

**Seaford Primary School
Strategic Organisation Committee
Tuesday 12 February 2019 at 5.00 p.m.**

Present: Malcolm Anderson, Helen Crees (Deputy Head), Chris Davey (Head Teacher), Rahanuma Hayder, Sarah Mitchell (Clerk), Sarah Moloney, Des Prichard, Andy Steer (Acting Chair of Committee), Joanna Tucker (Business Manager).

Item	Decision	Action
1.1	Welcome to all.	
1.2	<p>Apologies for absence –</p> <p>Apologies for absence were received and approved from Julie Fannon. (Andy Steer agreed to be acting chair for the meeting).</p> <p>An email from Jo Sheldon was also received after the meeting apologising for her absence due to illness.</p>	
2.	Declarations of Interest - were acknowledged as per the register.	
2.1	No changes.	
3.	Notification of Any Other Business –	
3.1	Sarah Moloney raised one item.	
4.	Approve the minutes of the meeting held on 18th October 2018	
4.1	Having been previously circulated the minutes were now approved and signed.	Clerk to file signed copy.
5.	Matters Arising from those minutes not on this agenda –	
5.1.	None	
6.	Revised Terms of Reference for the SO Committee	
6.1	DP explained these had not been completed	
6.2	The revised copy will be circulated to the committee electronically for approval as soon as they have been done.	
6.3	The committee confirmed they were happy to continue with the current terms until the revised ones are issued.	

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7.	<p>Caretaker's report, including Health and Safety Report Incidents/Hazards and Risks</p> <p>7.1 A written report illustrated with photographs had been previously circulated. Copy on SharePoint.</p> <p>7.2 Governors confirmed they had received and read the report.</p> <p>(DP Arrived at 5.10pm)</p> <p>7.3 Governors questioned whether every member of staff reports verbal and physical incidents? – The Head teacher confirmed that it was down to the individuals to report every incident and that they have been encouraged to do so.</p> <p>7.4 Governors asked if it would be useful for staff to have guidance, so they know what and when to report incidents? – The SLT will add this to the diary minutes, staff meetings and TA meetings.</p>	
8.	<p>Budget and Finance</p> <p>8.a. Budget Monitoring Report</p> <p>8.a.1 The report was circulated prior to the meeting and a copy added to SharePoint.</p> <p>8.a.2 The current estimated carry forward percentage is 6.0%. This is within the limits that are permitted. be below 8%.</p> <p>8.a.3 The estimated 6% carry forward figure will be surplus of £100k</p> <p>8.a.4 The Business Manager is confident that the final figure will be close to this.</p> <p>8.a.5 The Budget Share for 2019/20 was announced today and the amount is slightly more than the forecast figure.</p> <p>8.a.6 The initial view for staffing costs will be 89%. This doesn't include supply cover costs, but the school has maintained a stable staffing level in monetary terms.</p> <p>8.a.7 Governors asked if the 2019/20 figure included a one-off increase for the Pension Lift? – It is unclear from the document that came out today.</p> <p>8.a.8 Governors asked is it would be possible to separate out what the Employer's contribution was for staff pensions this year and what it will be for next year.</p> <p>8.a.9 Governors are concerned that the Government will only fund the pension uplift costs for one year, and if so this will need to be considered for new employees as their scale of salary will impact on the employer contributions</p>	

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8.a.10	The Business Manager will get the figures and send them on to Governors.	JT to send the figures to DP and copy in the Clerk.
8.b	<p>Finance Report</p> <p>8.b.1 A written report had been previously circulated. Copy on SharePoint.</p> <p>8.b.2 Points were covered in item 8.a and no Further questions raised.</p>	
8.c	<p>SFVS Assessment 2019</p> <p>8.c.1 SFVS was distributed prior to the meeting and copy added to SharePoint.</p> <p>8.c.2 The Business Manager asked the SO to raise any questions with her prior to the document going to the FGB in March for approval.</p>	
8.d	<p>Governor Skills Finance Matrix</p> <p>8.d.1 The matrix had been circulated prior to the meeting</p> <p>8.d.2 Forms still required from MA, SMO, JF and RH</p>	Governors to get forms back to Clerk ASAP.
9.	<p>Year 6 Residential ESCC Approval</p> <p>9.1 The Head Teacher updated Governors that the Yr. 6 Residential trip had been submitted for Local Authority approval and that their approval for the trip had been received.</p> <p>9.2 No changes to the application for approval were required. The school is currently waiting for approval.</p>	
10.	<p>Staffing and Personnel</p> <p>10.a. Current Staffing Structure</p> <p>10.a.1 2 TA's will be resigning and moving to new roles in education. School is awaiting their official resignations before advertising the positions.</p> <p>10.a.2 An INA vacancy is currently being advertised as well as MDSA positions.</p> <p>10.a.3 Governors questioned whether TA's could have the MDSA role built into their contracts, like other schools do? – This is a possibility and is being looked at. The challenges are ensuring the TA's get time for a break, particularly the TA's that work with individual children.</p>	

