

A meeting of the Finance, Staffing and Premises Committee of Carlton In Snaith Community Primary School was held at the school on 28 February 2017

Minutes

No	Present – Jon Watson (Head), Katherine Pierce and Elizabeth Russell. In attendance - Georgina Thomas (clerk) A – Action R - Resolution	
1	<u>Welcome</u> Meeting confirmed quorate.	
2	<u>Apologies for Absence</u> Jim Wood and Kath Hartley unable to attend due to change in date of meeting. Consented.	
3	<u>Confidentiality and declarations of interest, pecuniary or non-pecuniary</u> Usual reminder of confidentiality. Nothing raised.	
4	<u>Notification of Other Urgent Business</u> None.	
5	<u>To approve the minutes of the meeting of 18 October 2016.</u> The minutes of the meeting were approved as a correct record.	
Res	That the minutes of 18 October 2016 be approved.	
6 A A A A A A	<u>Matters arising</u> <ul style="list-style-type: none"> • KS1 door has been fixed; • The Head and KP will review perimeter fencing and reception door during their premises walk later this week; • The Head will request that Gail Link progress installation of second phone line; • MT has carried out a safeguarding visit and visit record has been circulated. A further safeguarding visit is to be scheduled by MT and the Head will update him with relevant safeguarding items during that; • The safeguarding audit is in progress and will be ready for submission by 31st March deadline; • The last premises walk took place on 2 November and the next one is set for later this week. Much has been done to improve the premises and discussions are taking place regularly with Miles Sawdon (NYCC); • KP will make enquiries into more effective and hygienic disposal provisions for bodily fluids; • The Head will get advice from Janet Morris re- ensuring an effective system for risk assessments (ie a list of what should be in place to refer against); • The Head and KP will review procedures for lockdown and get input from staff to ensure that a final policy can be agreed; • KP will circulate draft Acceptable Use Policy and Photo and Video Images Policy to FSP members for ratification at the FSP meeting next. 	Head/KP Head KP Head Head/KP KP

7	<p><u>Agreement of committee terms of reference</u> Confirmed as already agreed and ratified at the FGB meeting on 28 November 2016.</p>	
8	<p><u>Finance</u> KP updated governors on January's meeting with the bursar. The position for the current year has improved with a predicted carry-forward currently of between £76-£82,000. Governors identified where the improvements have been made and satisfied themselves that there is now additional money to spend on resources.</p> <p>Future predictions remain concerning with predictions that 2018-19 will be challenging, financially given the prediction that 2017-18's carry forward will only be £39,000 due to a minus £37,000 in year position which will result in a total spend leading to an expected figure of minus £29,000 for 2018-19. The impact of losing large year groups (years 5 and 6) without sufficient pupil replacement from the lower end of the school will significantly contribute towards the negative financial position.</p> <p>Governors acknowledged that this is a very worrying picture and discussed means of mitigating the predicted losses. It was acknowledged that staffing is an area that will require imminent focus to ensure that the viability of the finances is maintained whilst ensuring the best interests of the children remain priority. Class structure will also be reviewed as part of the process.</p> <p>It was agreed unanimously that the TA support in place in school is proving highly effective and is having strong impact on childrens' progress and fundamental to the needs of the children. Governors therefore expressed concern and frustration that the allocation and use of TA s might be affected by future financial restraints. Governors are also aware of the parental perception of mixed year groups and want to mix only where necessary to ensure that the school retains it's appeal.</p> <p>Discussion was robust and focussed on best ways of ensuring savings without impacting negatively on the children. This will be further discussed at the FGB meeting to ensure that all governors are aware of the need to act swiftly to ensure that any changes to staffing are made within the appropriate timeframe and the Head will continue to liaise with HR and update governors.</p> <p>The SFVS was confirmed as submitted.</p>	
9	<p><u>Staffing</u> Governors considered the proposed staffing structure and agreed to treat it as an update only given the current likelihood of imminent staffing changes.</p> <p>Governors wished the minutes to show that, based on discussions at item 8, the headteacher will review the staffing structure in the Summer term for the following academic year once pupil numbers are confirmed.</p> <p>R Governors agreed to retain Day 11 cover of the Staff Absence Insurance Scheme but with removal of Midday Supervisors from the premiums. This will reduce the annual premium to £8685, saving £200 per year. Gail Link to progress.</p>	
10	<p><u>Premises</u> The quote for work to the entranceway was agreed as being cost prohibitive (£58,000 as compared to school budget of £20,000). The Head will submit a bid to NYCC for funding. This will be reviewed again at the FSP meeting next so that governors can review what monies are available in the devolved capital.</p> <p>Thanks to JiW for painting work done during the Christmas holidays are to be minuted.</p> <p>Outstanding items for action from the NYCC health and safety inspection are now completed.</p>	
11	<p><u>Safeguarding</u> A FOI request has been made by a parent, linked to safeguarding. This is not an allegation of wrongdoing by school in any way and so governors were being advised for information only.</p>	

A	The Head will advise the safeguarding link governor of some safeguarding issues in school during his next visit.	Head
12	<u>Health and Safety update</u> Janet Morris (NYCC) is attending school next week for the next formal H&S visit. The Head will circulate the report to governors on receipt.	
13 R R R R A	<u>Policies</u> The following policies were ratified: Capability; School Information; Developing Performance; Attendance Management; Flexible Working; Governor Allowances. The following policies will be deferred to the next FSP meeting: Inhaler Use; Intimate Care; Use of Epi-Pens. The following was agreed in respect of policies: any guidance notes or documents referred to in NYCC policies adopted by the FSP Committee are recognised as available on cyps info and accessed by the headteacher; in the event of any policies being practically relied on, the relevant policy will be shared with all persons concerned; where policies are directly referred to in other policies and these are standard NYCC policies these are also expressly agreed to and thereby adopted by the Committee. The School Publication Scheme is to be altered to refer to annual review in line with the School Information Policy and the two will be stored together. Clerk to action.	Clerk
14	<u>Review of SDP</u> To be deferred to FGB meeting next.	
15	<u>Issues identified at item 4 and confidential business</u> None.	
16	<u>Correspondence</u> None.	
17	<u>AOB</u> None.	
18	<u>Impact – governors to identify three areas of the meeting where there actions/discussions have had/will have positive outcomes for children</u> 1) The robust discussion on balancing financial constraints against staffing needs to ensure best outcomes and the resolution that this be an area of strong and rapid focus and ongoing review; 2) Work carried out on reviewing policies thereby ensuring accountability; 3) Discussions re-premises – ensuring safe and positive learning environment.	
19	<u>Date of next SDC Meeting</u> 15 May 2017.	