**THE PRIORY PARISH CE PRIMARY SCHOOL**

**Planning and Resources Committee meeting**

**Wednesday 21st June 2017 at 4.15 pm**

**Present** John Wilson (JW) Greg Edwards (GE) Sue Gurney (SG)

Mary Evans (ME) Sophie Smith (SS) Julie McManus (JM) (part)

**In Attendance** Susanne Christian Clerk to Governors

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| **Item** |  | **Action** |
| **1** | **Opening Prayer**  ME |  |
| **2** | **Apologies**  Lindsey Hanley (LH) Charlene Baker (CB) |  |
| **3** | **Declaration of interests**  No changes |  |
| **4** | **Minutes of previous meeting (15/3/2017)**  Accepted |  |
| **5** | **Change of bank account**  GE explained that the School has access to an interest free loan (which will save the School money) but the terms of the loan require a direct debit. The School’s present bank account (with HSBC) is very old-fashioned and does not allow direct debits (or online banking).  GE would therefore like to move the School’s account to Lloyds (which several other Wirral schools use). The account there is more flexible and will allow direct debits as well as a charge card (similar to a debit card). A Lloyds Business Manager will visit the School to set up the new account.  **The GB agreed the change of Bank account**  GE told the meeting that the interest free loan also requires a change to the imprest to allow payments of £6000 to £8000.  **The GB agreed the change to the imprest.**  The changes will be incorporated into the Financial Procedures manual. | GE |
| **6** | **Financial report**  GE explained that the Bursar was not able to attend this meeting – although she is visiting the School on 22/6/2017. GE handed out the budget for 2017/18 and explained:  Income  Few changes. The new formula gives a slight increase. There have been changes in the numbers of children, both into and out of the School. From F2 to Y1 there is a small piece of funding for 2 children.  Expenditure  Catering – the School is spending too much. Consultants report that each plate of food is costing 20p more than it should, resulting in £6000 overspend. GE is disappointed that this has not been picked up sooner. Consultants will be looking at portion sizes and food waste.  Teaching and TAs – has increased and is expected to increase further. A member of staff is needed to look after the mental health of the children. An existing TA2 has the skills needed so the School is paying for some extra hours for a fixed term. The School looks very carefully at any increase in TA hours – they are seen to have good impact, such as the work done by SG.  Jan (Home/School) is taken up with child protection. The School buys in the Caritas (Catholic) service to work alongside Jan. ME commented that Jan does very good work related to attendance.  Canteen support – the School is reviewing canteen staff, but the consultant thinks the School already operates on minimum staffing. Midday wages had to be brought up to minimum wage.  Premises - £10,000 budgeted, only £5000 spent. Surplus to be used to put astroturf on the half moon area of the playground – estimates being sought. SW asked whether the £5000 surplus stays with the School. GE replied that it is not clawed back.  Pre-planned maintenance - £6000 budgeted. GE would like to install a key fob entry system for the main gate which is currently left open (although lower gate is locked). There have been people walking in – it will also stop people walking across the car park which can be a hazard. The Diocese is helping with estimates. There will be an entryphone for non-key fob holders. The cost will be around £6000, with the work to be done over the summer.  £1900 contribution to the Diocese ie 10% of the cost of office refurbishment.  Electricity – billing is not accurate which is being looked at.  Education equipment – ie books, etc needs to be monitored carefully.  GE invited questions. Governors agreed to take away the budget to look at and ask any further questions.  There is a £60,000 credit at the end of the year but there is a need to think strategically to deal with the expected deficit in the 3rd year. JW pointed out that most overheads are small compared with staff costs.  ME asked about the catering. The target spend is 90p per child per day (currently £1.19). ME commented on the size of the catering budget - £43,000 for food and £34,000 for staff.  **GB accepted the budget**  **proposed by SW seconded by ME** | Governors |
| **7** | **Headteacher’s performance management**  GE handed out his performance targets for 2016-17.  Objective 1 – Target Tracker is now being used much more effectively – all staff are now using it well. Writing has been teacher assessed at 73% (66% last year) which is encouraging. SATS results are due on 4/7/2017. There are now 6 children working at greater depth (3 last year).  ME commented that this shows that the School is encouraging children of all abilities.  Objective 2 – GE commented that the stronger financial position means the School is better placed to move towards an Academy.  Objective 3 – maths has come a long way in only 6 months. The Singapore maths system has improved standards across all subjects.  JW thanked GE. |  |