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10.a.4	Governors asked if TA's could cover the MDSA role on a rota basis? – A possibility but would be hard to ensure cover is provided and shared equally. Would need some looking at.	
10.a.5	Does the LEA have good practice advice on this? – It is down to the individual schools to manage themselves. – The SLT will look at the practical uptake of Tas who would want to volunteer to do this.	
10.b	<p>New and Returning Staff Update</p> <p>10.b.1 2 Lunchtime Sports Coaches were employed, covered by the Sports Premium Money.</p> <p>10.b.2 They set up a range of games for children to get involved in during lunch break.</p> <p>10.b.3 Governors asked what the general level of physical activity was like amongst the children at school as the Press talk a lot about child inactivity? – The children get involved with a lot of physical activity. The issues reported in the press tend to relate to out of school</p>	
11.	<p>Policy for Review and Approval</p> <p>11.a Safer Recruitment Policy – APPROVED</p> <p>11.a.1 Governors asked when references were taken up in the recruitment process? – Usually after the candidate had been shortlisted.</p> <p>11.b Supporting Children with Medical Conditions Policy – APPROVED</p> <p>11.b.1 Governors questioned why the policy had so many points for Governors and how could these be checked? – Suggested that part of the Health and Safety visit should include time to look at evidence to demonstrate that these points are covered.</p> <p>11.c Crisis Management Plan – The Head Teacher and DP met to talk through the plan. Some areas required clarification and raised practical issues that will be finalised before bringing the policy to the FGB meeting in March.</p> <p>11.d The above policies (except the Crisis Management Plan Policy) had been previously circulated and were now approved unanimously. Copies on SharePoint.</p>	<p>MA to include in the next H&S visit</p> <p>Clerk to add to FGB agenda</p>
12.	<p>Numbers on Role and Admission Issues</p> <p>12.1 479 on role</p> <p>12.2 No current admission issues</p>	

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13.	Any Other Business raised in Item 3 –	
13.1	Sarah Moloney raised issues with the use of the car park by parents without permits.	
13.2	Parents have been complaining about the use of the car park, in particular tail-gating of cars that do not have permits, following in behind cars that have permits.	
13.3	Staff are also unhappy about the increase in times they are blocked in at the end of the school day by parent's cars.	
13.4	The Committee discussed the issues that have been seen and looked at possible solutions.	
13.5	It was agreed that initially the Head Teacher will write, again, to Parents to remind them of the correct use of the car park.	
13.6	Further solutions, if needed, will be discussed at the next committee meeting.	
<p>The meeting closed at 6.40p.m.</p> <p>Next SO Committee Meeting – 25th April 2019, 5pm</p> <p>Next FGB Meeting – 26th March 2019, 5pm</p>		

Action Points from SO Committee Meeting 12th February 2019

Item	Action Point	Owner	Progress
4.1	Clerk to file signed copy of previous minutes.	SM	Completed
8.a.10	Business Manager to send Employers Pension Contribution Figures to DP and Clerk.	JT	Completed
8.d.2	Governors to get completed Finance Skills Matrix forms back to Clerk.	SO Committee	Forms received from AS, JS and DP
11.b.1	H&S Governors to include evidence checking of governor responsibilities of Medical Policies	MA	
11.c	Clerk to add Crisis Management Policy to FGB agenda in March	SM	Completed