



New York Primary School
Federated with
 Frithville Primary School

**Minutes of the Non-Staff Governors' meeting held on Thursday 18th May 2017 at
 New York Primary School**

<u>Name</u>	<u>Governor Type</u>	<u>Position</u>	<u>Present/Apologies/ Absent</u>
Mr P. Bargh	<i>Ex Officio</i>	Head Teacher	P
Mrs A. Virk	Parent		P
Mr G. Curley	Co-Opted	Vice Chair	P
Ms K. Chalmers	Co-Opted		AP
Mrs S. Brackenbury	Local Authority	Chair	P
Mrs K. Cox	Co-Opted		P
Mr B. Foster	Parent		AP

Invitee: Mr M. Adams, Senior Administrator

In attendance: Mrs A. Saxton, Clerk to Governors

The meeting commenced at 6 pm. It was quorate. Mrs Brackenbury welcomed everyone to the meeting and extended a special welcome to Mr Adams, the Senior Administrator. Mrs Brackenbury explained that the prime purpose of the meeting was to discuss and approve the budget but a few other matters would be discussed as Any Other Business.

1/ Apologies for Absence:

Apologies for absence had been received from Ms Chalmers due to work commitments and Mr Foster due to family commitments. It was resolved to accept these as authorised absences.

2/ Declarations of Interest for items to be discussed at the meeting:

There were no declarations of interest.

3/ Financial Reports and Budgets for each school:

The financial reports and budgets for each school had been prepared by Mr Adams and issued in advance of the meeting. Copies are filed as Appendix A (Frithville) and Appendix B (New York). A letter (with an Appendix) from Mark Popplewell, Head of Finance – Children's Services, LCC had also been issued to all Governors. A copy is filed as Appendix C. These

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documents form part of these minutes. The Governors confirmed that they had received and read the reports and the letter.

Mrs Brackenbury invited Mr Adams to give his presentation.

i/ Staff Restructuring due to a reduction in pupil numbers:

a/ Consultancy Process for redundancy:

Mr Adams summarised the staff restructuring process with which Governors were already aware. The Head Teacher, the Chair of Governors, and the Senior Administrator had attended a meeting with LCC Officers on 23rd March to propose a reduction in staffing due to falling numbers on roll. The LCC Officers had agreed that the Federation should start a redundancy consultation process which would result in a reduction in the Teaching role of 32.5 hours across both schools, and the Teaching Assistant (TA) role of 45.5 hours across both schools (not including staff with 1:1 EHC contracts). The LCC Officers did not query the effect on the curriculum or its delivery that would result in a reduction of teaching staff. Many schools were present at the LCC on 23rd March; falling pupil numbers is a common problem, especially for small, rural schools.

Subsequent to the initial consultation meeting, a teacher at Frithville advised that she had been offered another post in Boston from September 2017. Hence, the required reduction in teaching hours would be achieved without recourse to redundancy. The school would also not have to pay the first £5000 of any redundancy costs.

Mr Adams informed Governors that extensive discussions with HR had taken place prior to the implementation of the consultancy process for redundancy. It had been agreed that the process should be undertaken across the whole Federation, as a teacher redundancy at either school would affect both schools.

Mr Bargh explained that every teacher and TA (except those on 1:1 contracts) were issued with a redundancy letter. A meeting to discuss the situation was held at Frithville. Within 10 minutes of receiving the redundancy letters, all the TAs at Frithville had agreed to reduce their working hours by 20%. Mr Bargh added that the result was totally unexpected and very humbling. Following the meeting at Frithville, a meeting was held at New York, and redundancy letters issued to all relevant teaching staff. Again, the TAs agreed to reduce their working hours by 20%. The meetings at both schools were attended by the Chair of Governors.

The decision taken by the TAs means that 1.4 TAs will not be made redundant. It also avoids the need to pay the first £5000 of any redundancy costs.

Mr Adams advised that, despite the sacrifice made by the TAs, the Federation still had to follow the process in case anyone changed their mind about a 20% reduction in their hours. The TAs had to re-apply for their jobs. Mr Bargh explained that he would be meeting each TA individually on 19th May to discuss the impact on their job of the reduction in hours. Each TA would then be required to write to Mr Bargh to confirm that they understood and accepted the consequences of the loss in their working hours. Due to the volatility of pupil numbers, TA working hours will be increased when and as required, not across the board. The TAs were aware of this situation.

