



BUXTON PRIMARY SCHOOL

Management Committee

Minutes of the meeting held on 15th May 2017
at 5.00pm at Buxton Primary School

Present

Deborah Leahy, Headteacher	Staff Governor
Matthew Fruish	Trust Governor
Kathryn Curtis	LA Governor
Alison Moore	Trust Governor
Kelly Hall	Clerk

1. APOLOGIES

Apologies for absence were received and accepted from Charmaine Hannant (Parent Governor) and Rev David Hagan-Palmer (Co-Opted Governor).

Agreed
Points /
Action By

2. MINUTES OF THE MEETING - HELD 14/03/17

The minutes were signed and agreed as a true record.

3. MATTERS ARISING

There were no matters arising.

4. BCR – Period 1

The BCR expenditure update to the start of May 2017 was circulated and discussed. The target spend to date was noted as 8.33%, with current spending to date equating to 9.54%.

Comments have been completed on the BCR against the different income and expenditure lines for Governors to see expected monies in and out. A Governor questioned expenditure line E20 and whether a provision has been made for 2 months additional expenditure or if an adjustment will be made at revision 1.

The Headteacher explained the funding structure for LAC has very recently changed, therefore the expected amount on I05 could differ from actual as the year progresses. The school will know more once applications have been made for funding this term.

All Governors were happy with the BCR with no further questions presented.

Action KH

5. YEAR END BALANCES 2016/17

The final BCR for the financial year end 2016/17 was circulated and discussed. Governors were provided with a written explanation of the year end position and the reasoning behind this. The year end balance was slightly higher than estimated due to the receipt of additional SEN funding at

period 12.

All Governors were happy with no further questions presented.

6. PUPIL PREMIUM PROPOSED EXPENDITURE 2017/18 (financial yr)

The Headteacher presented the meeting with the Pupil Premium Statement for 2017/18. This details how the school envisages spending their pupil premium money for the next financial year. The outcomes cannot be completed at present as the data figures will be released at the end of this Summer term at which point they will be included in the document.

Action HT

A detailed discussion was held at this point around the barriers included in the document namely fine and gross motor skills. The Headteacher explained that the children arrive in reception class with limited skills and therefore considerable work has to be done to get them to their expected level of development. She added that the prospective parents evening for Reception 2017 is being led by the Deputy Headteacher, who leads Early Years. During this evening she will focus on early mark making and speech and language, and how parents can prepare their child for starting school in September.

7. STAFFING UPDATE – VERBAL

The Headteacher advised she is currently working on the proposed staffing structure for September 2017 and will update Governors once this is completed.

Action HT

The Headteacher confirmed that an experienced part-time teacher has been appointed for early years, starting in September 2017. The Headteacher and Deputy are currently in the process of discussions around the Deputy's leadership/managerial responsibilities from September 2017 once the new part-time teacher starts.

The Headteacher informed the meeting that the current caretaker has resigned his post and leaves 19th May. The role is currently being advertised with the closing date being today. Until an appointment is made, the school have cover from current staff and also an agency cleaner for the evening.

8. SAFEGUARDING UPDATE

The Headteacher advised Governors she is keeping staff updated on safeguarding through the staff safeguarding newsletter. Governors were provided with a copy of the most recent edition.

The Headteacher advised the school is in the third round of the audit tool. She added there is now a requirement to complete a prevent audit tool which will detail how the school safeguards children against the risk of radicalisation.

9. POLICY RENEWAL

The following policies have been reviewed and updated:

- Fire Safety Policy and Procedures
- Non-Smoking Policy
- Admission to School Policy
- First Admission to School Policy

Governors suggested for the Headteacher to include a statement in the non-smoking policy that the whole of the school site (internally and externally) is a no-smoking zone.

A slight amendment to dates for the first admissions policy is also to be made.

All Governors agreed, and the policies were adopted.

10. ANY OTHER BUSINESS

With there being no other business, the meeting closed at 6.15pm.

Action HT

AGREED