

CARLTON PRIMARY SCHOOL RESOURCES AND FINANCE COMMITTEE

**Minutes of the Meeting held on
Thursday 12 January 2016 at 5.30pm**

Attendance:

Tim Carew – Chair
 Jacqueline Phelan – Head teacher (HT)
 Sarah Kirkness
 Jessie Brill
 Michael Hollis (Adviser)
 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 Mandy Howells, Kevin Hull and Nick Bethune.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interest.	
3.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON THURSDAY 12 NOVEMBER 2015	Action
3.1	Correction to Attendance List Jessie Brill to be added to the Attendance list.	Clerk
4.	FINANCE REPORT	Action
4.1	Schools Financial Value Standards (SFVS) Update JL introduced this item. She reported that: <ul style="list-style-type: none"> • the SFVS document was being reviewed so that Carlton School complied with the guidelines issued by Camden. A draft would be produced in February; 	JL/TC

4.	FINANCE REPORT (cont'd)	Action
	<p>The Head teacher also reported that the staffing structure would be set in February. Budget costs would reflect the latest staffing structure.</p> <p>The school was trialling the buying-in of agency staff as a way of making cost effective savings to offset the appointment of short-term but 'permanent' staff absences.</p> <p>The situation would be monitored and a further update given at the next Committee meeting.</p> <p>The Head teacher confirmed that the staff were aware of the budget implications. They, themselves, were making savings wherever they could.</p> <p>JL reported that £122,363.92 would be carried over to the next year if financial projections were viable.</p>	HT
5.	RESOURCES UPDATE/STAFF UPDATE	Action
5.1	The Head teacher reported that there were no updates from the last meeting of the Committee.	
6.	PREMISES ITEMS: BUILDING UPDATE	Action
6.1	MH reported that internal/external works had been undertaken in the school. Examples of this were that lighting had been installed in the playground shelter. This had benefited parents waiting to collect children at the end of the day.	
6.2	Some external works still needed to be done at a later stage in the year but the work was weather dependent.	
6.3	A repair that was urgently needed was the faulty radiators in the school. This was urgent as temperatures varied widely across the school. MH would follow this up with Camden again.	MH
6.4	It was also reported that the refurbishment of the school swimming pool had been completed and the use of it a huge success with the pupils.	

7.	PUPIL PREMIUM DATA: UPDATE	Action
7.1	The Head teacher reported that the Pupil Premium policy would be updated and sent to SM. They would then meet to work on a Pupil Premium update which would be presented at the next meeting of the Resources Committee.	JP/SK
7.2	The Head teacher said that some of the Pupil Premium funding had been used for special language/therapy sessions. It would also be used to buy in more education psychology time.	
7.3	The Resources and Finance Committee would be given an update on this at the next Committee meeting.	JP/SK
7.4	Parents had been given a lot of information about the availability of Free School Meals for their children and had been encouraged to apply for these if they thought it applicable to them.	
8.	BENCHMARKING WITH OTHER LOCAL SCHOOLS REGARDING SCHOOL FINANCES	Action
8.1	JL reported that she would undertake a comparison of school finances with two other local schools in the area that had similar 'intakes'. She would then report these findings to the Committee at its next meeting.	JL
8.2	<p>In discussion, the Head teacher reported that:</p> <ul style="list-style-type: none"> • pupil numbers in Reception/EYFS were lower than usual. One of the reasons for this was the high turnover of pupils in these classes. The school had to deal with 'transition' and 'mobility' issues regarding some families; • this was destabilising numbers in the early years classes. 	
8.3	The Committee members discussed how the school's profile could be raised to encourage a more stable pupil population. It was agreed that the school should urgently consider drafting a plan of action to raise the numbers in the reception class.	JP/SLT
8.4	It was agreed that the Head teacher would meet with the EYFS school leader to discuss how early pupil year numbers could be raised. This issue would also be discussed with the SLT. JP would give an update on pupil numbers at the next Committee meeting.	HT/EYFS Leader/ SLT

8.	BENCHMARKING WITH OTHER LOCAL SCHOOLS REGARDING SCHOOL FINANCES	Action
8.4	It was agreed that the Head teacher would meet with the EYFS school leader to discuss how early pupil year numbers could be raised. This issue would also be discussed with the SLT. JP would give an update on pupil numbers at the next Committee meeting.	HT/EYFS Leader/ SLT
8.5	The Committee agreed that the school had a lot of success stories that needed to be highlighted more and publicised. These should include very good SATs results the school achieved.	
8.6	Consideration would be given to revamping the school website, co-ordinating the involvement of pupils in the local community and leafleting the local area about the school.	JP/SLT
8.7	Parent expertise would also be sought to help raise the profile of the school.	JP/SLT
9.	ANY OTHER BUSINESS	Action
9.1	There was no other business.	
10.	CONFIDENTIAL ITEMS	Action
10.1	There were no confidential items.	
11.	DATES OF FUTURE COMMITTEE MEETINGS	Action
11.1	It was agreed that the date of the next Committee meeting would be changed from Thursday 5 March to Monday 14 March. The Committee would be emailed to confirm this.	Clerk

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 7.25pm.

Signed:  Date: 12 March 2016

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