



**GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN**

**AUTUMN TERM MEETING**

**MINUTES OF THE MEETING OF THE FINANCE & STAFFING  
COMMITTEE HELD AT THE SCHOOL ON  
MONDAY 3 OCTOBER 2016 AT 6PM**

**PRESENT:**

Mr John Bentley (Chair)  
Mrs Samantha Blackshaw (Vice Chair)  
Ms Chris Southworth  
Mrs Vicky Brown (Headteacher)  
Mrs Debbie Davies

**IN ATTENDANCE:**

Mrs Jane Taylor (Assistant Headteacher KS1)  
Mrs Stacey Duckett (Assistant Headteacher KS2)  
Mrs Judith Watson (Clerk)  
Mrs Pauline Lovick (Financial Consultant)

		<i>Action</i>
1	<b><u>APOLOGIES FOR ABSENCE</u></b>  Apologies were received from Mrs Emma Lowe.	
2	<b><u>DECLARATION OF INTEREST</u></b>  There were no declarations of interest.	
3	<b><u>ELECT CHAIR AND VICE CHAIR</u></b>  Ms Southworth nominated Mr J Bentley as Chair and this was seconded by Mrs Davies. Mrs Davies nominated Mrs Blackshaw as Vice Chair (with a view to becoming Chair in 12 months' time) and this was seconded by Ms Southworth. All Members were in agreement and these nominations were approved.	
4	<b><u>AGREE TERMS OF REFERENCE</u></b>  Members were asked to consider the proposed terms of reference as outlined in the Governor Handbook. These were agreed.	
5	<b><u>SCHEME OF DELEGATION</u></b>  Mr Bentley asked whether this was a Local Authority document and was informed that it had originated from the LA and had been amended for the school. Ms Southworth asked whether the school had sufficient arrangements in place regarding fraud and was informed that the School's Auditors were satisfied that sufficient arrangements were in place. The Scheme of Delegation was therefore approved.	

6	<p><b><u>BENCHMARKING</u></b></p> <p>It was reported that no benchmarking information had yet become available. Therefore, this would be an agenda item at the January 2017 meeting of the Committee.</p>	<b>VB</b>
7	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 27.06.16</u></b></p> <p>It was agreed that the minutes of the meeting held on 27 June 2016, having been circulated, be received as a true and correct record and signed by the chair.</p>	
8	<p><b><u>MATTERS ARISING</u></b></p> <p>Members were informed that no further action had been taken regarding access to the school but that this was being kept under review. It was noted, however, that new Governor Lanyards had been purchased and were available via the school office.</p>	
9	<p><b><u>SCHOOL BUDGET REPORT/MONITOR BUDGET POSITION LONG TERM PLAN</u></b></p> <p>Mrs Lovick circulated this report, which provided a summary position for 16/17, 17/18 and 18/19. Members were informed that based on current staffing levels, the school would be facing a deficit in 2017/18 and 2018/19. For the current academic year, the estimated outturn was c£95,000.</p> <p>The Cost Centre Analysis Report provided additional information regarding staffing levels. Members were reminded of the appointment of 5 new staff (4 NQTs plus one additional teacher) and of the maternity leave of two existing staff members.</p> <p>Committee Members asked for clarification regarding the status of these staff and were informed that the four NQTs had been appointed on permanent contracts. It was agreed that this would need to be reviewed during the year once staffing levels for 2017/18 were known.</p> <p>General discussion took place regarding the need to review all expenditure and Mrs Brown stated that she would be spending some time on this with the school's financial consultant and to ensure that as far as possible expenditure is in line with the School Development Plan.</p> <p>Members were informed that there would be a new national funding formula from April 2018 but that there was little information available currently. Mr Bentley asked whether the school might benefit from this change. The Headteacher stated that this was unlikely as Blackburn with Darwen Schools has benefitted previously.</p>	<p><b>VB</b></p> <p><b>VB</b></p>
10	<p><b><u>GOVERNOR ALLOWANCES</u></b></p> <p>Members discussed this item and agreed that legitimate expenses should be reimbursed, for example travel expenses for attendance at courses/conferences.</p>	<b>ALL</b>
11	<p><b><u>GOVERNOR TRAINING REVIEW</u></b></p> <p>Ms Southworth suggested that an overall training matrix would be useful. Mrs Blackshaw agreed to contact Andrew Hutchinson, Governor Services, and obtain information regarding the Governing Body's attendance at training/courses in order to compile such a matrix. All agreed that it would be beneficial, once completed, for all training to be evaluated in terms of its impact.</p> <p>Ms Southworth and Mrs Blackshaw provided feedback regarding a course they had recently attended. Ms Southworth offered to obtain further information regarding an efficiency tool package that may be beneficial for use in school.</p>	<p><b>SB</b></p> <p><b>ALL</b></p> <p><b>CS</b></p>
12	<p><b><u>SCHOOL IMPROVEMENT</u></b></p> <p>The Headteacher informed the Committee that the school had purchased a SLA from Lancashire this year at a cost of £3,500. This provided five half consultancy days in school.</p>	

