

Lindale CE Primary School

MINUTES

Finance and staffing meeting
Wednesday 13 January 2016 at 4.00 pm

Agenda item		Action
1	<p>Attendance Paul Bond Helen Churchill – Chair Sarah Coleman Heather Keating – Clerk Bill Wearing</p>	
2	<p>Apologies None</p>	
3	<p>Declaration of interests PB – Castle Head Field Studies Centre</p>	
4	<p>Minutes of last meeting The minutes of the last meeting held on 7 December 2015 were approved and agreed.</p>	
5	<p>Matters arising not on the agenda Roof repairs were completed during Christmas holidays.</p>	
6	<p>Budget ISBQ currently ongoing. SC informed the committee that funding will be withdrawn for a pupil who has recently transferred to another school. SC has made a case for retaining the funding in case the pupil returns and staff have to be paid for. Also, it is felt that a lot of support was provided by the school before funding was achieved. The date of leaving was just before the census point which may take the number of statements below the 2.5% required to trigger additional funding of £3,000. SC confirmed that a new staffing structure is required but until the new figures are known by Easter it will not be possible to produce an accurate budget or staffing details.</p> <p>The immediate issue is regarding the STA support for the child who has left. SC and HC have spoken to HR and the staff involved have been informed about possible redundancy. All governors agreed to proceed with redundancy and SC will liaise with HR.</p>	SC 15/03/16
7	<p>Class structures and staffing 2016-17 SC confirmed that KC has accepted a job at Crossthwaite. The need to reduce teaching hours by 0.4 FTE has now been removed. When reception numbers are known there will be a clearer idea of class structures.</p> <p>If there are sufficient reception numbers it may be an option to consider retaining the current structure. SC will put together some different options.</p>	
8	<p>Website SC and HK have met since the last meeting to look at various options to update the current website or develop a new site. Significant work would be required to update the current website. SC has also discussed with staff who report that making ongoing updates is not user friendly. SC has researched a recently developed website by 'Make Us a Website' and has obtained costings. They have quoted a setup fee of about £2,000 plus an</p>	

	<p>annual maintenance charge. Governors agreed to further discussions with this company. SC will contact and arrange a meeting.</p> <p>It was agreed that a small working group should be set up with a representative membership:</p> <ul style="list-style-type: none"> ○ Staff – teaching and admin ○ Governor ○ Current Parent ○ Prospective parent <p>This group would be responsible for deciding the menu structure and related information. It is also essential that the school has editing permissions.</p>	SC 22/01/16
9	<p>Any other business</p> <p>None</p>	
10	<p>Date and time of next meeting</p> <p>Tuesday 15 March 2016 at 4.00 pm.</p>	