

Lindale CE Primary School

MINUTES

Finance and staffing meeting
Wednesday 2 November 2016 at 4.00 pm

Agenda item		Action
1	<p>Attendance Paul Bond Sarah Coleman Heather Keating – Clerk Bill Wearing Wendy Wood</p>	
2	<p>Apologies Helen Churchill</p>	
3	<p>Declaration of interests PB – Castle Head Field Studies Centre HC – supply teaching</p>	
4	<p>Minutes of last meeting The minutes of the last meeting held on 7 June 2016 were approved and agreed.</p>	
5	<p>Matters arising not on the agenda</p>	
6	<p>Election of Chair and Vice-Chair Proposals for chair and vice-chair were agreed by all: HC - Chair PB – Vice-chair</p>	
7	<p>Terms of reference Terms of reference had been previously circulated for review. All members approved.</p>	
8	<p>Staffing See below under SEN.</p>	
9	<p>Performance management <i>Staff appraisals</i></p> <ul style="list-style-type: none"> • 3 x teacher appraisals carried out • New targets set, linked to SIP • 2 part time staff still to complete <p><i>Pay progression</i> Only one member of staff not on a pay scale. Within the CCC pay policy staff can now go through threshold at any time providing they have achieved two satisfactory appraisals.</p> <p><i>HT appraisal</i> Need an external person to come in and give advice alongside HC and TH.</p>	SC 30/11/16
10	<p>SEN funding</p> <ul style="list-style-type: none"> • 2 in reception, getting 25 hours per week • School has to fund the first £6,000 • Additional monies coming in for a child in Yr3 <ul style="list-style-type: none"> ○ To be reviewed termly ○ Agreed for a 2nd support staff 	

11	<p>Budget <i>Update – income and expenditure</i> The ISBQ for period ending September 2016 was circulated. WW gave an update.</p> <ul style="list-style-type: none"> • On target • Increase in electricity <ul style="list-style-type: none"> ○ School House has been moved to cheaper tariff and WW will look at gas. • Lease for computers finishes in March (£1800 per quarter) <ul style="list-style-type: none"> ○ BW to investigate funding for additional iPads/tablets. • Very little staff absence, so no cover supply <p>Thank you from PB for presenting.</p> <p><i>3-year plan</i> No need to submit an updated October budget. SC and WW will review in light of teaching pay and SEN funding.</p> <p><i>Class structures and staffing</i></p> <ul style="list-style-type: none"> • Numbers for next year <ul style="list-style-type: none"> ○ Lose 11 next year with maybe 4-6 coming in • Currently R/Yr1=12, Yr2/3=13 • Plan for 2 classes – R - Yr2, Yr3 - Yr6 • 2 class teachers but teach KS2 in age groups • Could result in a loss of 0.4 <p>Governors agreed a recommendation to try and maintain 3 classes. It was agreed that a decision must be made a term and a half in advance. The committee will report back to the Governing Body. SC confirmed that staff are aware of the situation.</p> <p><i>School meals</i> Tenders have been invited</p> <ul style="list-style-type: none"> • Cartmel Primary School – they would be happy to supply • The local person who had initially expressed interest did not tender • WW will ask other schools <p>It was agreed that the quality of meals and portion control is good.</p> <p><i>Grant applications</i> SC informed governors that the cost of a bus to take pupils to Young Voices would be £400 and asked if they were aware of any grants that could be applied for. A suggestion was made to contact Charles Godwin through Gedy & Sons.</p>	BW 15/02/17
12	<p>School house lease The lease was confirmed as 21 years with the school responsible for repairs. Rent is received from the school house and it has to be accounted for. It was agreed that this be a standing agenda item for Building committee.</p>	
13	<p>Pupil premium</p> <ul style="list-style-type: none"> • 1 child in Yr6 – coming to after school maths and school paying for music lessons • 1 child in Yr3 with an EHCP 	

14		Website update SC and HK will try and allocate some time during the next few weeks to discuss design and layout.	HK/SC 30/11/16
15		Marketing No update.	
16		Date and time of next meeting 15 February 2017 at 16:00 hrs	