

Lindale CE Primary School

**MINUTES**

Finance and staffing meeting  
Tuesday 17 November 2015 at 4.00 pm

Agenda item	Action
<p>1 <b>Attendance</b> Paul Bond Helen Churchill – Chair Sarah Coleman Heather Keating – Clerk Bill Wearing</p>	
<p>2 <b>Apologies</b> None</p>	
<p>3 <b>Declaration of interests</b> PB – Castle Head Field Studies Centre</p>	
<p>4 <b>Minutes of last meeting</b> The minutes of the last meeting held on 22 May 2015 were approved and agreed.</p>	
<p>5 <b>Matters arising not on the agenda</b> None</p>	
<p>6 <b>Budget</b> SC explained that the budget was not re-submitted in October as it was not significantly different to the original submission.</p> <p>SC circulated copies of the budget which shows an expected deficit of approximately £18,000 in 2017-18. The 2014-15 outturn had a carry forward of £26,313.74 (maximum allowed). At the current time the projected carry forward to 2016-17 is approx £34,000 but this is greater than the permitted level and may be reduced (WW is discussing with the LA). SC gave a detailed breakdown of this additional amount.</p> <ul style="list-style-type: none"> <li>• Two children with high special needs. <ul style="list-style-type: none"> <li>○ One got additional funding in July of £18,000, after the budget had been submitted</li> <li>○ Two apprentices were appointed</li> <li>○ SC emphasised that high needs funding can be clawed back (eg if child leaves) and is, therefore, not guaranteed</li> </ul> </li> <li>• SC is delivering a Reading intervention course which has brought in £5,000</li> <li>• SC is carrying out reviews for Allithwaite which has brought in £2,000 this term and may continue for next 2 terms</li> </ul> <p>Based on projected pupil numbers and guaranteed income to 2017-18 SC will consider the staffing requirements for 2016-17.</p> <p>All members wished to express their appreciation to staff for their hard work and commitment to the school during the current year. The excellent atmosphere was noted by governors when they visited the school.</p>	
<p>7 <b>Class structures and staffing 2016-17</b> Discussions regarding class structures and staffing will take place as soon as budget figures have been confirmed. It is anticipated that a reduction in staffing of approximately 1 FTE will be necessary.</p>	

	<p>SC said that she and WW are working on the budget and would be able to inform staff in January. The governors were keen to discuss the timings of communication to staff with a view to letting them know of any potential developments as soon as possible to enable informed decisions to be made.</p> <p>It was agreed that SC and HC would arrange a meeting with CCC Human Resources to take legal advice and guidance on procedures to be followed. The committee would meet as soon as possible after this meeting, following which SC and governors will meet with staff.</p> <p>Governors noted that it has previously been minuted that we aspire to one teacher per class and that this was supported by Ofsted. It was agreed that careful consideration needs to be given to the structure for 17/18. There may be options to consider jobshare but with a need to limit the minimum contract.</p>	
8	<p><b>Any other business</b></p> <p>PB updated the committee regarding the proposals made by the Marketing committee on 11 November 2015. It had been agreed to focus on development of the school website and consider options and costings for:</p> <ul style="list-style-type: none"> <li>• Upgrading the current site</li> <li>• Development of a new website</li> </ul> <p>Finance members were in agreement with these proposals and will consider ideas and costings when available.</p>	
9	<p><b>Date and time of next meeting</b></p> <p>The following meetings were planned, subject to availability of relevant personnel:</p> <ul style="list-style-type: none"> <li>• Monday 30 November or Wednesday 2 December 2015 <ul style="list-style-type: none"> <li>○ SC and HC to meet with HR</li> </ul> </li> <li>• Monday 7 December at 5.00pm <ul style="list-style-type: none"> <li>○ Finance Committee meeting</li> </ul> </li> </ul>	