

A meeting of the Finance, Staffing and Premises Committee of Carlton In Snaith Community Primary School was held at the school on 18 October 2016

Minutes

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

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> Headteacher performance management.	
3 R	<u>Election of Committee Chair</u> KP was voted committee Chair for a one year term.	
4	<u>Apologies</u> None. KH had advised she would be a little late.	
5	<u>Notification of other urgent business</u> None.	
6	<u>To approve the minutes of the last meeting, 14 June 2016</u> Approved with no amendments.	
R	That the minutes of 14 June 2016 be approved.	
7 A A A	<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"> • The Head will check whether the KS1 playground door has been fixed to stop it sticking; • The costings to replace the fencing will not be progressed at present as it was agreed they are not a priority given the current budget position; • The Head and KP will incorporate the reception door into their next premises walk as well as the height of the perimeter fencing • The Head will liaise with Gail Link re-the installation of additional phone lines. 	Head Head/KP Head
8 A	<u>Review of committee terms of reference</u> Governors considered their existing terms of reference to ensure adequate delegation and remit. A number of suggested changes were made and agreed at committee level. The clerk will type these up and they will be brought to the FGB meeting next for ratification.	Clerk
9	<u>Finance</u> KP outlined the pre-circulated documents (Budget Monitoring Report), having met with the Bursar and the Head. There has been little change between the in year position of £24,873 and the	

	<p>expected £23,884. The slight variation was the result of some additional income (£15,000) and expenditure (£16,000) so in line with the submitted budget.</p> <p>Governors were advised to be mindful of the impact of the current full classes in years 5 and 6 on next year's budget and the effect that this might have by year 3. The Head advised governors of plans in place to actively market the school but stressed the fact that school remains slightly underfunded.</p> <p>Q. What is the worst case scenario? A. This year we have had a very low reception intake which we do believe is simply a blip and that next year's will be higher.</p> <p>Q. Do we think that numbers will rise? A. The low numbers for reception does seem to be simply the result of low birth rates locally for the year. There is no indication that numbers are going to fall further but this is of course always subject to a certain amount of speculation. In any event, the advice we have from the bursar is not to worry about the position three years down the line and to spend what we have available to spend whilst remaining mindful.</p> <p>Q. So we are in a healthy position this year? A. Yes, it is next year onwards when the deficit will start to build with insufficient carry forward.</p> <p>Governors were satisfied that sufficient measures have been put in place to ensure flexibility (fixed term contracts etc) and resolved to keep the position under close review .</p> <p>KP then outlined the comparative data to governors and discussion took place about notable differences to other schools.</p>	
10	<p><u>Staffing</u></p> <p>Governors were advised of the ongoing gap in TA provision in KS2 and the staff governor present confirmed that this gap is becoming visible.</p> <p>Q. Why do we have this gap? A. Mainly due to allocation of TA s to meet pupil needs and the high level of need of some of the children.</p> <p>R The Head asked for governor authority to advertise a 15 hour per week TA contract to address this situation. This 15 hour contract has been factored into the budget and governors approved this, on a fixed term basis, until the end of the school year.</p> <p>Q. Are there any existing TA s who would like these hours? A. The role needs to be additional to existing TA s due to how the existing staff are currently timetabled.</p> <p>R The Head also proposed the additional use of midday supervisors as TA s for guided reading. Governors all recognise the hugely positive impact on reading of having adults in the classroom and agreed that the MSA team would provide the ideal solution to this need. The MSA s have agreed to this, on a trial basis, and feedback from the staff so far has been positive all round. This would cost school an additional £7000 to the end of the school year.</p> <p>Q. If we approved this until, say, Christmas would we have some statistics available then to allow us to make a more informed decision moving forward? A. Not really. We will have attainment data by then but it won't really be possible to</p>	

