

Lindale CE Primary School

MINUTES

Finance and staffing meeting
Friday 22 May 2015 at 4.00 pm

Agenda item		Action
1	<p>Attendance Paul Bond Helen Churchill – Chair Sarah Coleman Heather Keating - Clerk</p>	
2	<p>Apologies Bill Wearing - accepted</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 9 March 2015 were approved and agreed.</p>	
5	<p>Matters arising not on the agenda None</p>	
6	<p>Budget SC presented the budget to be submitted by the end of May.</p> <p><i>Outturn</i> SC reported that the final outturn for 14/15 has resulted in cf of £26,313.74 but explained that this amount includes incoming monies to cover maternity and sickness absence claimed through an insurance policy the school has taken out.</p> <p><i>Projected 3-year plan</i> At the last meeting a staffing reduction of 0.8 had been considered. These figures had not included PE funding and since then it is anticipated that there will be four children starting in September. SC explained that there are some figures that are not yet known and opportunities to generate additional income:</p> <ul style="list-style-type: none"> • Special needs <ul style="list-style-type: none"> ○ Reviews are planned which might increase funding ○ Staff support is already budgeted • SC has been asked to carry out reviews at Allithwaite to cover for their Head who is leaving • SC will deliver a reading intervention programme, subject to numbers (a minimum of 8 is required) - £780 per person • Leanne will deliver iPad training <p>A reduction in broadband costs has been negotiated by switching providers and photocopying costs will be reviewed.</p> <p>Since the last meeting SC has spoken to staff and all have offered to reduce their hours for next year. SC explained that this budget can be submitted in May with a review in October when information regarding intake, EHC</p>	

		plans, pupil premium will be known. It was agreed to approve this budget and staffing levels and take to the next FGB for ratification.	
7		<p>Class structures and staffing 2015-16 Based on the proposed budget SC outlined staffing and classes for 2015/16, remaining similar to the current year.</p> <p>SC outlined her planned training for higher level teaching assistant involvement and also for teachers on the effective use of TAs in lesson plans.</p>	
8		<p>Any other business None</p>	
9		<p>Date and time of next meeting To be confirmed.</p>	