

THE GOVERNING BODY OF HEADLANDS JUNIOR, INFANT AND NURSERY SCHOOL
FINANCE, RESOURCE AND STAFFING COMMITTEE

Minutes of a meeting of the Finance, Resource and Staffing Committee held at 6.30 pm at the School on Wednesday, 4 July 2018.

SCHOOL INSPECTION COPY

PRESENT

Mr D Claughton (Chair), Mrs P Cocker, Mrs L Drummond, Mr I Stone.

In Attendance

Jill Woodward (Minute Clerk)
 Steph Walker (School Business Manager)
 Mr T Cross (Governor, Observer)
 Mrs K Dickinson (Governor, Observer)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ action
285.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mr A Powell (consent).</p> <p>There were no declarations of interest.</p>	
286.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>The School Business Manager notified several items to be brought up under Any Other Business.</p>	
287.	<p><u>MINUTES OF THE MEETING HELD ON 16 MAY 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 16 May 2018 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>Minute 276 (b) (Budget Monitoring)</u></p> <p>2nd paragraph should read:</p> <p>The School Business Manager had contacted Group Call to ascertain what contingency plans could be made in the event of a power or Wi-Fi outage, but they had not responded. However, a contingency plan had been</p>	

formulated, whereby a staff member, who lived very locally, could use a school computer with all the required protections, on their home Wi-Fi to contact parents via Group Call.

Minute 277 (Specialist Provision)

4th paragraph should read:

The Head Teacher reported that Mrs Ryan had been leading staff and children and had stepped up to support them. Although Mrs Ryan was upset about the decision, Governors felt she had been very professional and were grateful for the work she had done in leading the Unit. It was agreed that this would be raised at the next Full Governing Body meeting.

Minute 278 (Staffing)

Paragraph 7 should read:

Further to this the Head Teacher also proposed to bring KS2 in line with KS1 and change the Leader of Learning role to another Assistant Head Teacher role. These roles had been in place in the past but had changed as the staff experience needed had not been in place. But this had developed over time and this would give leadership strength, unity and responsibility in each Key Stage. The Head Teacher informed Governors of the cost over current pay rates. The Assistant Head Scale 5-9 would be appropriate.

Minute 279 (Budget)

(a) Employee costs

2nd paragraph should read:

The supply teaching costs included a regular teacher coming into Yr 2 and Yr 6 to do booster lessons. This teacher is paid through payroll and not through an agency.

4th paragraph should read:

The Off Payroll costs are for a teacher coming in to do music.

(b) Premises costs

1st paragraph should read:

No allocation had been given to asbestos

	<p>removal for the time being. However, further investigation may be needed at a later date.</p> <p>(c) <u>Supplies and Services costs</u></p> <p>Paragraph 13 should read:</p> <p>Agency payments included a teacher in Reception and Yr2 for 3 days from Feb to Summer plus 40 days.</p> <p>Paragraph 15 should read:</p> <p>The telephone system had recently been changed. Although it had been planned to stay with the provider, the new provider had offered new telephones at no cost and had been a better deal.</p>	
288.	<p><u>At this point Mr T Cross and Mrs K Dickinson joined the meeting.</u></p> <p><u>MATTERS ARISING</u></p> <p>(a) <u>Budget (Minute 276 (d) refers)</u></p> <p>The Business Manager reported that she had looked into the use of the Business Levy fund. At the moment the criteria of courses available, does not fit the school's needs. It may be that it could be used in the future.</p> <p>Q. Would anyone in the Trust know more?</p> <p>A. It could be something we could add to the agenda for the next Trust Business Managers meeting.</p> <p>(b) <u>Budget (Minute 279 refers)</u></p> <p>(i) <u>Premises Costs (Minute 279 (b) refers)</u></p> <p>The School Business Manager reported that the fence to secure KS2 playground may not now happen over Summer. At the moment tape is being placed across the area at the start and end of the school day.</p> <p>(ii) <u>Supplies and Services Costs (Minute 279 (c) refers)</u></p> <p>The School Business Manager confirmed that details of GLAD (Governor Learning and Development) Courses had been circulated to Governors.</p> <p>Mrs Drummond reported that PREVENT would be planned for all Governors. It may be that Governors from other schools could also be</p>	Mrs P Cocker

