

## Lindale CE Primary School

### MINUTES

Finance and staffing meeting  
Monday 7 December 2015 at 5.00 pm

Agenda item		Action
1	<p><b>Attendance</b> Paul Bond Helen Churchill – Chair Sarah Coleman Heather Keating – Clerk Bill Wearing</p>	
2	<p><b>Apologies</b> None</p>	
3	<p><b>Declaration of interests</b> PB – Castle Head Field Studies Centre</p>	
4	<p><b>Minutes of last meeting</b> The minutes of the last meeting held on 17 November 2015 were approved and agreed.</p>	
5	<p><b>Matters arising not on the agenda</b> <i>Website</i> – since the last meeting SC and HK have investigated quotes for the development of a new website. It is anticipated that prices start from £1,000.00 for initial setup plus ongoing monthly maintenance costs. It was agreed to re-consider upgrading the current website and discuss at the next meeting.</p>	HK/SC 13/01/16
6	<p><b>Budget</b> SC and WW have looked at the budget again and report that the figures have not changed since the last meeting. There is approx £4,000.00 funding coming in from local authority for support (there are specific criteria for how this money can be spent). WW has confirmed with CCC that the amount allowed to be carried forward is limited to 8%. However, there is provision to make a case for monies to be allocated for a specific project. The committee was in agreement to apply for funds to be allocated to the school house roof. It is known that significant work (new roof) will need to be carried out within the next 12-18 months. SC will discuss with CCC.</p> <p>SC will continue to monitor the budget in respect of expenditure required next term. TA requirements will be reviewed.</p> <p>Quotes have now been received for roof repairs. All three quotes were comparable and SC recommended that Holme Building Services be appointed. All members agreed. Repairs to the toilet roof were carried out last week.</p>	SC 13/01/16
7	<p><b>Class structures and staffing 2016-17</b> SC and HC reported that they had met with HR staff on 30 November 2015 to discuss redundancy procedures. Following this they held a meeting with teaching staff and outlined the issues and the need to reduce a number of hours. A very positive response was given by all staff who are very supportive of the school. Staff were also made aware of the CCC voluntary redundancy offer - details are on the website with a deadline for</p>	

		applications of 15 December 2015. It is felt that staff may consider a voluntary reduction of hours as this year. A member of staff is also considering a position with another school. In view of these possibilities, it was suggested that no decisions should be taken at this time until more information on pupil numbers is known. It was agreed that a decision should be made by January.	
8		<b>Any other business</b> Performance management has been carried out of the head teacher and teaching staff. Increments have been recommended where applicable to staff. All members approved.	
9		<b>Date and time of next meeting</b> The next meeting will be held on Wednesday 13 January 2016 at 4.00 pm.	