

# CARLTON PRIMARY SCHOOL RESOURCES AND FINANCE COMMITTEE

Minutes of the Meeting held on Thursday 12 November 2015 at 5.30pm

## ATTENDANCE:

Tim Carew – Chair  
 Jacqueline Phelan – Head teacher (HT)  
 Michael Hollis – Adviser  
 Mandi Howells – Deputy Head teacher (DHT)  
 Sarah Kirkness  
 Nick Bethune  
 Craig Vincent  
 Jessie Brill

## OTHERS PRESENT:

Jo Lomax – Finance Manager  
 Helen Hill – Governor Support Clerk

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	<b>Action</b>
1.1	Apology for absence was received in advance of the meeting from Kevin Hull.	
<b>2.</b>	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	<b>Action</b>
2.1	There were no declarations of interest.	
<b>3.</b>	<b>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON THURSDAY, 25 JUNE 2015</b>	<b>Action</b>
3.1	<p><b>Correction to Attendance</b> CV to be added to the Attendance list.</p> <p><b>Correction to Item 4.8</b> Discussion took place about obtaining quotes for work valued in excess of £1,000.</p> <p><b>Correction to Item 4.9</b> The GB was informed that risk assessments were being undertaken and specific issues to do with the school building, for example, the maintenance of the school boiler and the school playground.</p> <p><b>Correction to Item 4.10</b> JL advised the Committee that while some standards are no longer relevant, should there be any complacency found within the School, this would be challenged.</p>	

3.	<b>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON THURSDAY, 25 JUNE 2015 (cont'd)</b>	<b>Action</b>
	<p><b>Correction to Item 6.2</b>  A three year plan detailing a rolling programme of future works would be undertaken starting in January 2016. Camden was efficiently dealing with technical issues such as maintaining the electronic equipment in the School.</p>	HT/Resources Committee
4.	<b>FINANCE ITEMS</b>	<b>Action</b>
4.1	<p><b>Schools Financial Value Standards (SFVS) Update</b></p> <p>JL introduced this item. The SFVS needed to be updated so that Carlton School complied with the guidelines issued by Camden. This update needed to be completed by February 2016.</p> <p>JL/TC to update.</p> <p>The Head teacher confirmed that the Resources &amp; Finance Committee would be able to question the SFVS survey results once this has been completed.</p>	JL/TC
4.2	<p><b>Finance Report</b></p> <p>It was reported that:</p> <ul style="list-style-type: none"> <li>• Carlton School is now into the third quarter of the School's financial year;</li> <li>• the variation of the actual figures from the budget figures were relatively modest;</li> <li>• the variation of teaching staff costs and agency costs mirror each other to a large extent;</li> <li>• the resignation of teachers had led to a reduction in teaching staff costs and an increase in agency costs;</li> <li>• nursery children numbers were higher than expected;</li> <li>• the Pupil Premium of £33k was below budget, due to the fall in numbers of children entitled to FSM;</li> <li>• the DfE formula changed causing a fall in the School Budget share of c£25 in 2016/17 (excluding the effect of pupil numbers);</li> </ul>	


4.	FINANCE ITEMS (cont'd)	Action
	<ul style="list-style-type: none"> <li>• this was cushioned to 1.5% but will be a similar amount for 2017/18 and would continue for a few years at least;</li> <li>• the pension deficit was covered by Camden but would now be distributed to schools;</li> <li>• as a result of revenue changes, rising costs and other factors such as the pension deficit, some Camden schools are anticipating deficits from the second year of the three year budgets. Carlton expects that balancing the budget will be feasible in 2016/17 but increasingly difficult thereafter;</li> </ul> <p>4.3 The Head teacher reported that additional SEN funding was due to be allocated to the School Budget.</p> <p>4.4 Adjustments also needed to be made to the teaching budget to cover staff resignations and maternity leave.</p> <p>4.5 Camden IT would undertake an audit of ICT as the first step in assessing what changes needed to be made.</p> <p>4.6 JL confirmed that the ring fenced amount as outlined in the Financial summary presented to the Committee was likely to be spent by March 2016. The balance remaining would be forwarded to the 2016/17 budget.</p> <p>4.7 JL confirmed that the Governing Body now had to log its financial skills as part of the SFVS update. The skills audit would be undertaken by JL in readiness for the end of February deadline. Financial training for the Committee could be provided by Camden.</p>	<p style="text-align: center;">JL</p>
5.	APPOINTMENT OF PUPIL PREMIUM LEAD	Action
5.1	SK was appointed as the Pupil Premium Lead for the School.	<b>Resources &amp; Finance Committee</b>
5.2	The Head teacher reported that Pupil Premium data needed to be analysed three times a year to confirm that the School had spent this funding wisely. The Resources and Finance Committee would monitor this funding allocation.	
5.3	The financial report was <b>agreed</b> by the Resources and Finance Committee.	

