p>The Head highlighted the challenges to the school: low number of PP and SEND children, comparatively high staffing costs and funding restrictions by being in NYCC. Governors agreed that the high staffing costs are evident from considering the financial benchmarking documentation.</p> <p>Governors also expressed concern about a prior decision to allocate some sports premium to the increased costs of the purchase and installation of the shed. The Head advised that installation costs were significantly higher than anticipated and so the decision was made to take this from the sports premium due to the fact that the shed is to be used solely for the safe storage of sports equipment, ensuring access and longevity of equipment. Governors acknowledge that school has a duty to ensure that sports premium money impacts more directly on to pupils themselves and the Head is looking into training, events and staff CPD to ensure that this is the case and to ensure high impact lessons. The Head has also asked Karen Longfield and Gail Link to ensure that future correspondence about sports premium is timely and transparent.</p>	
<p>8</p> <p>A</p>	<p><u>Staffing</u> Governors had received the staffing structure proposals in advance.</p> <p>The Head outlined the current structure.</p> <p>Cover is in place for a fixed term maternity contract. The MSA structure is continually changing with a budget for 8 and an actual amount of 5.6.</p> <p>The Head will ensure that all staff are aware that they are to be held to account for effective performance management and will also ensure that up to date job descriptions are in place for all staff.</p> <p>Governors were advised of the resignation of a member of staff. Governors acknowledge the reasons behind the resignation and were satisfied that due process had been followed at all times. The Head confirmed that cover is in place</p>	<p>Head</p>

	<p>using existing staff for all classes and that good outcomes will be ensured. The Head will keep governors updated on plans moving forward.</p> <p>Governors were also advised of the resignation of a TA, with immediate effect. Existing TAs are covering these hours for the time being.</p>	
9 A	<p><u>Premises</u> School will stay with the MASS Structural scheme as opposed to going with the MASS Enhanced due to insufficient benefit to school to justify the approximately £11,000 difference.</p> <p>Some premises actions have been progressed but generally all is coming on slowly. The Head will look into the possibility of assistance from the Community Payback Scheme.</p> <p>Governors had received the SDP in advance and focussed on Priority 3 (premises). The Head outlined progress against each area.</p> <p>An architect has been consulted regarding updates to the school building and governors were advised of the suggestions made. It was agreed the entranceway needs to be more welcoming and that the office staff should be more visible on entry. It was also agreed that the security of the school site needs improving. A bid for funding has been submitted and will be responded to in approximately four months. Governors and the Head agreed that a lot of work needs doing to improve the school building but that progress is starting to be made and realistic timescales are now in place.</p> <p>The Friends have approved the costs for shelving so this will now be progressed.</p> <p>The Accessibility Audit was pre-circulated and revealed nothing of concern that had not already been identified.</p>	Head
10 A	<p><u>Safeguarding</u> The Safeguarding Audit has been submitted on time. Thanks to Alex Dawson for his input are to be minuted.</p> <p>There were two safeguarding referrals last term which are ongoing.</p> <p>The Head will progress the annual Safeguarding Report to Governors.</p>	Head
11 A A A	<p><u>Health and Safety</u> The Head will re-inspect (and re-circulate to governors) the H&S Review and ensure that all actions are being progressed.</p> <p>This will be followed up at the next FSP Committee meeting.</p> <p>A bench in the year 6 library was confirmed as requiring removal. KP will progress.</p>	Head Clerk KP
12 R	<p><u>Policies</u> The following were ratified:</p> <ul style="list-style-type: none"> ➤ Developing Performance; ➤ Capability – KP to amend to make reference to the attachments being available on cyps.info ➤ Performance Management of Support Staff; ➤ Photographic and Video Images; ➤ First Aid at Work; ➤ Allegations of Abuse against Staff. 	

<p>A</p> <p>A</p> <p>A</p>	<p>KP will look at the NYCC policies for Photographic and Video Images and First Aid at Work and will ensure that they satisfy school's requirements. Any issues will be brought to the attention of governors. In the meantime, or in the absence of any such notifications, these policies are to be ratified as NYCC standard documents.</p> <p>Lockdown will be deferred to the FSP meeting next. The Clerk will try and locate a NYCC recommended policy.</p> <p>KP will ensure that the policies ratified above are signed by her, as Committee Chair.</p>	<p>KP</p> <p>Clerk</p> <p>KP</p>
<p>R</p>	<p>That the policies be ratified as above; That a Lockdown Policy will be brought to the FSP meeting next;</p>	
<p>13</p>	<p><u>Issues identified at item 4</u> None.</p>	
<p>14</p>	<p><u>Correspondence</u> None.</p>	
<p>15</p> <p>R</p>	<p><u>AOB</u> The Head urged governors to ensure familiarity with, and understanding of, the SDP. Governors are to ask the Head about any parts of it that they are not certain about. The importance of the SDP as a working document is acknowledged by governors and it will be kept in strong focus at GB meetings. The Head will R.A.G. the SDP in future to ensure clarity and so that governors can identify progress easily. It was agreed that committees focus on their relevant sections and report back at FGB meetings.</p> <p>Governors were also urged to ensure that records of visits are done after all visits. It was agreed that visits are being made but that records of them are not always provided promptly. The need to ensure that these are completed as regards evidence of governors discharging their duties was stressed. Any outstanding visit reports will be done ASAP.</p> <p>The Head will ensure that Maternity Risk Assessments are shared with the relevant staff moving forward. These are always carried out but not necessarily shared.</p> <p>Governors also agreed to remain at Day 11 cover under the Staff Absence Insurance Scheme.</p>	
<p>16</p>	<p><u>Impact: governors to identify three areas from the meeting where their actions/discussions will have positive outcomes for children</u></p> <ol style="list-style-type: none"> 1. Detailed discussion on staffing, value for money and sustainability under the budget; 2. Ensuring satisfactory completion of the Safeguarding Audit; and 3. Progress as against premises requirements. 	
<p>17</p>	<p><u>Confirm date of next meeting, as set at FGB meeting</u> The next meeting will be on 14 June 2016 at 6pm.</p>	