	<p>involved.</p> <p>(c) <u>Pupil Premium Expenditure (Minute 280 (5) refers)</u></p> <p>The School Business Manager reported that the Pupil Premium expenditure had been added to the Strategy document.</p>	
289.	<p><u>SPECIALIST PROVISION</u></p> <p>The Chair asked the Head Teacher to update Governors on the Specialist Provision.</p> <p>The Head Teacher reported that staff in the Unit had as yet had very little information. One letter had recently been sent out to parents. Staff were anxious, although all have now secured jobs. The Grade 6 staff who applied for jobs within school had been appointed following external and internal interviews.</p> <p>Of the two pupils still to leave the Unit, one pupil will go to Windmill. The other parent is receiving help from SENACT to make a decision on where would be best for their child. It may be that some staff and children will still be within the Unit in September for a short time, and that they will leave in late September. The Central Team have been asked to support the staff if this is the scenario.</p> <p>Although it is difficult for the staff within the Unit, we have explained the reasons why Governors took the decision to close the Unit. Staff are doing an amazing job despite this.</p> <p>An email was recently received about the LA Cabinet meeting on 10 July 2018. A letter was sent out to parents informing them.</p> <p>There was also an offer for the school to meet with the LA. They want to arrange a series of consultation evenings after the Cabinet meeting.</p> <p>Dates were discussed and it was agreed that the Head Teacher would request the consultation on 19 September 2018, which would coincide with the Data Protection Officer presenting information on GDPR to Governors.</p> <p>No other timeline has been given for the procedure once a decision has been made at the Cabinet meeting.</p> <p>Q. Is there a chance that they could say no to the closure?</p> <p>A. Technically they could do that, but there is no</p>	<p>Mrs P Cocker by 10/7/18</p>

	<p>indication that they will.</p> <p>A further update will be received after the Cabinet meeting on 11 July 2018. The priority is to keep supporting staff and pupils.</p> <p>Q. Have staff had any contact from Unions?</p> <p>A. Union representatives were present when staff had meetings with HR and are available to staff if they need further support.</p>	
290.	<p><u>BUDGET MONITORING</u></p> <p>The School Business Manager had previously circulated the following documents:</p> <p>Budget Monitoring 4 July 2018, Budget Monitoring Report T5 May, Cash Flow to balance SAP 18-19 and Budget Protection 18-19 to 21-22.</p> <p>(a) <u>Budget Monitoring</u></p> <p>The School Business Manager explained that as it is early in the financial year, there can be large variances. In terms of budget monitoring it is difficult to see trends. She gave the highlights of the Budget Monitoring documents.</p> <p>Q. Could we see the variance as a percentage figure as before?</p> <p>A. Yes that will be included in the next report as it will be further on in the financial year.</p> <p>(b) <u>3 Year Budget Projection</u></p> <p>The School Business Manager gave the highlights of the 3 Year Budget.</p> <p>The current budget shows no carry forward but there is usually a carry forward left. At this stage no one knows what future budgets will look like. It had been reported that the ESFA would take over budgeting, but now the LA would continue to control budgets for the next two years, which makes it a little less worrying.</p>	
291.	<p><u>BENCHMARKING</u></p> <p>The School Business Manager had previously circulated the document Financial Benchmarking Data from 2016-17.</p> <p>The document was scrutinised by Governors.</p> <p>Q. Does the fact that the percentage of total expenditure spent on teaching staff is lower mean</p>	

	<p>that we are using them correctly?</p> <p>A. As we have a higher number of TAs, it reduces the proportion of staff expenditure spend on teachers.</p> <p>Q. Why do we employ more support staff than all the other schools shown?</p> <p>A. We do have a high number of TAs, but also a high number of pupils needing one to one support. Not many schools have one per class as we do. Hopefully we will continue to be able to do this.</p> <p>Q. What is the higher than average expenditure in other Occupation costs?</p> <p>A. It is mainly attributable to the £9,000 cost of the Nursery building. This is reimbursed from the LA.</p> <p>Q. Clearly other schools are doing better than us on self-generated income. Could we look at this more?</p> <p>A. It may be from room hire rates and also Head Teachers who are Specialist Leaders of Education will receive income for the school.</p> <p>Governors discussed ideas for self-funding. The Head Teacher expressed concern that ideas may need staff to supervise/organise any efforts to generate income.</p> <p>It was agreed that the School Business Manager would speak to other schools to find out how they generated income.</p> <p>The Chair and Mr Stone agreed to research any external consultants that may be suitable to give advice to the school for the next meeting. They would also look at information on The Key on generating income.</p>	<p>Mrs S Walker</p> <p>Mr I Stone/ Mr D Claughton</p>
292.	<p><u>STAFFING</u></p> <p>The Head Teacher reported that school will now be staffing and running the Breakfast Club. Interviews were shortly to take place. It will make a small profit and offer a range of activities.</p> <p>New staff attended for transition day yesterday.</p>	

