

STAVELEY CE PRIMARY SCHOOL
Brow Lane, Staveley, Kendal, LA8 9PH

Minutes of the Meeting of the
Finances and Resources Committee Meeting
Monday 8th May 2017 – 6.30pm

AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting
4. Matters arising (not on the agenda)
5. Buildings and maintenance
6. Budget/finance
7. After School Club
8. Health and safety
 - a) Health and Safety Monitoring Document
9. Review of policies
 - a) Policy for Charging and Remissions
 - b) Complaints Policy
10. Staffing
 - a) Recruitment of School Administrator / Business Manager
 - b) Clerk to Governors
11. School Development Plan
12. Any other business
13. Date of next meeting (19th June 2017)

Present:

Cathy Blundell	Lynn Holmes
Donna Butcher	Guy Kenyon
Daniel Craghill (prospective governor)	Lisa Strange
Matt Foxwell	Emma Wright (prospective governor)

No.	Agenda Item	To action / note
	Guy chaired the meeting as Jonathan was not available.	

	Daniel and Emma were welcomed to the meeting as prospective governors.	
1.	Apologies: no apologies were received	
2.	Declaration of interest – none declared	
3.	Minutes of the previous meeting – 30/01/17 The minutes were agreed by all and signed off by Guy as a correct record.	
4.	<p>Matters arising (not on the agenda) –</p> <p>CCTV – the money for this can come from Formula Capital Funding, but at present it is on hold as there are other calls on the money available.</p> <p>Pupil Premium Governor – Gill has met with Matt and has agreed to be the Pupil Premium Governor.</p> <p>School Website – this is still work in progress. There have been problems as Lisa was unable to access it from the school as it had been blacklisted. This has now been sorted and it is hoped to get governor minutes on it shortly.</p> <p>Vacancy for LA Governor – Guy contacted Annie Samman who had expressed an interest in becoming a governor. She has been into school and attended the Curriculum meeting. Annie has decided to join the governing body and her application is now with governor services for rubber stamping.</p>	
5.	<p>Building and maintenance</p> <p>The roof over KS2 toilet block was repaired during the Easter holidays at a total cost of £4,754.</p> <p>A wall mounted heater in KS1 needs replacing.</p> <p>Decoration has been carried out in the infants, with new cupboards being fitted and the toilets have been repainted.</p> <p>Upgrade to both toilet areas in KS1 will go ahead during the May half-term, this is to be paid for through Formula Capital allocation.</p> <p>Arboricultural works/maintenance has been carried out as per CCC survey during the Easter break.</p>	
6.	<p>Budget/Finance</p> <p>The financial year 2016/17 had a carry forward figure of £29,888. A refund of £3,689 was received for electricity and 2 Capita invoices totalling £6,140 for Business Services for 17/18 were included in this year.</p> <p>The financial year 2017/18 – total funding £527,565. Lynn has worked with Kim from Capita Schools Finance to set a budget for 2017/18. The first draft kept the figures similar to the last financial year apart from building maintenance for which £10,100 was</p>	

	<p>allocated due to the new roof on the KS2 toilet block. Keeping things on an almost like for like track meant that there would be a deficit of £5,981 at the end of the year. This would be unacceptable to County even though 18/19 and 19/20 would have a healthy carry forward. Several amendments were made including a lower pay grade for the new School Business Manager. This would mean a deficit of £2,250 at the end of the year which would be acceptable to County. The budget was discussed and all agreed to take version 2 to the full governors meeting for approval.</p>	
7.	<p>After School Club The After School Club (ASC) ended the year 2016/17 with a loss of just over £5,000. The budget cannot afford to support any further losses. The ASC no longer runs on a Friday and staff have voluntarily altered their hours accordingly. In order to reduce future running costs alterations are being made to the grading of the staff running the ASC. The leader role is being reduced to assistant. This is being done voluntarily as staff wish to keep their hours, 1 member of staff did this at the start of the summer term, while the other will start at the end of the month after consulting her union. The breakfast club has had some interest and a letter has been sent to parents about it. The ASC needs to be monitored and if in September there are more children interested staffing will be looked at again.</p>	
8.	<p>Health and Safety – Manual Handling – staff have completed the course. The Health and Safety Monitoring – Jonathan is doing this and as he was not at the meeting, it was left to the next meeting.</p>	<p>Health & Safety Monitoring taken to next meeting</p>
9.	<p>Review of Policies Policy for Charging and Remissions – A sample policy from Kym Allan Health & Safety which has been updated with the school's details was circulated before the meeting. The terms used for parents in receipt of state benefits had also been updated. The policy was discussed and some slight changes were made. Matt will do the alterations and circulate the new version so that it can be signed off at the governors meeting next week. It brought up the fact that parents should be given as much notice as possible about residential trips to enable them to spread the cost. Complaints Policy – This was circulated before the meeting. The time scale was discussed and Matt will add the relevant number of school days at each stage</p>	<p>Matt to update both policies and circulate ready for signing off at the governors meeting</p>

	<p>to the policy. It was requested that a table was inserted at the end of the policy to make it easier to map out the process. The policy will then be circulated ready for signing off at the full governors meeting.</p>	
10.	<p>Staffing – a) Recruitment of School Administrator / Business Manager b) Clerk to Governors Due to Lynn retiring at the end of September and Cathy finishing as clerk to governors at the end of July, it has been decided to appoint a School Business Manager as a part-time post (24hrs per week) at BS6 £18,070 pro rata and an admin assistant (11hrs per week) at BS3 £15,087 pro rata. The admin assistant's role will also include clerk to the governor duties. The benefit of having 2 people working part-time in the office is that it promotes good practise, there will always be cover in the office and each can cover the other should they be absent. The adverts were discussed and it was suggested that they should be less wordy. Matt will do the alterations and they will be put on the school website. The closing date is the 26th May with interviews taking place on 15th and 16th June. Both posts will start at the beginning of the new school year and the new staff will work alongside Lynn for September. The interviews need to have someone who had done Safer Recruitment Training which Matt has done. <i>Lynn left at 7.35pm</i></p>	
11.	<p>School Development Plan Priority 1: To further develop progress and attainment in writing. – Liz has been on a course and has brought back ideas that she will be sharing at a staff meeting. Writing is now OK and may come off the SDP in September.</p> <p>Priority 2: To Support pupils when they fall out, so they understand what is poor behaviour and bullying, and the actions taken to resolve them.</p> <p>Priority 3: To further embed British Values within school. This will be teaching the children to be kind, considerate, and to have mutual tolerance and respect. Subjects to be covered include the Magna Carta, democracy and the general election.</p> <p>Priority 4: Further Improve how governor's monitor and evaluate the impact of actions against the School Development Plan. The</p>	

	governors need to monitor staff accountability and it was suggested that they come into school to observe pupil progress meetings, attend staff meetings, observe pupils and have a presence at parent meetings.	
12.	Any other business – none	
13.	Date of next meeting Full Governors – 15 th May 2017 Resources Committee – 19 th June 2017	
	Signed:	Date:
	Attachments: Summer Term SDP 01.05.17	