

**Seaford Primary School
Strategic Organisation Committee
Thursday 18 October 2018 at 5.00 p.m.**

Present: Malcolm Anderson, Helen Crees (Deputy Head), Chris Davey (HT), Julie Fannon, Sarah Mitchell (Clerk), Sarah Moloney, Des Prichard, Jo Sheldon, Jo Tucker (Business Manager).

Item	Decision	Action
1.1	Welcome to all.	
1.2	Apologies for absence were received and approved from Andy Steer and Rahnuma Hayder.	
2.	Declarations of Interest –	
2.1	These were acknowledged as per the newly completed register.	
3.	Election of Chair of Committee	
3.1	Julie Fannon re-elected unanimously.	
3.2	Nominated by Jo Sheldon, seconded by Sarah Moloney.	
4.	Agree Terms of Reference	
4.1	Governors raised concerns that the Terms of Reference did not cover fully the expectations of the committee	
4.2	DP will work on a revised Terms of Reference along side JF and bring it to the next Committee Meeting in February for approval and adoption.	DP/JF to bring to next meeting
4.3	Governors APPROVED the current Terms of Reference to cover until revised ones are drawn up.	
5.	Notification of Any Other Business	
5.1	None	
6.	Approve the minutes of the meeting held on 24th April 2018	
6.1	Having been previously circulated these were now approved and signed.	Clerk to File
7.	Matters Arising from those minutes not on this agenda –	
7.1	Item 5.1 - The Business Manager provided an update on the progress of the front entrance upgrade. HC Arrived 5.15pm	
7.2	Item 5.2 – Approval was received from the PTA to divert funds from the	

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7.3 7.4 7.5 7.6	<p>proposed Yurt project to improving the pond area.</p> <p>Governors thanked the Business Manager for all her work on this over the Summer break.</p> <p>Item 5.3 – School Culture. The HT confirmed that he had spoken with Governor Services to book in time for them to facilitate a session with Governors, to agree the School Culture.</p> <p>Governors agreed to be present at the Parent Consultations in November to collate parent’s views.</p> <p>MA arrived 5.25pm</p> <p>Item 6.a.5 – Damaged carpet – Business Manager confirmed this has been resolved with £3500 being taken off the bill of the company that damaged it.</p>	<p>All to provide availability at the consultations</p> <p>HT to provide a questionnaire covering the key areas.</p>
8. 8.a 8.a.1	<p>Budget and Finance</p> <p>Finance Report</p> <p>The Finance Report for October had been circulated before the meeting. Copy added to SharePoint. The Business Manager expanded the details.</p> <p>Opened to the Committee for questions.</p> <p>Governors queried that an 8% underspend is a lot and queried if the budget is monitored monthly, how does the underspend get to this amount? – The Business Manager confirmed that some of this underspend had been intentional to off-set future overspends due to budget constraints.</p> <p>The Business Manager confirmed that the budget would be challenging if there wasn’t the cushion of the underspend.</p> <p>Governors queried the staffing costs at 93% of the budget. They stated that Governors cannot say that this is an acceptable level even though the school has the carry forward amount due to the underspend.</p> <p>The Business Manager stated that unlike other businesses, the staffing costs are driven by the needs of the children enrolled at the school in any year. If a member of staff is not present the school cannot reallocate their work. The school has a number of SEN Children and many need</p>	

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	<p>extra support which involves increased staffing costs.</p> <p>Governors asked if there was a point when the school could refuse a child's application to join the school as budget constraints could not accommodate them? – Under the Fair Access the school can state why it may not be best for the child of the school for them to attend but it is County's decision.</p> <p>Governors stated that as part of their role they should be looking at what is happening locally with school funding and should be lobbying the Government.</p>	
8.b	Budget Monitoring Report	
8.b.1	Covered in Item 8.a	
9.	Staffing and Personnel	
9.a	Current Structure and Organisation	
9.a.1	Staffing structure was handed out prior to the meeting	
9.a.2	Copy has been added to SharePoint	
9.b	Staff Changes	
9.b.1	One teacher will be starting Maternity Leave in Jan. This will be covered by a temporary position.	
9.b.2	One TA3 Position will be available from Term 3.	
9.b.3	The SCIT trainee will be going to do teacher training in another school during term 3	
9.b.4	Governors asked if there were any costs involved with this training being done in school? – Confirmed that the school gets the funding back so is of neutral cost to the school.	
10	Caretaker's Report, including Health & Safety Report Incident/hazards/risks	
10.1	Caretaker's report handed out and read by committee prior to the meeting.	
10.2	Copy of Report added to SharePoint.	
10.3	A Governor Health & Safety visit took place on 15 th Oct 2018	
10.4	The H&S Link Governor reported back that the Site Manager was finding it difficult to get things arranged with County	

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10.5	There will be a visit from the County's Building Maintenance team this week to allow the school to put forward a list of issues that need fixing.	
10.6	Governors have asked if County can provide details of the budget allocation and spend for schools?	
10.7	Governors passed on their thanks to Mr Grounds, the Site Manager, for providing a thorough report.	
11	Policies for Review and Approval All policies were distributed to and read by the committee prior to the meeting	
11.a	First Aid Policy – Approved	
11.b	Food Handling Policy – Approved	
11.c	Crisis Management Plan - This policy will go to the FGB in December as it was not received by the Committee prior to the meeting.	
12.	Numbers on Roll and Admission Issues	
12.1	480 is the current number of pupils on roll.	
13.	Any Other Business raised in Item 5 -	
13.1	Pedestrian Crossing will be added to Belgrave Road during the Half Term and for 4 weeks after.	
<p>The meeting closed at 6.33p.m.</p> <p>Next SO Committee Meeting – 12th February 2019 at 5pm</p> <p>Next FGB Meeting – 11th December 2018, 5pm</p>		

Action Point	Owner	Progress
4.2 DP will work on a revised Terms of Reference alongside JF and bring it to the next Committee Meeting in February for approval and adoption.	DP	
6.1 Clerk to file signed copy of previous minutes.	SM	Completed
7.4 Confirm facilitated session to look at school culture	CD	
7.5 Governors agreed to be present at the Parent Consultations in November to collate parent's views.	All	Completed