

Lindale CE Primary School

MINUTES

Finance and staffing meeting
Wednesday 15 February 2017 at 5.00 pm

Agenda item		Action
1	<p>Attendance Paul Bond Helen Churchill Sarah Coleman Bill Wearing Wendy Wood</p>	
2	<p>Apologies Heather Keating - Clerk</p>	
3	<p>Declaration of interests PB – Castle Head Field Studies Centre HC – supply teaching</p>	
4	<p>Minutes of last meeting The minutes of the last meeting held on 2 November 2016 were approved and agreed.</p>	
5	<p>Matters arising not on the agenda Numbers for next year: 6 definite (1 might be delayed entry). £2,500 for library books anonymously coming in from a local firm. BW to access funding for new tablets (to also have wider use in the community). Cartmel Grammar School funding has been allocated to school.</p>	
6	<p>Budget update Too early to make a forecast but nothing much has changed so WW will check that we are not carrying forward too much by mid March as we will need to spend any significant surplus. BW asked if can we allocate, eg to library.</p> <p>School house maintenance: PB concerned that we need a planned contingency fund for the school house maintenance. Buildings committee will commit to a rolling programme of maintenance for the school house.</p> <p>Safeguarding: Gate has been added at bottom of ramp to Sunshine room....this is also an enhancement.</p> <p>Special Needs provision: Has been patchy in coming in and may not have been a fully allocated as we have been unsure of when and how much. We need to evaluate and will have a further look in May.</p> <p>Photocopier: 8 years old with maintenance dealt with on a contract whereby they supply ink and paper. We need to look into the best deal we can get. We spend about £300.00 a quarter but new firm has been to look and suggests we rent</p>	

		a machine for same costs (rental and copier costs, servicing etc). We must sort this out within the next 3 months. Wendy will look into this and source the best deal.	
7		<p>Nursery provision 30 hours for eligible families from September.</p> <p>We are in a good position to provide this...our nursery will provide from 9am to 1pm (can start with breakfast club at 8.30am). School can take over at 1pm and we can then offer after school club until 5.30pm.</p> <p>We will look into all advertising...post office, coop, playgroups, doctors surgeries, estate agents, Facebook, local firms...Glaxo, BAE etc. Coffee morning in Grange.</p>	
8		<p>Maintenance Plan to include opening up more floor space in case we have more than 16 children apply for September. Need to assess the amount of stuff being kept and then get rid of or find more storage for items that need to be kept.</p> <p>Window at the front needs to be replaced.</p> <p>GIVEN THE 30 HOURS PROVISION THIS IS ALL A MATTER OF URGENCYPC moving to convene Buildings Committee asap.</p> <p>WW says only financial info needs to be kept (last 6 years).</p>	
9		<p>Staffing Claire has handed in her notice for working afternoons as she has been unwell. Sarah Coulson has been asked if she would work as HLTA in the afternoons as a temporary measure.</p> <p>All stable, excellent people supplied by Cumbria Teaching Agency to support T.</p>	
10		<p>School house lease See item 6.</p>	
11		<p>Pupil premium Continues next year. 2 children in school on 'ever 6'.</p> <ul style="list-style-type: none"> • One SEN making progress but has behaviour emotional needs so money supports this. • One has made above average progress and the money has supported her progress. • A third child has an adoptive child premium which is supporting him to catch up with his peers. • 1 child in Yr6 – coming to after school maths and school paying for music lessons <p>WW sends letters out termly to remind parents that this money is available and can be used to support their child educationally in many ways.</p>	
12		<p>School house lease The lease was confirmed as 21 years with the school responsible for repairs. Rent is received from the school house and it has to be accounted for. It was agreed that this be a standing agenda item for Building committee.</p>	

13	<p>Website update Going live as we meet. We can look at it tomorrow morning. WW says it is user friendly and can be updated very easily. Kim Poel will have an hour a week to update the website.</p>	
14	<p>Marketing PB suggests we foster a more symbiotic relationship with Nursery, we need to join up in some way so that we all know what each other is doing. We should have the nursery as a standard agenda item on committees. We need to be poised to be ready for the off.</p> <p>HC to move forward to speak to Claire and approach Grange Now.</p> <p>PB concerned that we link with governance of Nursery so that we can work together and saying the same thing.</p>	
15	<p>Date and time of next meeting Wednesday 3 May 2017 at 16:00 hrs</p>	