

**Minutes of the Fourlanesend Community Primary School Resources Committee Meeting  
held at the School on Thursday 17<sup>th</sup> March 2016 at 9.30am**

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<b>Present</b>	Mrs J Eason Miss H Marks Mrs R Norton Mr A Down	Chair of Governors Committee Chair Headteacher
<b>Apologies</b>	None	
<b>In Attendance</b>	Mrs S Garton	Clerk to the Governors

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**1. Welcome and Apologies**

The Committee Chair welcomed governors to the meeting. There were no apologies for absence as all governors were present.

**2. Confirm minutes of the meetings held on 11<sup>th</sup> February 2016 (Previously circulated)**

The minutes which had been previously circulated were agreed and signed as a true record of the meeting.

**3. Matters Arising**

There were no matters arising.

**4. Budget update (2015/16 latest position and 2016/17 indicative statement)**

The Headteacher circulated a copy of the Schools Financial Benchmarking graphs provided by the LA which she ran through at the meeting. The Headteacher drew governors' particular attention to the fact that the school was high for its supply teaching costs, low for its administration and clerical costs and high for its Average KS2 Points Score, and this was discussed by governors.

The Headteacher circulated a copy of a sheet setting out the teaching and supply budget and outturn for 2015/16 and 2016/17. From and further to this a number of points were discussed:

- Mrs Eason asked whether the miscoding of a teacher's pay to the supply budget had been corrected and this was confirmed by the Headteacher.
- The Headteacher informed governors that there would be four classes with four teachers for the next academic year.
- In answer to a governor question it was confirmed that there are currently 27 Pupil Premium children at the school.
- The Headteacher informed governors that five teaching assistants had been budgeted for in the next academic year, one of which will support any specific school issues and provide 'supply' cover. One of the teaching assistants is a qualified teacher with full safeguarding training.
- The Headteacher informed governors that staff have been made aware that supply cover cannot be booked without authorisation and that this budget would be under close scrutiny.
- The Chair asked about supply insurance and the Headteacher explained its purpose. Mr Down asked if the premium is fixed and this was confirmed.
- Mrs Eason asked about class sizes for the next academic year and the Headteacher confirmed that the maximum would be 30 pupils.
- The Headteacher reported that the year groups would be merged as follows:
  - Foundation – Miss Finnimore
  - Years 1 and 2 – Mrs Illingworth

- Years 3 and 4 – Mr Wilde
- Years 5 and 6 – Mrs Dennehy and Mrs Ferguson.

The point was made that this is a strong group of teaching staff and that the school's results data is also strong. The Headteacher added that the feedback about Miss Finnimore's and Mr Wilde's classes had been excellent at the recent parents' evening.

- Thanks were given to the Headteacher for organising the budget.

## **5. Pupil Premium and Sports Premium update**

The Headteacher reported to governors that Years 5 and 6 will be visiting Plympton Pool daily for three weeks during June (via the Torpoint Ferry with onward transport arranged) which was felt to be an excellent sporting opportunity.

Mrs Eason explained that the Pupil Premium update is based on a report by Mrs Dennehy. Mrs Eason circulated two analyses and ran through the end of Autumn Term data for attainment and progress. Both sheets were annotated with her notes and observations which she discussed at the meeting. The first sheet shows that some pupils receiving Pupil Premium were below Age Related Expectation (ARE). The second sheet shows the incredible improvement being made for pupils receiving Pupil Premium. Governors registered that they were impressed with the data as shown. The number of Pupil Premium pupils was 26 as at the end of the Autumn Term (as previously mentioned the number is currently 27). The Chair asked how many are Forces children and the Headteacher confirmed there are two. Mrs Eason noted that Pupil Premium spend is having a positive effect and these figures are proof.

The PE Vision Statement written by Mrs Champion was read out to governors and noted. It was suggested that one addition could be made ('making children fitter') and this was agreed. It was concluded that although this is difficult to measure it is an important aim.

The PE Pupil Premium budget plan 2015/16 was circulated to governors.

Thanks were given for the excellent work on Pupil Premium and Sports Premium as well as the Vision Statement.

## **6. SFVS**

The Headteacher informed governors that the SFVS return had been completed by Mrs Eason, Mr King and herself and that all questions had been answered 'Yes' (apart from one - Collaboration with other schools - which was shown as 'In Part').

Governors noted the SFVS return which will be circulated to all governors and approved at the next FGM.

## **7. Staffing update**

This item had been previously discussed in Item 4, above.

## **8. Premises, Risk Management Site Security, Asset Management and Health & Safety – Verbal update (inc. report of Health & Safety visit made from Mr Down)**

The Headteacher updated governors and the following points were discussed:

- Mr Down will come in to the school to undertake the Health & Safety visit as previously agreed.  
**ACTION: Mr Down**
- £10,000 has been included in the budget for maintenance and groundwork at the school and a resource has been hired to undertake the work, which is already in progress and having an impact.
- Mrs Eason had taken a site visit before this committee meeting.
- It was felt that Miss Finnimore's working environment is now much better.

- A survey of the school will be undertaken. There has been a lot of recent storm damage and the work is now in hand.
- An SLA is in place with Project Design Consulting and the site is compliant on areas of health and safety including legionella, asbestos etc. The Headteacher is happy with the contractor and governors agreed that the SKA could continue in 2016/17. The SLA was circulated to governors to note.

#### **9. Policies for review/approval**

The following policies had been previously circulated to governors and were approved at the meeting:

- Model Pay Policy and Pay Policy Appendix
- Financial Regulations & Scheme of Delegation
- Private Fund Certificate
- Support Staff Pay Policy
- School Visitors Policy
- Performance Management Policy
- Disciplinary Procedure; Capability Policy
- Health & Safety Procedure.

#### **10. Any Other Business**

Mrs Eason circulated her invoice to governors for their information.

There was no other business.

#### **11. Confirm date of next meeting**

The date of the next meeting was confirmed as **Thursday 19<sup>th</sup> May, 10.30am.**

*The meeting finished at 10.30am.*

**CHAIR:**

**DATE:**