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Mr Bargh showed Governors draft staff timetables for 2017/18. He explained that the prime aim of having one member of staff per year group should be achievable at New York in September. Extra hours worked by TAs will be very strictly controlled and paid on a monthly claim basis.

b/ Pupil Numbers:

At the time of the deadline for submitting the staff restructuring programme to the LCC, the official admission numbers at Frithville were 3. As at 15th May, with late applications, this had increased to 7. **Governors noted that, despite the proposed staffing restructure, Frithville will be in a deficit situation by 2020/21, unless there is an increase in pupil numbers.**

Pupil numbers at New York are more volatile. At the time of the deadline submission date, the official admission numbers for September were 6. Since then, the number has increased to 7. The financial position of the school has been helped by several mid-year admissions. **Governors noted that numbers on roll are expected to drop to 34 and 35 from 2020/21 which is not sustainable in the medium term.**

A general discussion took place on pupil numbers. Governors commented on the lack of overspill of pupils as a result of an increase in the number of school places in Boston, and the mid-year admissions of pupils who preferred to be educated at a small school.

c/ Budget Summary: Main Points:

Governors asked Mr Adams to explain the main points of the budget.

Mr Adams informed Governors that the proposed budget provided for a viable 5-year plan under existing funding arrangements and pupil numbers. However, the TA staffing structure will need to be reviewed annually.

There are no increases in base funding. Consequently, there will be a reduction in actual funding by 12 – 18% over the next few years, when pay progression, pay settlements, increases in employer pension contributions, and inflation are taken into consideration.

Education funding is flat, but a significant review is due in 2018/19. The new Apprenticeship Levy of 0.5% will affect both schools.

The funding formulae for 2017/18 have not changed and the AWPU remains at £2556.66 year on year. The grant figures for Pupil Premium and UIFSM are based on cautious estimates. The budget does not include Sports Funding money due in September.

A general discussion took place on the financial pressures faced by small, rural schools. Mr Adams explained that if pupil numbers are rising, schools are able to keep up with rising costs. Any schools that have a fall in pupil numbers will struggle financially.

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d/ Frithville: Budget Discussion Points:

Mrs Brackenbury asked Mr Adams to outline the main budgetary issues at Frithville.

i/ Pupil Numbers:

Governors were referred to page 3 of the Frithville Budget Report which detailed the history and projection of pupil numbers. A discussion on these figures took place, and **Governors noted the anticipated downward trajectory**. Governors were also reminded that large cohorts were moving through the school and would be leaving in due course. Mr Adams explained in depth how the reduction in pupil numbers affects the income received by the school. **Governors noted the anticipated AWPU funding for 2021/22 of £115,050.**

ii/ Staffing Structure/Teachers:

Teaching hours will be reduced by 22.75 at Frithville and 32.5 across both schools, as a result of the staffing restructuring process. The 20% reduction in TA hours equates to 30 hours at Frithville and 44 hours across both schools. The annual supply teacher budget has been retained at £3000. Mr Adams reminded Governors that the voluntary resignation by a teacher had saved £5000 in redundancy payment.

iii/ Apprenticeship Levy:

The Apprenticeship Levy will cost the Frithville about £1100 per annum for the foreseeable future. There is a 1% cost of living increase for all staff included in the budget calculations. The budget also includes scheduled pension contribution increases of 1% per annum.

iv/ Sickness Insurance:

Sickness insurance has been kept at the same level of cover as in previous years. The LCC will be retained as the supplier due to the superior level of cover provided.

v/ Goods & Services:

Inflation at 2.5% has been applied to the cost of goods and services. A 10% increase in the cost of electricity, and a 5% increase in the cost of water has been allowed for, as recommended by the LCC. All purchases are strictly controlled and need authority from Mr Bargh.

vi/ Premises Buyback:

Following discussions with the LCC about withdrawing from the premises buyback scheme, the decision has been made to stay with them, due to complications with the Concerto website and the resultant, unknown, consequences for the school insurance. Kier/Mouchel will provide statutory maintenance and repairs. An estimate of £1000 has been budgeted for repairs and maintenance but could be subject to increases based on actual costs for any repairs.

