

A meeting of the Finance, Staffing and Premises Committee of Carlton In Snaith Community Primary School was held at the school on Tuesday 17th November 2015 at 6pm.

Minutes

Present – Katherine Pierce, Jon Watson (Head), Jim Wood, Mary Farman, Elizabeth Russell and Kath Hartley.

In attendance – Georgina Thomas (clerk).

A – Action

R - Resolution

1	<u>Welcome</u> All were welcomed to the meeting which opened at 6.05pm.	
2	<u>Confidentiality and declarations of interest</u> None declared.	
3	<u>Apologies</u> None.	
4	<u>Election of Committee Chair</u> Katherine Pierce was nominated Chair of the committee for a period of one year.	
R	That Katherine Pierce be Chair of the committee until the first meeting of the committee in the academic year 16-17.	
5	<u>Notification of other urgent business</u> None raised.	
6	<u>To approve the minutes of the last meeting</u> The minutes of the previous Premises and Health and Safety Committee had been circulated in advance and were agreed as a true record. There were no minutes brought from the previous Finance Committee meeting.	
7	<u>To deal with any matters arising from the previous minutes and for which there are no separate agenda items</u> None that have not been picked up at the FGB meeting last or which are not identified as separate agenda items.	
8	<u>To review existing committee terms of reference and identify any alterations to be brought to FGB next</u> A set of terms of reference was drawn up by the committee and will be brought to the FGB meeting for ratification.	
R	That the terms of reference be brought to FGB for ratification.	
9	<u>To agree committee objectives for the academic year 15-16</u> The objectives were agreed as follows: 1. To focus on ensuring progress in respect of the fabric/material of the building; 2. To focus on overseeing the strategic current and future financial wellbeing of the school, to include actively seeking potential revenue streams.	

	The objectives will appear at the top of committee agendas from now on.	
10	<p><u>Budget Management Policy</u> This was agreed as existing, subject to reference to the Finance Committee being changed to the Finance, Staffing and Premises (inc H&S) Committee.</p>	
R	That the Budget Management Policy be ratified.	
11	<p><u>Finance Update</u> Documents had been pre-circulated. Katherine Pierce outlined the salient features.</p> <p>The overall expenditure of school is broadly comparable to other schools. Grounds maintenance costs are a little higher than some schools as we use the County scheme.</p> <p>There is an overspend of 9,000 on TA support but this had been approved by governors and so was not unexpected.</p> <p>There is also an overspend on sickness and supply costs and the Head suggested that HLTAs be used for short term absence to reduce costs here. This was agreed by governors on the proviso that the HLTAs used will be covered by GTAs where possible.</p> <p>The SLT will need to monitor ensuring sufficient funds for learning resources and there has been an overspend on furniture and fittings due to recent essential renovations.</p> <p>There is also an overspend of 4,000 as a result of following up action points after a health and safety inspection.</p> <p>Despite the overspends, there is a carry forward of 40,000. The position as regards costs savings will continue to be reviewed regularly.</p> <p>Governors were also advised of the need to raise the profile of the school and discussed the importance of working closely with local nurseries and playgroups and holding open days etc. This will all be focussed on moving forwards.</p> <p>Governors also discussed in depth the need to focus on the fabric and appearance of the school. Governors appreciate that the décor is shabby and that a schedule of refurbishment works needs to be started. Governors want the school to reflect the pride that all have in it and want it to be welcoming and smart.</p> <p>At this point, it was agreed that item 15 (Premises Considerations) be discussed.</p> <p>The Head has contacted Smart Solutions about possibly buying into the enhanced MASS Scheme. This would be an additional 10-12,000 per year and the Head is waiting for more information to ascertain whether it would be worth the additional costs. Governors agreed to consider this once it is known what the enhanced scheme covers. The Head will feed back when he has further information.</p> <p>The premises priorities were outlined to governors: the playground needs to be resurfaced again as it is not draining properly and the finish and the edging are not completed to a satisfactory degree. Carthys are coming to have another look to see what can be done to improve the situation. The shed also remains a problem as, despite the long wait for delivery and the costs incurred already, school has now been advised that it requires a concrete base which will incur additional costs in materials as well as labour to the sum of 1400 plus costs of the concrete base. This</p>	

