

**Seaford Primary School  
Strategic Organisation Committee  
Tuesday 24 April 2018 at 5.00 p.m.**

**Present:** Malcom Anderson, Chris Davey (Head Teacher), Julie Fannon (Chair), Rahnuma Hayder, Sarah Mitchell (Clerk), Sarah Moloney, Des Prichard, Andy Steer, Joanna Tucker (Business Manager).

| <b>Item</b> | <b>Decision</b>  | <b>Action</b>  |
|-------------|--|--|
| 1.1         | Welcome to all.  |  |
| 1.2         | <b>Apologies for absence</b> – None, although Julie Fannon and Sarah Moloney had to leave the meeting at 5.40pm.   |  |
| 1.3         | <b>Absent</b> – None   |  |
| 2.          | <b>Declarations of Interest</b> - were acknowledged as per the register.   |  |
| 3.          | <b>Notification of Any Other Business</b> – Parent Pay added by CD   |  |
| 4.          | <b>Approve the minutes of the meeting held on 6<sup>th</sup> February 2018</b>   |  |
| 4.1         | Having been previously circulated the minutes were now <b>approved</b> and signed.   | Clerk to file the signed copy                              |
| 5.          | <b>Matters Arising from those minutes not on this agenda</b>   |  |
| 5.1         | Item 5.1 – the business manager confirmed that they were still waiting for a quote from the designer for the front entrance.   | JT to update SO Comm one details known                     |
| 5.2         | Item 5.2 – The school is not proceeding with the Yurt. The premises manager has been able to obtain some old boat sails which will be used to shelter the forest school area. This cost £150 as a donation to the charity providing them. The PTA funds allocated to the Yurt will be diverted.  | JT to update SO Comm where PTA money has been diverted to. |
| 5.3         | <b>Governors questioned how the school establishes its culture and when does the SLT and Governors revisit this?</b> – It was agreed that it would be a good plan to spend some time looking at the culture of the school at the end of September/October'18 once all the views of parents, children and staff have been collected. It will need to be a session that sits outside of the FGB meetings and Governors suggested that an off-site meeting may be useful. | CD/SM to arrange in new school year                        |

| Item   | Decision  | Action |
|--------|---|--------|
| 7.     | <p><b>Budget &amp; Finance</b></p> <p><b>This Item was moved up the agenda to ensure it was covered prior to 2 Governors needing to leave the meeting</b></p>   |        |
| 7.a    | <p><b>Budget for 2018/2019 – 1 Year and 3 Year Plan</b></p>   |        |
| 7.a.1  | <p>The Budget Planner was sent to Governors prior to the meeting.</p>   |        |
| 7.a.2  | <p>The Chair of the SO Committee had met with the Business Manager prior to the meeting to discuss the 2018/19 budget planner.</p>  |        |
| 7.a.3  | <p>The Business Manager confirmed that the Carry Forward Figure was £114,837 but that there was £11k in addition to this, to pay for IT equipment that had already been ordered.</p>                    |        |
| 7.a.4  | <p>This brings the CF figure to just under 8%</p>   |        |
| 7.a.5  | <p>Business Manager went through the budget planner, explaining the figures.</p>  |        |
| 7.a.6  | <p>The Teaching Costs were higher than in 2017/18, due to 3 teachers being on maternity leave in 2017/18 and covered by lower paid teachers.</p>  |        |
| 7.a.7  | <p>The support staff costs are an accurate forecast based on the support staff contracted at the school, but without additional overtime that may be claimed.</p>                                       |        |
| 7.a.4  | <p>The Building Improvement figure of £10k provides a cushion for this year</p>   |        |
| 7.a.5  | <p>Building Maintenance is lower than last year as there were one off payments in that year for the gates and car park lighting. The figure of £15k does still have a cushion for emergency needs.</p>  |        |
| 7.a.6  | <p><b>Governors questioned what the difference was between the IT Services on the budget?</b> – Business Manager explained the changes in cost codes on the budget report.</p>                          |        |
| 7.a.7  | <p>The Business Manager explained that she had been conservative about the PTA amount that will be received in 2018/19 as she knows that fund raising has not been as successful as previous years.</p> |        |
| 7.a.8  | <p>The meeting was opened for further questions from Governors. No further questions asked.</p>   |        |
| 7.a.9  | <p>The Budget for 2018/19 was <b>APPROVED</b> by the SO Committee.</p>  |        |
| 7.a.10 | <p>Governors thanked the Business Manager for all the work she had done.</p>  |        |
| 7.b    | <p><b>Statement of Internal Controls</b></p>  |        |
| 7.b.1  | <p>Statement handed out to the committee prior to the meeting.</p>  |        |