	<p>show a causal link to this decision.</p> <p>Q. But we have identified reading in the SDP. A. Yes, we have highlighted it as an area of focus and it will be easier to scrutinise progress if we do this. It really will be impactful in raising reading and will allow for great consistency of guided reading.</p> <p>R Governors therefore approved the use of MSA s in guided reading until the Christmas holidays when the position will be reviewed.</p> <p>Governors then spent time reviewing the staff list and the Head outlined his plans to empower and give more responsibility to the SLT, affording them better development opportunity and challenge.</p>	
11	<p><u>Premises</u> The Head provided governors with “Premises Jobs List 2016” and explained the RAG rated actions. The Head feels very strongly about making the school inviting and someone is coming in after half term to advise on ideas and costings for the entranceway. The areas on the list in red will be considered once the funding for the entrance is confirmed.</p> <p>Q. Could we bid for the entranceway work? A. Yes but if we did, we wouldn't get the outcome until next Spring and we want to start the project before then so we will get started and then put a bid in.</p> <p>A The Head will add completion of the external door to the brown mobile classroom to the list.</p> <p>The work to the school roof is covered by NYCC and so should not cost the school anything. This is being progressed by Andrew Dixon.</p> <p>Governors all expressed positivity about the progress made against the job list and agreed to use of the devolved capital for such work to ensure maximised benefit to the children. It was agreed that some work needs to be done to better ensure the privacy of the Head so that meetings in his room cannot be overheard and this will be an area of priority focus.</p> <p>The “Community Hub” library has made huge progress and thanks to KP are to be minuted for all she has done to get this project off the ground. The CCF money (£3750) has been spent on software and training and also some laptops and there is a great selection of books available for both children and adults. It is intended to launch the space the second week back after half term with an official opening (hopefully with an author) the week after. The safeguarding angle re-the school gate is being considered to ensure usability to the public whilst ensuring the safety of the school site and pupils.</p> <p>Q. Do we have everything we need for now then? A. We would like some more free standing shelves and some furniture but we have spent all we can for now so this will be looked at if any additional funding comes in.</p> <p>Q. Have we had any support from the Parish Council? A. KP is attending the next PC meeting where the hub is an agenda item to see if there is any funding available here.</p>	Head
12	<p><u>Safeguarding</u> The benefit of having an additional governor trained in safer recruitment was identified and this will be discussed at the FGB meeting next.</p>	

A	There are a number of safeguarding issues ongoing that the Head will discuss with the safeguarding governor (MT) on his visit to school (TBC).	Head/MT
A	The annual safeguarding report is to be completed by the Head and MT.	Head/MT
13 A	<u>Health and Safety</u> JiW and the Head will meet before the next NYCC H&S inspection to review the previous report and ensure actions. They will also carry out a premises walk with KP on 2 November at 2.30pm.	Head/JiW/KP
14 A	<u>Publication Scheme</u> Ratified as per the NYCC standard document. The Head and clerk will ensure this is updated.	Head/Clerk
15 R A A A	<u>Policies</u> The following were ratified: Lettings; Charging (subject to an amendment to say “the school organises its swimming lessons to children in years 3 and 4 on a 2-year rolling basis”); Ordering. The following required further action: <ul style="list-style-type: none"> • Lockdown Policy and Procedure – the need to agree a protocol for internal notification of lockdown was agreed and the Head will task the SLT to explore this further. Input on this will also be obtained from the staff before this policy can be implemented and so this will be brought to the next FSP meeting. • Photo and Video Imaging – KP will compare any existing school policy against the NYCC precedent and report back at the next FSP meeting. • KP will review the Social Media Policy. 	Head KP KP
16	<u>Review of SDP</u> The Head talked governors through the four main areas: 1. Teaching, Learning and Assessment; 2. Pupils (including pupil premium, student voice and student council); 3. Buildings and Premises and 4. Structure of School Business. Much of these areas had been discussed already in the meeting re-3. And 4.	
17	<u>Issues identified at item 4</u> None.	
18	<u>Correspondence</u> None.	
19 A A	<u>AOB</u> JiW will look into the availability of better equipment for cleaning up bodily fluids in school e.g. vomit and blood. Governors also discussed the need to keep a closer eye of risk assessments moving forward to ensure that governors are fulfilling their obligations. Governors recognised the need for a more robust system given that, historically, these have been carried out by governors but the evidence has been lost with the change of Head. The Head will speak with Janet Morris about this and put in place a programme for ensuring this moving forward.	JiW Head

20	<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. Robust discussion on proposed staffing changes to directly affect the children in the classroom;2. Very close review of the budget and discussion of the financial position over the next few years;3. Close scrutiny of the jobs list, premises and learning environment.	
21	<p><u>Confirm date of next meeting</u> 24 January 2016.</p>	