

**Lindale CE Primary School**

**MINUTES**

Finance and staffing meeting  
Tuesday 10 May 2016 at 4.00 pm

<b>Agenda item</b>		<b>Action</b>
1	<p><b>Attendance</b> Paul Bond Helen Churchill – Chair Sarah Coleman Heather Keating – Clerk Bill Wearing</p>	
2	<p><b>Apologies</b> None</p>	
3	<p><b>Declaration of interests</b> PB – Castle Head Field Studies Centre HC – supply teaching</p>	
4	<p><b>Minutes of last meeting</b> The minutes of the last meeting held on 23 March 2016 were approved and agreed.</p>	
5	<p><b>Matters arising not on the agenda</b></p>	
6	<p><b>Staffing</b> SC gave an update on staffing:</p> <ul style="list-style-type: none"> <li>• Apprentice has resigned her employment following a period of poor attendance at work and college since Christmas</li> <li>• Following a further meeting with the union the redundancy agreement has been finalised                             <ul style="list-style-type: none"> <li>○ Due to resignation a vacancy had arisen for after school club leader</li> <li>○ HR suggested only making part of the current hours redundant and retaining some to fill this position</li> <li>○ Member of staff accepted this position and redundancy offer</li> </ul> </li> </ul> <p>Governors asked SC to review the HR service provided and she confirmed that it had been very supportive and positive. Governors thought the negotiations had resulted in a good outcome.</p>	
7	<p><b>Budget</b> SC circulated copies of the draft spending plan.</p> <p><i>Outturn 2015-16</i> Balance carried forward of £27,197.57 - higher than budget</p> <ul style="list-style-type: none"> <li>• Additional income itemised at last meeting</li> <li>• Reduced redundancy payment – see above</li> </ul> <p><i>3-year spending plan</i> SC presented options for governors to consider:</p> <ul style="list-style-type: none"> <li>• Staffing 1                             <ul style="list-style-type: none"> <li>○ Staff who reduced hours during the current year to return to their contracted hours</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Includes apprentice</li> <li>○ Includes current statemented child – this may change and money would be withdrawn</li> <li>○ May have 2 twins joining the school, both with statements – may stay in pre-school for another year</li> </ul> <ul style="list-style-type: none"> <li>● Staffing 2 and 3 <ul style="list-style-type: none"> <li>○ Without current statement and associated hours</li> </ul> </li> <li>● Staffing 4 <ul style="list-style-type: none"> <li>○ Retains current reduction in hours</li> <li>○ Includes statement and associated hours</li> <li>○ Includes apprentice</li> </ul> </li> </ul> <p>All options were discussed in detail with key points:</p> <ul style="list-style-type: none"> <li>● Staffing 4 currently works well with KL in reception</li> <li>● 3 classes works well – the goal should be to maintain this and aspire to 1 teacher per class</li> <li>● Staffing 1 where staff return to contracted hours <ul style="list-style-type: none"> <li>○ Encourage staff to stay with the school</li> <li>○ Encourage future enrolment – staff ultimately attract the pupils</li> </ul> </li> </ul> <p>Governors asked SC what the staff think about retaining their reduced hours. SC will speak to them following this meeting. SC will check with HR regarding contractual changes and pension entitlements.</p> <p>All members agreed to adopt Staffing 1 version.</p>	SC 20/05/16
8	<p><b>Pupil premium</b></p> <p>SC gave an update:</p> <ul style="list-style-type: none"> <li>● 2 looked after children have left – funding now withdrawn (comes in termly)</li> <li>● 3 children now with pupil premium <ul style="list-style-type: none"> <li>○ targeted support - not meeting learning goals</li> <li>○ 1 child within the ever 6 category – support for music lessons</li> </ul> </li> </ul> <p>WW regularly sends out letters to see if anyone eligible for free school meals.</p>	
9	<p><b>Website update</b></p> <p>The developer is coming in tomorrow to provide training to WW.</p>	
10	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>● Charging and remissions <ul style="list-style-type: none"> <li>○ SC to review content</li> <li>○ 3-yearly review period agreed</li> </ul> </li> <li>● Governor allowances <ul style="list-style-type: none"> <li>○ All members agreed and approved</li> <li>○ 3-yearly review period agreed</li> </ul> </li> </ul>	
11	<p><b>Date and time of next meeting</b></p> <p>Tuesday 7 June at 4.15 pm.</p>	

**Standing items:**

- \*Staffing -absences
- \*Make decisions on expenditure following recommendations from other committees – above planned expenditure
- \*Budget - figures to date, %actual against planned expenditure
- \*Pupil Premium

**Autumn term:**

- \*Review charges and remissions policies
- \*Performance management
- \*Review 3-year budget plan
- \*Monitor ISBQ
- \*Calendar of meetings for year
- \*Review Terms of Reference

**Spring term:**

- \*Annual SFVS
- \*Monitor ISBQ
- \*Benchmarking

**Summer term:**

- \*3-year budget plan
- \*Monitor ISBQ

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