6.	RESOURCE ITEMS: STAFF UPDATES	Action
6.1	<p>The Head teacher reported that:</p> <ul style="list-style-type: none"> <li>• an Early Years teacher had now been appointed;</li> <li>• a job share existed between the reception member of staff and the EYFS teacher;</li> <li>• there was a KS2 Literacy lead teacher at the school;</li> <li>• in Year 6, spelling and phonics interventions were proving to be successful;</li> <li>• parents were involved in two open meetings for classes 5/6. This was successful as parents had the opportunity to view children's books.</li> </ul>	
6.2	<p>In response to the question of whether this programme of open meetings involving parents would be rolled out to other classes, the Head teacher confirmed this would be undertaken.</p>	
6.3	<p>The Head teacher reported that the NQT in the school was doing very well and was being supported by a senior member of staff.</p>	
6.4	<p>The Head teacher explained that a minority of children were a cause of concern in the school, but a strategic plan was in place to support these pupils, and special behaviour plans for individual pupils were in place.</p>	
6.5	<p>The Head teacher reported that the school's pay policy was in line with guidance issued by Camden.</p>	
6.6	<p>The school's pay policy would be sent to all the Governing Body.</p>	HT
7.	PREMISES ITEMS: BUILDING UPDATE	Action
7.1	<p>MH introduced this item. It was reported that:</p> <ul style="list-style-type: none"> <li>• the school gate had been repaired;</li> <li>• the repairs to playground shelters would be reviewed. The Resources and Finance Committee to be kept updated;</li> <li>• the back playground needed to be re-tarmacked. This would be considered in the next financial year;</li> </ul>	HT/MH

7.	PREMISES ITEMS: BUILDING UPDATE (cont'd)	Action
7.2	<ul style="list-style-type: none"> <li>• a new noticeboard had been put up outside the school;</li> <li>• quotes for building works were being sought as part of Camden's contract agreement. These were considered by the Head teacher and MH, and a decision made as to which company would undertake the repairs;</li> <li>• indoor repairs/maintenance were being undertaken, and external repairs would be undertaken in better weather conditions;</li> <li>• a tree surgeon had been consulted about the safety of the trees in the playground and work undertaken to make the surrounding areas safe;</li> <li>• the swimming pool had been repaired and was now open;</li> <li>• the school library was being upgraded and would be opened by Easter 2016.</li> </ul> <p>The Head teacher reported that money for books was being sought from independent means. The Committee to be kept updated.</p>	HT
8.	ANY OTHER BUSINESS	Action
8.1	<p>The Head teacher discussed the feasibility of the Governing Body being able to provide business input into the school curriculum to create a link between the world of school and work/careers. Pupils needed to see a life beyond the school, beyond Camden.</p> <p>The Head teacher asked the Committee to consider becoming career champions so that pupils could relate to the world of work. The Committee members responded positively to this suggestion and names would be submitted to the Head teacher.</p> <p>It was also agreed that parents of the school would be contacted to ascertain what business links they had that could be utilised in the school curriculum. Local companies would also be contacted requesting whether they could become involved as business links with the school.</p> <p>It was reported that the Resources and Finance Committee will have increased responsibility for school finances. It was suggested that a benchmarking exercise be undertaken with another local school to compare/explore issues such as school spending and pupil premium funding.</p>	HT  JL

<b>9.</b>	<b>CONFIDENTIAL ITEMS</b>	<b>Action</b>
9.1	None.	
<b>10.</b>	<b>DATES OF FUTURE COMMITTEE MEETINGS</b>	<b>Action</b>
10.1	The next Resources and Finance Committee meeting would be held on <b>Tuesday 12 January 2016 at 5.30pm.</b>	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 7.20pm.

Signed:  Date: 12-1-2016

**Mr T Carew, Chair of Carlton Primary School  
Resources and Finance Committee**