

**Kirk Smeaton Church of England Primary School  
Governing Body**

**Minutes of Finance/Personnel Committee Meeting held on  
Thursday 17<sup>th</sup> March 2016 at 5.00pm**

**Present**

Mrs L Thornley	-	Parent Governor(arrived at 5.25pm)
Mrs R Hattersley	-	Parent Governor (arrived at 5.20pm)
Mr M Storey	-	Parent Governor
Mr R Mason	-	Parent Governor
Mrs R Rawson	-	Co-opted Governor
Mr C Stone	-	Co-opted Governor
Mr D Holmes	-	Foundation Governor
Mrs H Cuddy	-	Headteacher

**In Attendance**

Mrs L Richardson	-	Clerk
Mrs J Maltby	-	Admin Assistant

**PART 1**

**1. Welcome & Apologies**

- Ms S Wolff is attending her daughter's parent meeting
- Mrs Cessford is attending final rehearsal of Choral Society
- Mr Jones is still at work

**Governors consent to apologies**

**2. Confidentiality & Declaration of Business Interests**

- None

**3. Any other business to be agreed**

- Development group meeting

**4. Minutes of meeting held on 15<sup>th</sup> October 2015 & matters arising**

**Unanimously agreed that the minutes of the meeting of the Health & Safety/Curriculum Committee held on 15<sup>th</sup> October 2015 be signed by Vice Chair as a correct record**

**Matters Arising**

- 5) Budget Management Policy is an agenda item

**PART 2**

**5. SDP Finance & Leadership**

- ***Q – Sports Premium money is this only to spend on sport?  
A – Yes, there is £3K to be spent by July. School is to pay £1.5K for a new PE Scheme – Real PE scheme, this is something that we can now afford. Staff are reviewing what else we can use the remaining Sports Premium money to***

**buy.**

- Devolved Capital budget will be used to develop the cloakroom area, we are to remove pegs and add lockers to Eagles & Lions classrooms.

**Q – What about when it is wet, will the wet coats be kept in the lockers?**

**A – This is something school will need to review as well as flooring in these classrooms. Children will be responsible for their own space. Lockers come in sets of 3. Existing cloakroom area will then be made into a working space.**

Mrs Hattersley arrives.

#### Develop leadership and management

- Headteacher would like to join Raise North Star Alliance as well as our own alliance, this will give us access to good training, although there will be an expense incurred. Headteacher receiving support from Wakefield Alliance
- Governors to attend staff meeting in June to complete a joint book scrutiny
- Governors have already received reports from middle leaders re: SPAG, Inclusion and PE
- Performance management targets set in October, then interim meetings in December and February. Evidence triangulated – observations, work trol & pupil progress meetings
- Elaine Watson, Headteacher's professional friend, who is an outstanding Headteacher and an Ofsted inspector, is happy with our NQT & RQT's; this is a positive development and will now move to green
- Monitoring of job shares is on going

Mrs Thornley arrives at 5.25pm

- There is a lot happening with developing curriculum links. Focus for next year will be what is good for our school
- Majority of our staff have now seen outstanding school leads. There are some good and outstanding schools within the Alliance. We are also working with Norton Junior school for KS2 moderations
- New member of admin staff has been appointed
- New MSA has been appointed and new GTA is also a relief MSA

**Q – Does that mean that teaching staff no longer need to have a lunchtime duty?**

**A – That is correct**

- New wireless server is now set up
- Discuss google chrome later in meeting
- We have started developing the learning environment of all areas of school
- All performance management for staff has been completed
- Sports apprentice advert has been completed. There should be a saving on this as we will pay approx. £5K pa but should received £2.5K back from the government
- **Confidential matter discussed – see separate minutes**  
PE funding can be used to pay for Coach Clayton as he delivers CPD for our staff. School is also wanting to invite other PE experts into school to support our teachers, that way we can include the whole school rather than specific children as we do now.