293.	<p><u>TA APPRAISAL POLICY</u></p> <p>The Teaching Assistant Policy was previously circulated to all Governors.</p> <p>Governors scrutinised the guidance within the Policy.</p> <p>Mrs Drummond gave an overview of the progress so far. An evaluation was currently taking place alongside class teachers to complete the self-evaluation grids for TAs. The key points against which school will assess have been identified. The score will be shown in a green, amber, red format. TAs have had time to take these away and consider and then had a discussion with the teacher to complete the grids. HLTAs have completed a different grid.</p> <p>Following a self-evaluation form, an initial planning meeting in the Autumn term with the new class teacher will discuss objectives for the coming year, both personal development objectives and those which link with the new SIP. These will then be set at a meeting with their line manager.</p> <p>There will then be an interim review in Spring and a final review in Summer.</p> <p>The initial forms will be issued and explained at a TA meeting next week.</p> <p>Other steps include a suggestion box and planning regular TA training.</p> <p>The next steps will then be to bring in Policies for Business Admin staff, Lunchtime staff, IT staff and Caretakers.</p> <p>Governors thanked Mrs Drummond for her hard work on this. They welcomed the opportunity for the support staff to receive support, recognition and a voice. They asked that support staff be asked for their comments on the process.</p>	
294.	<p><u>COMMITTEE INCLUDING TERMS OF REFERENCE, SELF EVALUATION, STRUCTURE AND SCOPE OF POLICY REVIEW</u></p> <p>The Chair had previously circulated the Terms of Reference, a Governor Calendar, Self-Evaluation Form and the Policy Review Schedule to Governors.</p> <p>(a) <u>Terms of Reference</u></p> <p>Governors scrutinised the Terms of Reference. They discussed the share of subjects between committees and agreed to retain the current spread of workload. The length of committee meetings was discussed and the Chair agreed that he would be more focussed on timings in future. Governors were asked to identify edits and matters arising</p>	

	<p>from previous minutes in advance to speed the process. It was agreed there were no changes required and it would be reviewed again next year.</p> <p>(b) <u>Governor Calendar – Finance, Resources and Staffing</u></p> <p>The School Business Manager reported on one required amendment.</p> <p>(c) <u>Self Evaluation Form</u></p> <p>After discussion the Chair agreed to identify the common themes and condense them into overarching statements to complete the form.</p> <p>(d) <u>Policy Review Schedule</u></p> <p>Governors discussed further policies to add. Mr Stone agreed to research which policies were statutory for Governors to review.</p> <p>The School Business Manager would send her list of policies to the Chair.</p> <p>The Schedule would then be updated by the Chair.</p>	<p>Mr D Cloughton</p> <p>Mr D Cloughton</p> <p>Mr I Stone</p> <p>Mrs S Walker</p> <p>Mr D Cloughton</p>
295.	<p><u>PUPIL PREMIUM EXPENDITURE</u></p> <p>The Pupil Premium Strategy was tabled to the meeting by the School Business Manager.</p> <p>The Strategy, which now included figures and costings, was scrutinised by Governors.</p> <p>The Strategy would be updated for review when required.</p> <p>Q. Is the Pupil Premium Strategy now on the school Website?</p> <p>A. Yes it is.</p>	
296.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>The Health and Safety Log – Near Misses 4/7/17 was previously circulated to Governors.</p> <p>Governors scrutinised the Health and Safety Log Near Misses. The small number of issues would be raised at staff briefings and would be kept a high priority.</p> <p>The Head Teacher also reported that in the recent hot weather the server had been getting hot so it had to be</p>	

	<p>moved. This was a short term solution and it may be that a way of cooling the room may need to be looked at.</p> <p>Q. Do we have non slip surfaces under all water butts/coolers?</p> <p>A. Yes we do.</p>	
297.	<p><u>GOVERNOR TRAINING</u></p> <p>This was covered at Minute 288 (b) (ii).</p>	
298.	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>School Fund Audit</u></p> <p>The School Fund Audit Certificate was tabled to the meeting and was scrutinised by Governors. It had been externally audited.</p> <p>RESOLVED: That the Audit Certificate be recommended to the Full Governing Body for approval.</p> <p>(b) <u>Data Protection Policy</u></p> <p>The Data Protection Policy was tabled to the meeting by the School Business Manager. This was following the work done in school on GDPR by Data Tools for Schools.</p> <p>Work was ongoing on the actions needed, privacy notices had been sent and parental consents had been sought.</p> <p>At the end of the contract with Data Tools for Schools, the school would still need a Data Protection Officer.</p> <p>The School Business Manager also tabled a Cheat Sheet for Governors – how to keep personal data safe.</p> <p>Q. Do we have to publish access requests on the website?</p> <p>A. We will follow this up.</p> <p>RESOLVED: That the Data Protection Policy be recommended to the Full Governing Body for approval.</p> <p>(c) <u>Health and Safety Review and Monitoring Exercise</u></p> <p>The School Business Manager had previously circulated Feedback from the Health and Safety Review and Monitoring Exercise 25 April 2018 to Governors.</p> <p>She reported that the Fire Drill had now been completed. It would be done termly going forward.</p>	<p>Mrs S Walker</p>

	<p>Epi Pen training had been carried out by all first aiders. From September there were new procedures around administering medicines.</p> <p>Q. Do you have any plans to do a major incidents drill?</p> <p>A. We have the plans ready and have also done staff training. We now just need to plan a date to put it all into practice.</p>	
<p>299.</p>	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That dates of future meetings of the Committee be decided at the next Full Governing Body meeting.</p>	
<p>300.</p>	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.</p>	

Aldington
 Chair
 20/11/18
 Date