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vii/ Devolved Formula Capital (DFC):

Governors were advised that there was an allocation of approximately £4000 for DFC. An ICT server refresh will cost £2,500. DFC can be carried forward for up to 3 years. Money will need to be saved, where possible, to cover larger premises issues. Older buildings inevitably incur higher repair costs.

viii/ School Block Funding Allocation:

Mr Adams referred to the School Block Funding Allocation for Frithville for 2017/18 and Governors studied this information in depth. Mr Adams explained the various sources of income. **Governors noted the £19,837 fall in income (not including the carry forward) from 2016/17 to 2017/18 due to the fall in pupil numbers. Governors asked Mr Adams to explain the High Needs Block funding of £7,793 which had been put into the 2017/18 budget.** Mr Adams explained that this money was for a recently-agreed EHC statement.

ix/ Estimated Expenditure 2016/17 and Budget 2017/18:

Governors studied in depth the Estimated Expenditure 2016/17 and Budget 2017/18 information. **Governors noted the projected carry forward of £5,299 in 2016/17 and £11,765 in 2017/18.**

A discussion took place on the Pupil Premium and Sports Funding income. **Governors asked Mr Adams for an explanation of the figures.** Mr Adams explained that the income figures for Pupil Premium and Sports Funding were cautious estimates. There is Pupil Premium carry forward into 2017/18 due to an error in Agresso. The carry forward for the Sports Funding is £3122, due to failed journal in Agresso. This money will be spent in 2017/18. **Governors questioned Mr Adams on the reliability of the Agresso system.** Mr Adams advised that the system was improving.

Governors asked how sports would be provided once the PE teacher left at the end of the academic year. Mr Bargh explained that he would teach PE as he would no longer be teaching Year 6 Maths at New York. PE involves little planning and no marking. Discussions on this matter took place, specifically with regard to Mr Bargh's other commitments within the Federation. Mr Adams suggested that, in the long term, it may be necessary to move the Sports funding to an outside agency. The use of a TA to undertake sports-related paperwork was suggested.

Governors questioned Mr Bargh on the value of the money paid to Thomas Middlecott school for sports activities. Mr Bargh advised that additional sports events and services offered by Thomas Middlecott school represented good value for money. The money provided for a range of services including transport to and from sporting events, entrance fees, and hiring Peter Paine Sports Centre.

x/ 5-Year Plan:

Mr Adams referred Governors to the 5-Year Plan, and explained the detailed outturn report. **Governors noted that the figures for the 3-Year budget were encouraging.** Mr Adams advised that a good outcome from the fairer funding arrangement could help to

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further improve the budget situation. **Governors agreed that the figures showed a good set of results, helped largely by the selfless decision of the TAs to take a 20% reduction in working hours.**

Governors studied the detailed outturn report which compared actual spend in 2016/17 with the budget for 2017/18. **Governors questioned why some Cost Codes showed a zero in the budget for 2017/18.** Mr Adams explained that these Cost Codes had been discontinued and items had been recoded to new budget headings.

Governors questioned the reduction in the budget for stock materials. Mr Adams explained that the figure of £9,058 in 2016/17 was due to expenditure on new cupboards. **Governors queried the payment of £6,050 for rates.** Mr Adams advised that this money is rebated annually through the LCC. **Governors questioned why there was no money in the computer hardware budget.** Mr Adams reminded Governors that money for computer hardware would come from DFC in 2017/18.

The Governors confirmed that they had no further questions on the budget for Frithville.

e/ **New York Budget Discussion Points:**

Mr Adams highlighted the main points of the New York budget as follows:-

i/ **Sickness Insurance:**

Sickness insurance has been kept at the same level of cover as in previous years. The LCC will be retained as the supplier due to the superior level of cover provided.

ii/ **Pupil Numbers:**

Governors noted the downward trajectory of proposed pupil numbers. Mr Adams advised that in 2020/21 a large cohort of 12 pupils will be leaving. However, pupil numbers are starting to improve. Mr Bargh explained that Reception intake in September will be 2 over PAN. A discussion on this matter took place and **the Governors agreed unanimously to go over the PAN provided that the needs of the pupils in the class were not compromised in any way.**

iii/ **Support Staff:**

Governors noted that a TA contracted to an EHC statemented pupil resigned in April. The pupil transfers to secondary school later in the year, so the member of staff has not been replaced. A general discussion took place on EHC statements.

iv/ **Devolved Formula Capital (DFC):**

As at Frithville, part of the DFC of £4000 will be used for an ICT server refresh. The rest will be carried forward. There is some damp penetration in the floor at New York. It is hoped that the LCC will pay for this to be rectified.