Mr Mason to meet with PE co-ordinator to discuss PE funding and how we use it. He will then report back to governors.

#### Develop quality of teaching and learning

- Lots of observations have taken place, but impact will not be seen until end of year through assessment
- Moderation meetings taking place, EYFS moderated externally. Mrs Wilkinson is to be a Science marker for KS2

- Work taking place during staff meetings to develop middle leaders
- Monitoring is covering all areas of writing
- Read Write Inc books have been ordered

**Q – Who is Chris Quigley?**

**A – A good children’s author who has produced programmes to develop children’s writing**

- Last SIAMS inspection was 2012. Each class assembly to focus on one area. Class books showcase work we do
- Schools outstanding Christian ethos – this is something we are doing well. Displays are developing
- School has done some work on marking and produced milestone maps which the children are using well – these are not used in every lesson.

**Q – Do the children know what they need to do to progress?**

**A – Yes, Monitoring has been completed in Y3/4 and the children were asked to explain their targets, which they could do**

## **6. Draft Start Budget/SLA/3 year forecast**

- Mrs Hattersley met with the FMS Officer
- Budget is looking healthy and has improved since last forecast
- We have benefitted from the deprivation funding changes resulting in additional income
- There is a small in year deficit 2016/17 but we have a good b/f figure of £85K. A further 15K deficit in 2017/18 reduces our c/f figure but the figure is still good, with 2018/19 having another £27.3K deficit, therefore the FMS officer is not concerned about this and no action is needed until September 2019
- Pupil numbers drop in 2018/19. Our ideal number is 100 with a maximum of 105 pupil places being available. Also forecast includes staff salary increases

- **Q – How many admissions are we expecting in September?**

**A – We have included 13 in the budget but have 21 on our list with 12 indicating our school as their first choice. 15 is our MAL (maximum admission limit)**

- Previous forecast included more GTA hours than we have now
- Admin costs show a saving with new staff being in place

- **Q – Is maternity cover included in the budget?**

**A – Yes, we have included cover to July. Position is advertised and closing date is 11<sup>th</sup> April, for 2 terms at 2.5 days per week. Currently we have only had 1 applicant who is a student who has been on placement at our school. We could offer this person a 1 year contract as she will be a NQT and we could increase the hours to 3 days per week to cover 0.5 day to cover middle leaders release time.**

**Q – Would we be happy to have a NQT in year 6, with it being SATs year?**

**A – The student had outstanding lesson observations and would have support of other teachers. This scenario is included in the budget for 1 year, which means that the teacher on maternity leave could take the full year off and it would not affect the children.**

Teacher will continue on 2.5 days contract throughout her maternity leave and this is what we will be able to claim through the Staff Absence insurance. MAT is calculated at the teaching hours 11 weeks prior to leave commencing. She will need to give us 1 month notice as to when she will return. She will then reduce to 2 days per week.

- Devolved capital budget is also healthy with a £9.5K c/f figure. We expect to spend

approx £5K by the end of this month on the new lockers and chrome books for KS2 and laptops for EYFS/KS1

- Headteacher to clarify deadline for when Sports funding budget needs to be spent
- Lions refurbishment is being funded by LA
- Governors agree that it is our responsibility to spend the current budget on current pupils but it is also good to be prudent and consider the future budgets. There is now no claw back of revenue budget
- **Q – Does the budget include a non teaching Headteacher?**  
**A – Yes, although the Headteacher does cover 1 – 1.5 days per week instead of paying for supply, but she cannot currently commit to specific days due to attending various meetings.**
- **Confidential matter discussed – see separate minutes**
- Staffing pay award is included in budget, assuming 1%
- Date to be arranged for 'The Committee' to meet
- Sickness cover for HLTA changed from first day to day 11
- Refresher finance training can be arranged, anyone interested to contact school office

