

Lindale CE Primary School

MINUTES

Finance and staffing meeting
Monday 9 March 2015 at 4.00 pm

Agenda item		Action
1	<p>Attendance Paul Bond Helen Churchill – Chair Sarah Coleman Heather Keating - Clerk Bill Wearing In attendance: Lisa Jefferson as parent representative</p>	
2	<p>Apologies None</p>	
3	<p>Declaration of interests PB – Castle Head Field Studies Centre HC - supply staff</p>	
4	<p>Minutes of last meeting The minutes of the last meeting held on 24 February 2015 were approved and agreed.</p>	
5	<p>Matters arising not on the agenda None</p>	
6	<p>Performance management Unfortunately, SC was absent due to a knee operation and unable to meet the target date for appraisal. These are now being completed.</p> <p>HC reported that a performance review meeting had been held with SC, HC, LJ and Tanya Hughes, Head of Milnthorpe Primary School.</p>	
7	<p>Teacher's pay recommendations SC explained that only one member of staff was eligible for an increment and this had been put through prior to their appraisal. This was approved.</p>	
8	<p>Headteacher's pay recommendation SC left the meeting. HC referred to the performance review meeting with SC and said they had been very impressed with her commitment and future vision for the school. HC recommended an increment which was agreed by all. HC will forward a letter of recommendation to Wendy for action.</p>	
9	<p>Draft budget statement SC presented a draft budget and explained this was as expected. When the end of year is finalised, 31 March, we can look at next year's budget.</p> <p>Current staffing level for 2015/16 is 3.9, including 0.5 for Angie Leonard. If predicted numbers do not increase we are looking at a reduction in staffing to 3.0, resulting in a redundancy situation. SC explained that TA staffing could not be reduced as they are required to support class teachers.</p> <p>Following advice from HR, SC met with staff on 4 February 2015 to explain the situation. A formal letter was sent out, initially asking for voluntary redundancies or reduction in hours. Since then SC has spoken to everyone.</p>	

		<p>PB asked the group to consider the discussions that took place some time ago when governors agreed that one teacher per class or a 'jobshare' is best for the school. SC confirmed that whilst job shares can work well, having several teachers teaching the class do not. LJ said that, as a parent, one teacher would also be her preference. It was agreed to take the opportunity to keep moving towards this aim and ensuring the best education for our children, whilst recognising the contribution that good 'job shares' make.</p>	
10		<p>Class structures and staffing 2015-16 SC presented a suggested staffing structure for 2015-16. There would be 3 classes but with opportunities for the two Key stage 2 classes to sometimes be taught together.</p> <ul style="list-style-type: none"> • Reception, Year 1 and 2 <ul style="list-style-type: none"> ○ Split in the afternoon into 2 groups; Reception and Nursery, and Year 1 and Year 2 • Year 3, 4 • Year 5,6 <p>Year 3 and 4 and Year 5 and 6 will be taught separately for all mornings and most afternoons.</p> <p>This would require a teaching commitment for SC of 4 or 5 mornings per week. The future development of TAs was discussed with the possibility of another apprentice. The aim should be one full time TA per class.</p> <p>It was agreed to proceed with redundancy and SC would liaise with HR and appointed solicitor to confirm the process, documentation and timescales. It was agreed to delegate responsibility for setting the selection criteria to SC with support from governors as required. SC would put together a pack including selection criteria, score sheet and timetable. It is suggested that staff complete a sheet to explain how they meet the selection criteria. SC will inform committee members of the timescale when known.</p> <p>PB suggested that HC conducts the initial meetings with PB available for appeal meetings.</p>	<p>SC 20/03/15</p>
11		<p>Any other business None</p>	
12		<p>Date and time of next meeting The next meeting will be arranged before the budget is submitted – SC will discuss with Wendy.</p>	<p>SC</p>