

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

**Minutes of Finance/Personnel Committee Meeting held on
Monday 31st October 2016**

Present

Mr M Storey	-	Parent Governor
Mr R Mason	-	Parent Governor
Mrs L Thornley	-	Parent Governor
Mrs A Carville	-	Co-opted Governor
Mr D Holmes	-	Foundation Governor
Mrs C Cessford	-	Foundation Governor
Ms S Wolff	-	Staff Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
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No Attendance

Mr C Stone	-	Co-opted Governor
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1. Welcome & Apologies

Mr T Jones	-	Co-opted Governor – due to other commitments
Mrs R Rawson	-	Co-opted Governor – due to illness
Mr A Robertson	-	LA Governor – due to work commitments
Mrs R Hattersley	-	Parent Governor – due to child care issues

Governors accept apologies

2. Any other business to be agreed

- Numbers in church
- School lottery
- Headteacher's salary

3. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new business interests – Mr Storey still to complete form and return it to school.

4. Minutes of meeting held on 30th June 2016

Governors agreed that the minutes of the meeting of the Finance/Personnel Committee held on 30th June 2016 be signed by Vice Chair as a correct record

5. Governor Action log (matters arising)

- 7) Some governors have already met their buddies, others to complete as soon as possible.
- 18) New SPAG report reviewed. Item Closed
- 23) Suggested questions for buddy meetings sent to governors. Item Closed
- 24) TA appointed. Item Closed

25) Governors know they need to email questions re: monitoring reports to office prior to meetings. Item Closed

26) Friends/PTA in process of becoming more formal. Wish list given from school staff. Item Closed

27) Quotes still outstanding, to be emailed to governors once received. Access codes around school have been changed.

- **Q – What is the situation with the dogs that were escaping onto the playground?**

A – New fencing was erected within a week, there have been no more issues. Gate at back had gaps so school have added mesh to stop cats entering school grounds.

Q – How big is the new fencing? Can dogs jump over it?

A – No it has been added to top of wall so is quite high

Q – Are children now allowed out in that area?

A – Yes

28) Gate key code will be discussed when reviewing quotes

29) Security quotes to be emailed to governors once received

30) Site access to be discussed when reviewing quotes

31) Charging & remittance policy is an agenda item. Item Closed

32) Charging & remittance policy is an agenda item. Item Closed

33) After school clubs to be reviewed at a later date

6. Confidential minutes of meeting held on 30th June 2016

Governors agreed that the confidential minutes of the meeting of the Finance/Personnel Committee held on 30th June 2016 be signed by Vice Chair as a correct record

7. Matters Arising

- **Q – Is Coach Clayton to continue his after school club?**
A – Yes

8. Update on staffing

- **See confidential minutes**

9. Budget monitoring report

- Mr Mason to rearrange his meeting with FMS Officer
- No prior questions sent to office
- Recent monitoring report shows a saving of £2469 now with an in year deficit of -£4674 rather than -£7143 as previously predicted due to lower water bills, changes to contracts and underestimated numbers in Starfish Explorers
- Slight saving made in respect of staff member off ill due to staff absence scheme.
See confidential minutes
- FMS Officer is pleased with monitoring report

10. Devolved Capital

- We have £9666 which we can use for the new school security
Q – Will we lose it if we don't spend it before April?
A – No, we do need to spend £3K which will be the cost of the security. We could also purchase the laptops for teachers. We need 10 new laptops, 1 for each member of staff and remaining for children, at a total cost of £3K - £3.5K
- Money spent on lockers was money well spent. Areas are now clutter free.

11. PE Funding update

- We have £1270 funding left from last year, this was to be spent on the PE apprentice
- We have a further £8430 funding in this year's budget
- We are to use the funds for: Real PE, Different sports coaches, Campsmount dance for all children, except EYFS, to participate
- **Q – What happened with the apprentice?**
A – He came for a trial week in July, it seemed to go well but we haven't been able to contact him since, so will no longer go ahead this year.