### **7. Current budget monitoring report**

- To be discussed at next finance meeting

### **8. Pupil Premium update**

- Pupil Premium budget is reducing due to number of PP children in Y6 leaving in July
- Report sent to Governors prior to meeting

### **9. Sports funding update**

- Report sent to Governors prior to meeting

### **10. Budget management Policy**

- Reviewed and amended
- Governor suggests that further amendment be made re: quotes – it currently states that 3 quotes should be obtained when over £5K, suggestion that this be reduced to £1K. Governors agree. Amendment to be made. Final copy to be emailed to all Governors by Mrs Hattersley

Mr Stone leaves at 6.55pm

### **11. Review Benchmarking**

- Headteacher's salary is now lower
- Admin changes made
- HLTA hours reduced and GTA hours increased
- Grounds maintenance to change

### **12. Health & Safety with financial implications**

- Additional security quotes to be obtained
- Main door to have key lock and staff to have buzzer so as to be alerted when visitor arrives
- Gates to be locked with combination locks
- Fencing panels at top of playground are leaning – new panels needed

## **PART 3**

### **13. Current staffing updates – letters re: maternity leave and staff leaving, new GTA & Teacher**

- Discussed earlier in meeting
- Governors agree to NQT being appointed for 3 days per week on a 1 year contract
- Governors agree to Miss Ghent's contract being made established

### **14. Pupil numbers & staffing for 2016/17**

- Discussed earlier in meeting

### **15. Classes for next year**

- Discussed earlier in meeting

## **PART 4**

### **16. Governor Training/School visits**

- Finance training discussed earlier in meeting

### **17. Ofsted call and the actions needed**

- Information sheet emailed to Governors
- ***Q – What notice will be given by Ofsted?***  
***A – They will ring around 12 noon and come the next day, and they do not visit on a Monday***
- Governors to take particular note of their section, and need to look at data information prior to their meeting with inspectors
- We expect a 2 day inspection
- If Raise data shows blue we cannot expect to be judged as outstanding
- SEF shows areas of outstanding

### **18. Dates for 2017/18 – Doncaster & NYCC – consultation process**

- The dates are different for October half term and Easter holidays
- The NYCC dates are still in draft. Headteacher has emailed NYCC to ask if they would consider changing them to same as Doncaster dates

### **19. Impact of the governors so far – SDP green areas**

- Included in Headteacher's report

### **20. Policies so far**

- List of policies sent to Governors prior to meeting
- Yellow indicates policies being developed and green indicates policies completed

### **21. Sex and relationships Policy**

- ***Q – Is this taught to all year groups?***  
***A – Yes, there are slide shows for each year group.***  
Governors to review slide shows and then any comments to be directed to Headteacher
- Letter to be sent to parents and time to be given for them to make comments
- Policy approved

## **22. RE and Collective worship policy**

- Purpose of policy is for teachers to use
- Governors to send any comments to Headteacher
- To be approved at next meeting

## **23. SPAG report**

- To be available for next meeting

## **24. Questionnaire – where to share?**

- **Q – Should it be included in governor's newsletter?**  
**A – it is a long time since questionnaire completed** – governors agree to attach it to next school newsletter

## **25. Educational visits policy**

- Governor comments to be sent to Headteacher by 24<sup>th</sup> March
- To be approved at next meeting

## **26. Staff meeting 22<sup>nd</sup> June – marking and feedback**

- Governors to attend staff meeting on 22<sup>nd</sup> June at 3.30pm, to work with teachers on marking and feedback

## **27. Update on Nursery setting – transition for new reception children**

- No further information
- Further meeting arranged for Monday with Headteacher
- Mr Mason offers to also meet with Mrs Beck

## **28. Any other business agreed at beginning of meeting**

- Development group meeting is next Monday to discuss what to do with committee room and hall, they have got funding for work.  
There is a plumbing issue with WC, kitchen area to be developed  
**Q – How much funding have they got?**  
**A - £15K**  
Change in flooring needs to also be considered

Meeting closed at 7.25pm