

A meeting of the Finance, Staffing and Premises Committee of Carlton In Snaith Community Primary School was held at the school on 14 June 2016

Minutes

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

Apologies – Mary Farman and Elizabeth Russell.

In attendance – Georgina Thomas (clerk).

A – Action

R - Resolution

| | | |
|----------|---|----------------|
| 1 | <u>Welcome</u> All were welcomed to the meeting. | |
| 2 | <u>Confidentiality and declarations of interest</u> None declared. | |
| 3 | <u>Apologies</u> Received, with reasons, from ER and MF. | |
| R | That the absences of ER and MF be consented. | |
| 4 | <u>Notification of other urgent business</u> None. | |
| 5 | <u>To approve the minutes of the last meeting, 1 March 2016</u> Approved with no amendments. | |
| R | That the minutes of 1 March 2016 be approved. | |
| 6 | <u>To deal with any matters arising from the previous minutes and for which there are no separate agenda items</u> <ul style="list-style-type: none"> • Interim performance management has been carried out with all except two teaching staff which are due; • Admin staff performance management process has commenced and job descriptions are in place; • TA s have all had observations and will get their performance management cycle set up in the new academic year. Job descriptions are also in progress for them; • The clerk's job description will also be updated in the new academic year; • The Head will speak with the Head at Camblesforth about the Community Payback Scheme and a meeting has taken place with a handyman to discuss some works to be carried out over the Summer; • The annual safeguarding report will be discussed fully at the FSP meeting next; • The bench in year 6 has been removed. | |
| A | | |
| 7 | <u>Finance</u> Governors had received pre-circulated end of year report and start budget, which had been previously approved subject to some minor amends. KP outlined the salient features and the differences to the budget approved in principle which showed an improvement on the original draft. | Doc A Doc B |

| | | |
|--------------------------|--|------------------------|
| | <p>Governors discussed the likely weaker position for the third year based on predicted pupil numbers. The Head reassured governors that a lot can change in three years and, whilst governors must remain vigilant of the situation, there was no need to overly worry at present. A higher intake is expected next year and we are anticipating future intake improvements.</p> <p>The school fund was considered along with notes for school fund document. The balance is at £1012.53 but governors were advised that some invoices remain due and the end of year leavers gifts are also to be paid from this fund.</p> | <p>Doc C Doc D</p> |
| <p>8</p> | <p><u>Staffing</u> The appointment of the new teacher promises to be a very positive and exciting one. TA hours for next year will remain roughly as they are subject at all times to flexibility according to need.</p> <p>A potential SLA is available with Active Fusion to provide a PE apprentice to cover PPA time initially, to be offset against staffing costs. This is a cost of £4290 per year and some of this can be paid from the sports premium pot. The apprentice will run a 30 minute lunchtime activity and then provide two hour PPA cover every afternoon plus after school clubs. There is scope to expand this if it proves a success.</p> <p>Q. How much can we pay for this from the sports premium fund? A. Roughly ¼ to allow PPA to be covered one afternoon per week for two classes. A TA will assist the apprentice to help with behaviour control and will also upskill the TA.</p> <p>Q. Do we expect this apprentice to be able to bring something different to school? A. Absolutely, different activities and equipment and each half term a different class will get a PE specialist which is a wonderful opportunity for the children.</p> <p>Governors were very positive about this and the Head will progress and keep them updated.</p> <p>The Head outlined the proposed class structure for 16/17 and parents will be advised next week.</p> | |
| <p>9</p> <p>A</p> | <p><u>Premises</u> The Head outlined recent works carried out. The playground is as done as it is going to be under the current budget and the shed is now secure. Both sets of quad doors have been replaced aswell as the year 1-2 classroom door onto the small play area. The year 1-2 door onto the playground is also due for replacement. Quotes will be obtained for the reception external door.</p> <p>The Head will action someone to look at the KS1 playground door as it frequently sticks.</p> <p>The three priorities for future premises works were identified as: continual fundraising for the library; the school entranceway and the reception outdoor area and the available funds in devolved capital were discussed in terms of progressing these priorities.</p> <p>The Head, JW and KP will meet before the end of term to make a list of priority works and the Head will make contact with Andy (Jon, is this Andrew Dixon?) in respect of progressing them. Governors appreciate that the issue of premises is still an enormous one and that it takes up too much of the Head's time. It was agreed that timescales set need to be realistic.</p> | <p>Head</p> |

