

CARLTON PRIMARY SCHOOL RESOURCE AND FINANCE COMMITTEE

**Minutes of the Meeting held on
Monday 14 March 2016 at 5.30pm**

Attendance:

Tim Carew – **Chair**
 Jacqueline Phelan – **Head teacher (HT)**
 Jessie Brill
 Michael Hollis (Adviser)
 Mandy Howells
 Nick Bethune
 Jo Lomax (Financial Manager)

Others Present:

Helen Hill – **Governor Support Clerk**

1.	APOLOGIES FOR ABSENCE	Action
1.1	Apologies for absence in advance of the meeting were received from Sarah Kirkness.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interests.	
3.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON 12 NOVEMBER 2015	Action
3.1	Item 4: Staff Suggestion Box Suggestion box on possible cost savings to the school to be progressed.	HT
3.2	Item 4: The Use of Agency Staff A further update would be given once the current budget was confirmed and the new budget in operation.	HT
3.3	Item 6.3: Faulty radiators in the school This repair still under discussion with Camden.	Facilities staff

3.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON 12 NOVEMBER 2015 (cont'd)	Action
3.4	<p>Item 8.4: Pupil Mobility</p> <p>The Head teacher reported that this was still high but a plan of action had been drafted to address the situation.</p>	HT
3.5	<p>Item 8.6: Revamping the School Website</p> <p>Revamping the school's website was ongoing.</p>	
4.	FINANCE REPORT	Action
4.1	<p>Schools Financial Value Standards (SFVS) Update</p> <p>JL, the School's Finance Officer, introduced this item. She reported that:</p> <ul style="list-style-type: none"> • the SFVS assessment form had now been completed; • in discussion, Governors suggested an alternative wording in response to question 8; • the alternative wording would be altered to state that the summary of the school's Pay Policy reflected in the minutes of recent Committee meetings set out pay decisions based on clear performance criteria; • the wording of the answer to question 9 would also be amended to explain that it was in the remit of 'Camden's Professional Partner' to remind the Governors of its statutory duties in relation to the pay decisions regarding the Head teacher. <p>The Governors agreed that once amendments had been made to the SFVS assessment form, this would be disseminated to them for endorsement.</p> <p>Joe Leach, Camden Schools' Finance Officer, would be sent the final version.</p>	<p>JL</p> <p>JL</p> <p>JL</p> <p>JL</p>

4.	FINANCE REPORT (cont'd)	Action
4.2	<p data-bbox="252 259 1094 293">Finance Update: Benchmarking with Other Local Schools</p> <p data-bbox="252 331 1139 398">JL introduced this item. She reported that 40% of Camden's schools would be in financial deficit in 2016/2017.</p> <ul data-bbox="252 450 1139 1966" style="list-style-type: none"> <li data-bbox="252 450 1139 517">• The benchmarking exercise was useful as a 'broad brush' comparison between Carlton and other local schools. <li data-bbox="252 568 1139 741">• The expenditure data reflected the schools' costs during 2014/2015. The data would be updated for 2016/2017. Carlton's expenditure for teaching and support staff, and for energy costs, for example, were similar to the expenditure of the schools compared with. <li data-bbox="252 792 1139 898">• In discussion, the Governors acknowledged that Camden schools were working together to target specific areas for 'potential' savings in schools. <li data-bbox="252 949 1139 1088">• JL reported that the Working Group set up by Camden was considering school savings for the next three years. Cost savings would consider staffing costs with a focus on the employment of TAs in schools. <li data-bbox="252 1140 1139 1312">• Governors emphasised how important it was to keep TAs employed at the school. The HT emphasised that the need of the school had to be prioritised when considering budget savings. Carlton School was already making effective savings in areas such as energy expenditure. <li data-bbox="252 1364 1139 1491">• In areas such as the 'buying in' of Curriculum Services, Carlton's costs were higher than other local schools. This was explained as owing to the funding costs needed to resource the ICT Curriculum. <li data-bbox="252 1543 1139 1648">• The Governors acknowledged that the cost for the use of external services such as Camden's support services was invaluable. <li data-bbox="252 1700 1139 1805">• It was agreed that the 2014/2015 benchmarking data would be a useful comparison tool for expenditure costs in 2016/2017. <li data-bbox="252 1856 1139 1962">• Camden's Working Group was considering the possibility of making school savings by pooling SLT leaders across the borough, thus reducing the use of TAs in schools. 	

4.	FINANCE REPORT (cont'd)	Action
	<ul style="list-style-type: none"> • The HT reported that the Working Group was a discussion group and in any consideration of school savings, Carlton's individual needs needed to be taken into account. • JL reported that the new budget for 2016/2017 would be prepared for Governing Body approval by the middle of May. • A staffing structure would be prepared, linked to the School Development Plan and to the new school's budget plan. 	<p style="text-align: center;">JL</p> <p style="text-align: center;">HT</p>
5.	PUPIL PREMIUM UPDATE	Action
3.1	JL reported that £294,000 of Pupil Premium funds would have been used by the end of 2016. £10,000 would carry over to the next financial year.	
6.	BENCHMARKING WITH OTHER LOCAL SCHOOLS	Action
6.1	This item was introduced under Item 4 of the agenda.	
7.	RESOURCES UPDATE	Action
7.1	The HT reported that after discussion with the pupils in the school, a new reading room would be set up that would be a comfortable space for pupils to read in. Good quality books would be provided. This was an exciting enterprise for the school and its pupils.	
8.	PREMISES UPDATE	Action
8.1	The HT reported that quotes for upgrading the EYFS outdoor area were being sought. Governors agreed that improving the outdoor space for EYFS pupils would be good for the pupils and at the same time serve to celebrate the success of EYFS in the school. The parents of the nursery children were pleased the improvements to the space being made.	
8.2	Governors agreed that focusing on improving the EYFS space would be good for the nursery children. At the same time it would celebrate the success of the EYFS in the school. The parents of the children were pleased with the improvements being made.	

8.	PREMISES UPDATE (cont'd)	Action
8.3	The KS1 playground was to be improved when costs permitted.	
8.4	The back playground would be painted, weather permitting, alongside other external works.	
9.	ANY OTHER BUSINESS	Action
9.1	The HT raised the issue of the Governors considering, at a future meeting, the generation of income by the school from external lettings. The Governors discussed how feasible this might be. The security of the school had to be considered. This item to be discussed at a later date.	Resources Committee
9.2	The letting of the swimming pool to external users to be discussed further.	Resources Committee
10.	CONFIDENTIAL ITEMS	Action
10.1	See separate report.	
11.	DATE OF NEXT MEETING	Action
11.1	The date of the next meeting will be held on: 30 June 2016 Items for next meeting: • Staffing structure for September – presented by the Head teacher (linked to Budget Headings)	HT

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 6.45pm.

Signed:  Date: 30 June 2016
**Mr T Carew, Chair of Carlton Primary School
Resources and Finance Committee**