	<p>The Advisor working with the school is Jill Walmsley. Mrs Brown stated that so far she had provided very constructive feedback but was extremely supportive.</p> <p>It was suggested and agreed that Ms Walmsley meet with Governors prior to their full meeting on Tuesday 15 November, at c6.30 pm. The focus of the session would be to brief Governors on her role but also to provide some guidance in how Governors could more effectively challenge the SLT.</p> <p>Members were informed that Ms Walmsley had been in school earlier today and had undertaken dual lesson observations with various Senior/Middle Leaders. In light of pupil outcomes, all these lesson observations had taken place in KS2. It was noted that she had observed many positives including behaviour and marking. The areas of development noted included teaching to the top, differentiation and assessment for learning.</p> <p>Ms Southworth asked whether there was demonstrable progress since the Ofsted visit. Mrs Brown confirmed that progress was being made and the feedback from Jill Walmsley re the School Development Plan was positive. Mrs Brown also added that the monitoring and evaluation schedule that had been devised, based on the School Development Plan, would further ensure continuous improvement in teaching and learning.</p>	<b>ALL</b>
13	<p><b><u>PUPIL PREMIUM PROPOSED SPEND</u></b></p> <p>The Committee were informed that this report had been discussed in detail at the Curriculum Committee meeting held on 29 September 2016. The Headteacher stated that one of the key strands of the plan was to mirror in KS2 the additional staffing model that exists in KS1 with a view to securing improvements in pupil outcomes.</p> <p>Ms Southworth asked about monitoring the impact of Pupil Premium monies and was informed that Mrs Morgan would be undertaking regular reviews and providing information to both this and the Curriculum Committee. She added that where possible all information presented would compare pupil premium children's progress with non pupil premium children.</p>	
14	<p><b><u>SPORTS PREMIUM PROPOSED SPEND</u></b></p> <p>Mrs Duckett provided additional information on this agenda item, including details of a dance teacher that would be in school later this week for the remainder of the year and working with two members of staff.</p> <p>In response to a question from Mr Bentley, Mrs Duckett confirmed that not all staff were fully confident in the delivery of PE so it was beneficial to be able to bring specialists in using this funding.</p> <p>It was noted that some of the monies would be used again this year to subsidise a Year 3 trip to the Anderton Outdoor Education Centre and this had proved extremely successful last year.</p> <p>The Headteacher informed the Committee that statutory requirements for the website had changed across the Summer period and as such both this and the Pupil Premium Impact report had been posted on the website.</p>	
15	<p><b><u>STAFFING ISSUES</u></b></p> <p>The Committee were informed that the four new NQTs had all made an excellent start to the year and that Mrs Taylor was overseeing their ongoing induction. All NQTs have their own mentor. Members were also reminded of the appointment of a new (temporary) Year 3 teacher; Ms Jen Wormald.</p>	