| **9** | **School Development Plan review**  Maths  GE reported that School timetables have been fitted round Singapore maths. The new maths system has increased confidence and articulation leading to major improvements over last year – which SS endorsed. Children are now better equipped to choose the method which suits them.  English  SS reported that she is pleased with the progress in English. She added that staff have taken on all the training. The guided reading system covers all aspects of literacy. More focused questioning has led to greater confidence with lower ability children being able to answer difficult questions.  (Julie McManus joined the meeting and was welcomed by JW).  SS pointed out that starting points were low eg children did not have rich vocabulary. SS introduced ‘word of the day’ to raise the profile of vocab. Children bring in suggested words of the day such as words they have heard on the radio.  Spelling  For spelling, the School uses Babcock with 20 minute lessons which make the teaching of spelling easier. Staff are happier too as teaching methods are part of the Babcock system.  Writing  The whole school now does a Big Write every Friday morning, with music and candles and different genres of writing. Children who lacked stamina and were not used to writing for a long time are now able to sustain their writing. Children look forward to Big Write. Big Write also helps children with self-editing and checking their work. They then use purple corrector pens to correct their text according to feedback.  Other schools have commented on the amount and quality of evidence at the School. GE pointed out that previously Ofsted have commented on the lack of evidence of writing. Each child’s Big Write book goes with them to next year’s teacher.  Gaps  Now PP children are doing better than non-PP. Gender gaps have been reduced or reversed.  Attendance  GE thanked ME and CB for their work on this. There are 23 who are persistently late. ME reported that they had looked at individual non-attenders and commented that GE knows the story behind every child.  The holiday policy is to be amended next year. As a result of the high numbers of holidays we agreed that we will implement fines from next September. This will be communicated in the end of year newsletter. JM asked whether unauthorised holidays are a problem in the School. GE replied that it is in some classes (such as the one where SG is placed).  There is a case going to appeal with the children not attending any school although they remain on the School roll.  Attendance is 95%. Although better than last year (94.6%), it still needs to improve.  Community links  SW commented that having a new vicar will improve links with church. Denise has been leading worship during the interregnum. SS commented that it is noticeable that the children are calm after going to church – this will also impact on their mental health.  Fitness  More after school provision needed. Clubs create different relationships between staff and children. GE is looking at provision through Edsential. There will be a Health Week (run over 2 weeks). To include   * Sports day * Boot camp * Assault course * Massage * Fruit tasting.   JM suggested that fitness initiatives could include the health of family members, giving dementia as an example. GE reported that the member of staff working on children’s mental health will start this next year eg life story work with grandparents. He added that bereavement work is a focus in School. A sensory room will be created in the summer.  JW invited questions. |  |
| **11** | **Academy update**  JW attended a meeting of 8 Wirral C of E Schools on 16/6/2017. An academy grouping needs to stay at a manageable size – school can still remain in clusters for areas of interest and sharing expertise.  There does not need to be a GB for each school (which may help with the recruitment of Governors). Functions such as finance and HR can be shared. Chester Diocesan Academies Trust (CDAT) has a board of 8. Important to retain the freedom of the Head for budgeting. Each school is an academy in its own right.  There will be further meetings with Governors, then Business Managers and then Heads. The grouping with be will C of E schools only.  JW commented that it was interesting to share expertise with Governors from other schools .  SW asked whether 8 schools is too big? JW replied that the 8 schools are in discussions only at this stage, there may be sub-divisions. GE commented that it will be helpful for schools to share the cost of training. |  |
| **10** | **Ofsted questions**  GE reminded Governors that the School is within the Ofsted window and that Governors will be expected to talk to Ofsted. He rehearsed some typical questions and the GB discussed possible answers. |  |
| **8** | **Staffing update**  A member of kitchen staff has resigned. The post is being advertised and there have been changes of hours between staff. Another midday assistant will possibly be needed as a result of the change in funding for 3-4 year olds from 15 to 30 hours (8 children involved).  Teaching staff are moving classes next year as some have been in the same class for some years. |  |
| **12** | **AOB**  JM told the meeting about an initiative to send shoes overseas. She agreed to email the details to School. | JM |
| **13** | **Closing prayer**  JM |  |
|  | **Dates for your diary**  **USA Food evening**  20th July  **School play**  Monday 10th July 2pm  Tuesday 11th July 6.30pm  Thursday 13th July 6.30pm |  |
|  | **Date of next meeting**  Wednesday 19th July **4pm** (please note time) |  |

Meeting closed at 6.10pm