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v/ **School Block Funding Allocation:**

A discussion took place on the figures and **Governors noted the high Free School Meals (FSM) income of £18, 978 and the Prior Attainment funding of £16,144 per annum.**

vi/ **Expenditure:**

Mr Adams explained that the projected carry forward for 2016/17 was £17,938 and for 2017/18 was £21,868.

vii/ **5-Year Plan:**

Governors studied in depth the 5-Year Plan and commented that the school showed a carry forward figure through to 2021/22. Mr Adams explained that an additional hours worked by the TAs would have an impact on the carry forward figures. **The Governors confirmed that they were encouraged by the figures.**

Governors referred to the detailed outturn report and asked Mr Adams to explain the £10,000 in the 2017/18 budget for Other Reimbursements and Contributions. Mr Adams explained that this money was currently in the New York School Fund as a strategic reserve. The decision had been taken to put the money back into the budget so it could be used for the future.

There were no further comments or questions on the budgets for Frithville and New York Primary schools.

The Governors agreed unanimously the following matters:-

- a/ Adoption of the 2017/18 budgets for New York and Frithville Primary schools.
- b/ The redundancy consultancy process should be discontinued once the teacher at Frithville had received written confirmation of her new appointment in Boston, and the TAs had formally agreed in writing to a 20% cut in their hours. Mr Foster had confirmed by e-mail that he agreed to the staffing restructure proposals.

The Governors thanked Mr Adams and Mr Bargh for their hard work in producing the budget and their handling of the staff reduction process.

4/ **Service Contract Renewal:**

Mr Adams advised that the service contract would be due for renewal in October. Six months' notice would be given to the current supplier and this could be rescinded if necessary.

Action: Clerk to ensure this item is on the Agenda for the Governors' meeting in November

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As there were no further financial matters for discussion, the Governors, once again thanked Mr Adams for his hard work and commented that they appreciated his extensive knowledge on school funding systems. Mr Adams thanked the Governors for their support. Mr Adams left the meeting at 7.15 pm.

5/ Any Other Business:

i/ Governors' CPD Workshop:

It was agreed that the Governors' CPD Workshop should be held on Tuesday 20th June at Frithville starting at 6 pm. The Workshop would discuss the results of the Skills Audit and the Self-Evaluation Questionnaire completed by the Working Party.

Mrs Brackenbury requested that completed Skills Audit forms be returned to her by e-mail by 12th June.

Action: Clerk to advise all Governors and re-issue relevant paperwork

ii/ Head Teacher's Performance Review Committee:

Mr Curley, Chair of the Committee, gave the following update:-

Committee members (Mr Curley, Mrs Brackenbury, and Ms Chalmers) had met with Mr Bargh on 28th February to assess performance target planning. Problems with monitoring progress had been identified as the targets had changed. A report to Governors on progress of the High Achievers was requested. It was noted that this was now part of the Head Teacher's Report.

It was agreed that the next Head Teacher's Performance Review would take place in October.

Discussions took place on the responsibilities of some of the teaching staff at New York. It was agreed to ask Mrs Iveson (Extended Curriculum) and Mrs Frost-Phillips (SEND) to give reports at the next Full Governors meeting on 13th July.

Action: Clerk to ensure the above items are added to the Agenda

It was agreed to hold a further meeting week commencing 3rd July to discuss the SATs results and prepare a report for the Full Governors' meeting on 12th July.

Action: Mrs Brackenbury, Mr Curley, Mr Foster, Ms Chalmers, and Mr Bargh to liaise to agree a suitable date

Mr Bargh confirmed that the targets for the Head Teacher's Performance Review would form part of the Federation Improvement Plan (FIP).

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iii/ Staff Governor:

The Clerk advised Governors that, as Mrs Green has left the Federation, it was necessary to appoint a Staff Governor. Mr Bargh agreed to advertise the vacancy on the Staff noticeboards at each school.

As there were no further non-confidential matters for discussion, Mrs Brackenbury thanked everyone for attending and for their contributions. The meeting closed at 7.25 pm.

Signature of Chair

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