| | | |
|----|--|--|
| | <p>A quote has been given of £2000 for removal of the asbestos tiles in the entranceway and the Head is waiting to meet a NYCC representative to discuss this further. The visitor sign in system is in place and has been a positive move. Governors recognise the need to re-design the office space to ensure that the admin staff are more visible and approachable and agreed this as a priority with small changes to be made initially to improve the situation if funds do not allow a total redesign.</p> <p>Howdens Joinery have agreed to refit the kitchen section of the staff room for free which will be a huge improvement and an area will also be installed for the children to use in a cookery club. This work should be completed by December.</p> <p>The Friends donated £730 for shelving in the portakabins and thanks to KP and others for coming in on inset day to clear them out are to be minuted. Two patches of damp inside them have now been sorted and the units are usable again and providing great spaces for learning.</p> | |
| 10 | <p><u>Safeguarding</u> Some open case safeguarding referrals have been closed.</p> <p>A live situation continues to impact on the wellbeing of staff, parents and pupils and action is in progress to address this.</p> <p>Governors discussed the recent events in Carlton which had necessitated use of the lockdown systems. The Head read his report on the incident to governors and governors considered the actions taken by school and agreed that it had been handled correctly at all times and that the incident showed that the school systems work effectively. Thanks to the staff are to be minuted for how professionally they handled the situation, with the safety of the children evidently forefront of their minds at all times.</p> <p>A The Head will obtain costings for replacing the fencing around school.</p> | Head |
| 11 | <p><u>Health and Safety</u> The H&S Inspection report had been pre-circulated with actions only minor.</p> <p>A Governors noted that the reception door had been identified as a fire door and therefore should not be locked but appreciated the need for it to be locked for the safety of the children. This will be considered further by KP and JW during the premises walk. They will also consider the height of the perimeter fence in terms of security.</p> <p>A Governors recognise the need to have an established lockdown policy and procedure and KP will bring a draft policy to the FSP meeting next. The need to install additional phone lines was also agreed and the Head will enquire into this.</p> | KP/JW KP Head |
| 12 | <p><u>Policies</u> The following were ratified:</p> <ul style="list-style-type: none"> • Budget Management; • Drugs; • Developing Performance and Capability; • First Aid at Work (subject to the Head and KP checking that named people are correct). <p>A The school Photographic and Video Images policy and the NYCC version will be brought to the FSP meeting next for a decision to be made as regards which to adopt.</p> | Head |

| | | |
|----------|---|------------|
| R | That the policies be ratified as above. | |
| 13 | <p><u>Review of School Development Plan</u> The Head led governors through the sections relevant to this committee:</p> <p><u>Premises and Learning Environment</u> – covered above. Focus on a rolling programme of work and risk assessments.</p> <p><u>Policies</u> – a schedule is now in place. The new website will be launched soon and KP will assist with the design of the new school prospectus.</p> <p>A Governors will still keep visits a strong focus and a log of visits will be set up by the Head to record visits that are supplementary to formal governor visits. Governors will also keep their own personal visit logs.</p> <p>Academisation remains a long term consideration and focus. Governors will ensure that they keep themselves informed and the Head will continue to keep them updated. The Head will continue his research into appropriate alliances.</p> | All |
| 14 | <p><u>Issues identified at item 4</u> None.</p> | |
| 15 | <p><u>Correspondence</u> None.</p> | |
| 16 | <p><u>AOB</u> Governors discussed the need to clarify the position as regards informal parental administration of medicines and suncream after an incident where a parent had asked another parent who was in school to apply suncream to their child. Governors recognise that this can cause issues where not recorded and discussed ways of clarifying this position. The Head will advise all staff that if they are administering sun cream in loco parentis then this must be done in the front entrance and recorded formally. Staff will also be asked to sign to confirm that they will not administer medicine unless they are registered able to do so in school. This will ensure that all non-prescribed medication will be administered in the front office and signed off with the date, time, type of medicine, dosage and relationship to child.</p> <p>A Governors also considered current practice as regards the application of suncream. The Head will advise parents by letter that KS1 children must have their suncream applied at home and that only KS2 children will be able to apply their own at school. This will also be raised at the parent forum.</p> <p>KP will ask MF if she is able to attend with the school bursar on 13th July.</p> | KP |
| 17 | <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. The review of the end of year financial statement and final start budget to ensure appropriate staffing and resources are in place for the success of the children; 2. The detailed discussion around lockdown and review of safeguarding; 3. The improvement in learning environment and its huge impact on the experience of the children in school. | |
| 18 | <p><u>Confirm date of next meeting</u> To be set at the Business Meeting in September.</p> | |