	<p>has been an ongoing saga that requires completing. The Head will enquire whether this can be moved into Sports Funding.</p> <p>The entranceway also needs attention and the Head is progressing and will keep governors updated.</p> <p>Some quotes have been received for the refurbishment of the Head's office. Governors also authorised the Head to obtain quotes for the entrance, the male toilets and the storage room. The Head will bring all quotes to the next F,S&P Committee meeting. It was agreed that 17,000 from the devolved budget could be used towards these works.</p> <p><i>At this stage, 8pm, Mary Farman left the meeting.</i></p> <p>The Premises Plan remains outstanding and will be progressed.</p>	
R	<p>That short term staff absences be covered by HLTAs where possible; That the Head keep governors updated about the cover provided by the enhanced MASS Scheme; That the Head will bring quotes to the next F,S&P meeting as above.</p>	
12	<p><u>To agree an approach for completion of the Schools Financial Values Standard</u> This was approved as provided by Gail Link.</p>	
R	<p>That the SFVS be approved.</p>	
13	<p><u>Financial Benchmarking and Comparative Statistics</u> Covered above.</p>	
14	<p><u>Staffing</u> 29.5 hours of additional TA hours have been put in place which is a very positive step for the children. 10.5 hours have been shared between existing staff and the remaining 19 hours have gone to external applicants. Governors agreed that this is a very positive improvement that will rapidly impact on the children's experience and learning.</p> <p>Admin hours have also been increased by four hours and an extra hour per week given to the relief admin assistant to allow her to be trained fully to ensure proper contingency.</p> <p>Q. Do the forecast figures provided include these hours? A. Yes, they have all been accounted for.</p> <p>The recent staff absence has been successfully managed by retaining the same supply teacher which has meant consistency for the children.</p>	
15	<p><u>Premises considerations</u> Covered.</p>	
16	<p><u>Safeguarding</u> The temporary fence remains an issue but is checked regularly by the Head and is still secure. It remains an area of priority.</p>	
17	<p><u>Health and Safety</u> This had been circulated in advance. All actions are being progressed.</p>	
18	<p>Policies:</p>	

	<ul style="list-style-type: none"> • Lettings – ratified; <p>Q. Could we look at doing more lettings? A. We could but it must be borne in mind that they can sometimes be costly in terms of additional caretaking etc and therefore not lucrative. Requests will be considered on a case by case basis.</p> <ul style="list-style-type: none"> • Charging – ratified; • Charges – ratified; • Ordering – ratified subject to removal of the phrase “we cannot work miracles in this office” , addition of the wording “from the school budget” to the section about refunds and amending K Pemberton to J Pemberton. 	
R	<p>That the following policies be ratified (subject to amends as above) – Lettings; Charing; Charges and Ordering; That the Head make any agreed amends to the final copies.</p>	
19	<p><u>Issues identified at item 5</u> None.</p>	
20	<p><u>Correspondence</u> A parent request to use the school paying field will be deferred to FGB meeting next for consideration.</p> <p>The previous request from a neighbour wishing to buy some school land was refused but it has been agreed to issue her a formal licence with a right to revoke. This is in progress and thanks to Katherine and Jim for their work here are to be minuted.</p>	
21	<p><u>AOB</u> None.</p>	
22	<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. Staffing changes – supporting the Head to facilitate changes and increase TA support has improved the adult to child ratio which will impact the children directly; 2. Setting clear aims and objectives for the committee; 3. Establishing clear terms of reference to ensure accountability and systems which will have a direct impact on safeguarding and children's welfare. 	
23	<p><u>Confirm date of next meeting, as set at FGB meeting</u> The next meeting will be changed to 1 March 2016 at 6pm.</p> <p>The meeting ended at 9pm.</p>	