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|--|---|---|
| 7.b.2  | No questions raised by Governors.   |   |
| 7.b.3  | Statement of Internal Controls was <b>APPROVED</b> by the SO Committee.<br><br><b>JF and SMO Left the Meeting at 5.40pm</b>   |   |
| 6.<br><br>6.a<br><br>6.a.1<br><br>6.a.2<br><br>6.a.3<br><br>6.a.4<br><br>6.a.5<br><br>6.a.6<br><br>6.b<br><br>6.b.1<br><br>6.b.2<br><br>6.b.3<br><br>6.b.4 | <p><b>Health &amp; Safety</b></p> <p><b>Site Manager Report, including Health &amp; Safety Report incidents/Hazards/Risks</b></p> <p>A written report illustrated with photographs had been previously circulated. Copy on SharePoint.</p> <p>Governors confirmed they had received and read the report.</p> <p>The Business Manager provided an update of issue that rose from the installation of the promethean boards.</p> <p>The work wasn't completed properly and left the ceilings and carpets in poor condition.</p> <p>The Business Manager is currently in dialog with the company, who fitted the boards, to get the damaged carpet replaced.</p> <p>No further questions from Governors.</p> <p><b>Update of Lockdown Test</b></p> <p>A school lockdown practice was completed in Term 4.</p> <p>The school was successfully locked down in a very short time.</p> <p><b>Governors asked if there was any learning from it?</b> – The alert word needed to be repeated for longer with back up messages on the whiteboards would improve the process.</p> <p>The provision for informing Yr6 needs to be looked at too, as they are in a separate building and the phone is not directly in the classroom.</p> | <p>Business Manager to update the committee on the outcome.</p> |
| 8.<br><br>8.a.<br><br>8.a.1  | <p><b>Staffing &amp; Personnel</b></p> <p><b>Teaching Staff Update</b></p> <p>Mrs Taylor in Yr2 and Mrs Hoad in Yr1 will job share from September. Mrs Taylor doing one day a week and Mrs Hoad doing the other 4 days.</p>   |   |

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|-------|---|--------|
| 8.a.2 | There is currently an advert out for a full-time teaching position to replace their reduced days.   |        |
| 8.a.3 | Jodie Bovill will be starting her maternity leave in August'18 so an advert will be placed to cover her 2.5 days while she is off.                                |        |
| 8.b   | <b>Support Staff Update</b>   |        |
| 8.b.1 | One member of staff is still off on long term sickness.   |        |
| 8.b.2 | The Business Manager has been in contact with the member of staff over the time they have been off. They have regularly spoken on the phone and have met 3 times. |        |
| 8.b.3 | Now with the support of Personnel, the Business Manager is starting the formal processes with the member of staff to get things resolved.                         |        |
| 8c.   | <b>Pay Policy Update</b>  |        |
| 8.c.1 | The Head teacher updated the committee following the emergency FGB Meeting on 17 <sup>th</sup> April'18.  |        |
| 8.c.2 | The necessary adjustments will be made to the pay policy and the Local Authority have been informed.  |        |
| 9.    | <b>Premises Issues</b>  |        |
| 9.a.  | <b>Current Projects</b>   |        |
| 9a.1  | Covered in Item 6a  |        |
| 9.b   | <b>Future Planning</b>  |        |
| 9.b.1 | The Business Manager confirmed that a representative from County will come and look at the site to confirm what needs to be done by them.                         |        |
| 9.b.2 | Governors were updated on the plans for SEN provision in the school.  |        |
| 9.b.3 | There is a possibility that the ICT room could be used as the SEN room.   |        |
| 9.b.4 | The room is currently not used all week and there is a possibility that the ICT curriculum could be taught in classrooms with mobile laptops.                     |        |
| 9.b.5 | The school will look at costing of actioning this and will present the finding to Governors.  |        |
| 9.b.6 | If it is cost effective and feasible then the school will be able to look at the staffing structure based on this SEN provision.                                  |        |
| 9.b.7 | Governors asked if this set up had been seen in any other schools for ICT provision? – It has, and currently the Yr6 in the school use laptops and have           |        |

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|---|---|--------|
|   | ICT lessons in their classroom.   |        |
| 10.   | <b>Numbers on Roll and Year R Admissions 2018/19</b>  |        |
| 10.1  | Currently 476 pupils on Roll  |        |
| 10.2  | Admissions for new Reception Classes in September is for the full 60 intake.  |        |
| 10.3  | There were 73 first choice requests for a place in September.   |        |
| 11.   | <b>Any Other Business Raised in Item 3</b>  |        |
| 11.1  | <b>Parent Pay</b> – The Head teacher confirmed that meetings have taken place with Chartwells to go over to an internet-based system for parents to pay for school lunches. |        |
| 11.2  | This will begin in Term 6   |        |
| <p><b>The meeting closed at 6.25p.m.</b></p> <p><b>Next SO Meeting - TBC</b></p> <p><b>Next FGB Meeting – 3<sup>rd</sup> July 2018, 5pm</b></p> |   |        |

| Action Point  | Owner | Progress  |
|---|-------|-----------|
| Clerk to file signed copy of previous minutes.  | SM    | Completed |
| Matters arising from previous meeting, Front Entrance Renovation - JT to update SO Comm one details known                                     | JT    |           |
| Matters arising from previous meeting, projects to replace the spend on the yurt - JT to update SO Comm where PTA money has been diverted to. | JT    |           |
| Governor SLT session to look at school's culture - CD/SM to arrange in new school year  | CD/SM |           |
| Issues with the IT work carried out by a contractor - Business Manager to update the committee on the outcome.                                | JT    |           |