	<p>The Headteacher stated that three children had joined the school this year with a EHCP, to the value of c£8,000 each. As a result of this, support staffing had been reviewed. Mr Jake Wright had moved into working in Reception and two external appointments had been made; Ms Zara Zamir and Mrs Jenny Wade. It was noted that both of these latter posts were temporary.</p> <p>During the course of last academic year, the school had admitted a child into Year 3 who brought with him CIOC funding. As such a new member of staff had been appointed on a temporary contract to work with this child; Mrs Vicky Crompton.</p> <p>The Committee were also informed of the departure of two members of catering/cleaning staff over the summer period. Following this, one appointment had been made and it was hoped that a further appointment would be made in the near future as the position was currently being advertised.</p>	
16	<p><b><u>SICKNESS ABSENCE OF STAFF</u></b></p> <p>This report was considered and Members noted the significant difference between teaching and support staff absence.</p> <p>Ms Southworth asked whether the school had a return to work policy in place. She was informed that the Authority's policy had been reviewed and following a few further refinements this would be adopted for use.</p>	JW/VB
17	<p><b><u>APPOINTMENT OF A DEPUTY/ASSISTANT HEADTEACHER</u></b> <b><i>Mrs Jane Taylor and Mrs Stacey Duckett left the meeting</i></b></p> <p>The Headteacher informed the Committee that she did not wish to advertise this post currently but to further consider whether the current SLT had the complement of skill required for the successful leadership of the school. As such, she suggested that a further review take place in the Spring Term but that in the interim period Mrs Duckett's temporary Assistant Headteacher role be extended until 31 August 2016.</p> <p>Members agreed with this recommendation and added that this could be highly beneficial in terms of reviewing overall staffing levels. Mrs Brown concurred, adding that there may not be a staffing vacancy. Members asked that Mrs Brown consider what further help and or support she might need and keep Governors informed.</p> <p><b><i>Mrs Jane Taylor and Mrs Stacey Duckett rejoined the meeting</i></b></p>	VB/JW
18	<p><b><u>PERFORMANCE MANAGEMENT</u></b></p> <p>Members were informed that for teaching staff, performance management interviews would take place w/c 10 October 2016. Also, that the performance management system had been reviewed. The Headteacher advised that she would be reviewing Middle Leaders, that Mrs Taylor would be reviewing staff in KS1, Mrs Pickup for Year 3 and 4 and Mrs Duckett for year 5 and 6.</p> <p>The Headteacher informed the Committee that Mrs Taylor had reviewed and revised associated documentation and that going forward all information would be stored on a secure central drive.</p> <p>Ms Southworth asked whether performance management interviews took into account parent/children views. She was informed that currently it did not. Governors suggested that they could administer a questionnaire at a future Parents' Evening in order to gather feedback. Mrs Brown added that external performance management training had been scheduled for 4 October and that all identified good practice would be adopted.</p>	DD

	<p>Discussion took place regarding the performance management of the Headteacher and the most appropriate timing of this. As opposed to previous years, it was agreed that going forward the Headteacher's appraisal should take place in mid/late September so that the Head could then cascade the objectives in reviews she would be undertaking with Senior/Middle Leaders. However, for this calendar year it was agreed that a meeting with Jill Walmsley/Pay Committee would take place at 5.00 pm on 15 November (prior to Governors meeting).</p>	<b>JB/VB</b>
<b>97</b>	<p><b><u>SALARY REVIEWS</u></b></p> <p><b><i>Mrs Judith Watson left the meeting</i></b></p> <p>The Headteacher informed the Committee that she wished Governors to consider a re-grading for two members of staff, Judith Watson (Office Manager) and Deborah Wright (Pupil Wellbeing Officer).</p> <p>In respect of Judith Watson, The Headteacher stated that her role had grown since her appointment and that she had taken on more Accounts/Bursar responsibilities in addition to being Clerk at Governor meetings. It was agreed that Mrs Watson's post be re-designated as School Business Manager and that she be paid at point 29, backdated to 1 April 2016. Also, that we effect from 1 April 2017 the grade be changed to Grade G.</p> <p><b><i>Mrs Judith Watson rejoined the meeting</i></b></p> <p>In respect of Deborah Wright, Members were informed of the various changes to her role over the past 12 months and of the important role she has in terms of safeguarding. Members were informed that she is now Deputy DSL &amp; CIOC Lead, in addition to her PWB role. Members were informed that Mrs Wright has a second contract of employment as Midday Supervisor. It was agreed that going forward Mrs Wright would have one 35hpw, whole year, contract at point 34. Also, that this change be backdated to 1 September 2016.</p> <p>Members were also asked to consider what approach they wished to take regarding the 1% progression for main scale teachers. It was agreed that following completion of performance management interviews this could take place prior to the full Governing Body meeting on 15 November.</p> <p>Furthermore, it was agreed that in future years the Autumn meeting of the Finance &amp; Staffing Committee should take place in mid/late October so that the Committee can consider pay progression following completion of performance management.</p>	<p><b>JW</b></p> <p><b>JW</b></p> <p><b>ALL</b></p> <p><b>VB</b></p>
<b>20</b>	<p><b><u>DELEGATED ISSUES FROM FULL GOVERNORS</u></b></p> <p>Further to information previously circulated on email by Mrs Watson, additional information was provided regarding new guidelines in respect of DBS clearance for Governors. It was noted that Mrs Watson would continue to progress these.</p> <p>Mrs Brown confirmed that the termly check by the Chair of Governors of the Single Central Record had taken place. Also, that all staff had completed a new disqualification by association questionnaire. Mrs Brown asked Governors to authorise her completed ICT Code of Conduct and DbA paperwork.</p>	<b>JW</b>