12. Pupil Premium update

- We only receive a small amount of PP
- We use it for 1 to 1 support for Y6 children prior to SATs, Pastoral support
- Information included on website

13. Benchmarking

- Information sent to governors prior to meeting
- This is information using last year's statistics, so current position is probably different
- Staff salaries are probably lower now due to staff changes
- TA costs may be lower now as we no longer have hours for LAC
- Governors not concerned about any of the information on benchmarking report

14. Skills Mattix (SFVS)

- SFVS due for submission by 31st March 2017
- Mrs Marner to work with Mrs Hattersley & Mr Mason to complete SFVS and bring to spring term FGB meeting for approval

15. Health & Safety with financial implications

- Dog situation discussed earlier in meeting. Mr Jones to check new fencing for safety & security
Q – Are children able to put their fingers through fencing?
A – No the wire fencing is on top of an existing wall so is too high for children to reach
- Roof of Development Group building needs repairing. Willoughby's have been contacted but scaffolding is required so that restraints can be put on clamps.
Q – Does this have a financial implication for the school?
A – No as it will be paid from MASS

16. Correspondence

- None

17. Any other business agreed at beginning of meeting

- Governors agree to discuss these at end of meeting

18. Policies

Child Protection Policy

- Changes are shown in yellow
- Policy Agreed

Equality Scheme Policy

- Updated
- Policy Agreed

Charging & Remissions Policy

- Updated
- Will need further update once after school club information available
- Policy Agreed

19. Finance training

- Finance training with NYCC to be booked after Christmas if available
- RAISE Alliance have new governor & finance training together but nothing available until after Christmas
- North Star Alliance also have new governor & finance training in the Selby area but dates not yet confirmed. Information will be sent to governors once available

20. FFTD dashboard and Ofsted updates

- This data dashboard is particularly suitable for governors and school leaders
- KS2 attainment 2016 actual results shows 102.5 for our school, scale score to pass is 100 and national average was 102.7 therefore we were in line with national results.
- % expected standards our score was 47% national was 52% therefore we were slightly below national average
- KS2 Progress 2016 Value added results shows +0.1 for school with expected national average being -7%
- We have done better this year due to higher expectations and standards
Q – 2014 appears to have been a good year is that correct?
A – Yes
- Last cohort included many SEN children
- KS2 performance summary – Most improvement was with progress, this is end of KS1 data compared to end of KS2 data.
We are narrowing the gap with good progress for more able learners too
- Reading & Writing show a positive picture, EDA was impressed with this data. Maths +15 shows good progress but SPAG -13% is lower. Lots have now been put in place for SPAG and teaching is driving this forward.
Due to small numbers, 1 or 2 children can sway the figures dramatically. It takes time to embed work being done with SPAG.
- Graphs show that reading is up slightly. Writing is in line with national but all have gone down, this possibly is due to harsh marking. Maths is lower than national but has still increased. SPAG is down but standard was higher
Q – Where are the results taken from for this dashboard?
A – Last year's Y6 SATs results and previous SATs results, although they were levels, so it is difficult to see how they compare.
Q – Can teachers identify who scored low and why?
A – Yes individual children can be identified and have been highlighted as to whether they scored low for Spelling, Grammar or Punctuation.
- Teachers are sharing lots of ideas. Read Write inc is not popular in KS2 so we are looking to use something else for them and keep it for KS1
Q – Is there a plan in place?
A – Yes there is

Teachers can see where gaps are in respect of answers on the papers so we can teach to those gaps

- Marking is currently at a high level but we need to give children more time to respond and change what they have got wrong, especially in respect of spelling
- SPAG emphasis is now throughout school and children are also aware of it more

21. Governors section on the website

- Website has recently been updated by Headteacher
- Headteacher asks for permission to include photographs of governors and asks for them to write a little piece about themselves stating why they are a governor and what skills they have, to be included with the photos
- Governor newsletter to be included on website
- Governors can send a suitable photo into school for submission

17. Any other business agreed at beginning of meeting

Church numbers

- Fire regulations state that maximum number in the church should be 150, but the last service school attended there appeared to be above this number which is proving to be a problem for the church.

Decision made that in future services would be split into EYFS/KS1 and KS2 as this is a Health & Safety issue.

Q – Could we bring the church into school instead?

A – We could but it is nice for the children to visit the church as we are a church school.

Governors agree that the Christmas nativity will take place in the school hall but KS2 will attend church.

Children attend church at Christmas, Easter, Harvest & Y6 attend for a blessing before leaving our school.

Q – Will nursery children be part of the nativity?

A – The children will if they would like to. Rehearsals will take place when all the children are in school so as not to exclude anyone

School lottery

- School is struggling to get people to sign up to this
- Previously we had a 200 club where parents paid £5 per year – we had a good uptake but many were not parents of the school. The lottery costs £1 per week, we then have a school draw plus a national draw. If 50 people were to sign up school would receive £1000
- Ms Wolff and her class to have stall at the Christmas fair to promote the lottery
- Information and link to be included on next newsletter

Staff leave the meeting at 8.20pm

Headteacher's salary

See confidential minutes – Part C

Meeting ends 8.30pm