

THE GOVERNING BODY OF HEADLANDS JUNIOR, INFANT AND NURSERY SCHOOL**Finance, Resources and Staffing Committee**

Minutes of a meeting of the Finance, Resources and Staffing Committee held at 12 noon at the School on Wednesday, 16 July 2019.

PRESENT

Mr C Looker (Chair), Mr D Claughton (taking notes), Mrs P Cocker.

In Attendance

Mrs S Walker (School Business Manager)

Meeting context

The Resources Committee meeting initially scheduled for 3 July had to be cancelled at relatively short notice due to availability of the School Business Manager, and it was not possible to find sufficient time/availability for a replacement meeting to cover the full agenda before the summer break. Governors therefore agreed to hold a short meeting prior to the summer break to ensure that important budget monitoring and key agenda items could be covered, and have then arranged an additional Resources Committee meeting at the start of the autumn term (11 September 2019) to cover the remainder of this agenda in more detail.

Agenda Item	Discussion and Decisions	Action – who/date/ action
354.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Gemma Wright and Ian Stone (both with consent).</p> <p>There were no declarations of interest.</p>	
355.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified.</p>	
356.	<p><u>RESUBMITTED MINUTES OF THE MEETING HELD ON 13 MARCH 2019</u></p> <p>Governors were happy with the resubmitted minutes, and the Chair would be able to sign these off if they could be brought to the 11 September meeting.</p>	
357.	<p><u>MATTERS ARISING</u></p> <p>These had already been covered at the 15 May meeting.</p>	

358.	<p><u>MINUTES OF THE MEETING HELD ON 15 MAY 2019</u></p> <p>This item was deferred to the next meeting.</p>	
359.	<p><u>MATTERS ARISING</u></p> <p>This item was deferred to the next meeting.</p>	
360.	<p><u>BUDGET MONITORING</u></p> <p>Governors reviewed the latest budget position and monitoring report.</p> <p>Q: Are there any unexpected variances (+ or -) in the last period?</p> <p>A: A number of the key variances at this stage to the timing of the buy-backs, which have already gone through in month 2 this year – whereas the school budget has these apportioned to come out in 12 equal parts each month.</p> <p>Q: Have we had any unexpected expenditure?</p> <p>A: Yes,</p> <ol style="list-style-type: none"> 1. We had underestimated Sports Premium spending by £7K, so this has had to be taken out of the £19K contingency (journal still to be processed at the time of writing). 2. Despite getting assurances from the LA that we would not have to pay an exclusion tariff from a rescinded exclusion 15 months ago, we will in fact be made to pay a £3K tariff, which was therefore not in the budget, and has also had to come out of the contingency. School challenged the application of the tariff as being unfair given the previous assurance, but this has not been overturned. <p>Q: Do we see any longer term risks/budget impacts on the horizon?</p> <p>A: Yes,</p> <ol style="list-style-type: none"> 1. The intake for next academic year currently stands at 50 allocated places against the PAN of 60. This will clearly have an impact on 2020/21 budget if it does not change before the census cut-off this October. Some of any budget reduction might be offset by the improved nursery numbers, but school and Governors will review/monitor the position closely in the autumn term meetings. 2. A number of challenges were raised with staffing for the next academic year (see agenda item below). 	

	<p>Depending on how these are resolved, there may be a budget impact due to changes in the numbers and nature of teaching provision e.g. increased supply costs.</p> <p>Governors thanked Mrs Walker for the budget reports and supporting narrative.</p>	
361.	<p><u>3-YEAR BUDGET</u></p> <p>The 3-year budget will be reviewed in more detail in September, but governors discussed the increasing likelihood of significant deficits over the coming years given rising costs and unknown future budget provisioning, including the lack of clarity over whether the teacher pay and pension grant will continue beyond March 2020. Applying a set of documented assumptions to the three year budgeting, the current prediction is for a shortfall of over £400K by the end of the 2022/23 academic year.</p>	
362.	<p><u>USE OF SCHOOL SPACE</u></p> <p>Ian Stone had re-contacted Jo-Anne Sanders, Service Director – Learning and Early Support after the previous meeting on the 15th, and is believed to be still awaiting a response.</p> <p>Given the changes in Headlands governing body structure, Craig Looker as new Resources chair will now take up the lead on this matter, including correspondence with JS.</p> <p>Action: Peta Cocker to forward the last email from IS to CL and DC. CL to then chase with JS</p>	<p>CL</p> <p>HT/CL</p>
363.	<p><u>STAFF WELLBEING AND WORK-LIFE BALANCE</u></p> <p>This item was deferred to the next meeting.</p>	
364.	<p><u>BENCHMARKING</u></p> <p>Governors had reviewed the benchmarking and noted comments for discussion, but these will be deferred until the September meeting.</p>	
365.	<p><u>REVIEW COMMITTEE TERMS OF REFERENCE AND CALENDAR</u></p> <p>The Terms of Reference were reviewed along with other committee Terms of Reference ahead of the Annual Meeting last week, and will be loaded onto the Teams site/circulated to governors as per the action from that meeting.</p>	
366.	<p><u>STAFFING</u></p> <p>Two challenges have arisen this week relating to teacher staffing/allocation for the next academic year:</p>	

	<p>1. One of the new teachers due to start in September has given back notice due to a change in their personal circumstances, and will not now be joining us.</p> <p>2. An additional member of staff will be leaving on maternity leave from Christmas, or just into the new term in January.</p> <p>The senior leadership team are currently looking at possible solutions/options to resolve the above issues in time for the start of the next academic year, to ensure there is teaching cover for all classes.</p>	
367.	<p><u>PUPIL PREMIUM EXPENDITURE</u></p> <p>Governors noted and discussed the action point from the recent Ofsted inspection relating to Governor monitoring of the impact of the PP spending. This was also discussed at the full Governing Body meeting last week, with the outcome being that the governing body's monitoring of PP funding will be enhanced as follows:</p> <ul style="list-style-type: none"> - Resource Committee will continue to ensure that strategies are in place to allocate the funding, and that these are traceable back to measurable impacts. - The Children Families and Community Committee will implement a new standing agenda item to look at the holistic impact (academic & pastoral) of the spending on disadvantaged children. - Achievement & Curriculum Committee will continue to include monitoring of PP attainment and progress along with other pupil categories. 	
368.	<p><u>SCHOOL FUND AUDIT</u></p> <p>Governors noted that the audit was satisfactorily completed on 23/6 with no outstanding issues, and reviewed the audit certificate/accounts</p> <p>Action: DC to bring the audit to the next full Governing Body meeting to finalise/approve.</p>	DC
369.	<p><u>PLAYBACK OF GOVERNOR HEALTH & SAFETY AUDIT</u></p> <p>Governors reviewed the audit findings, and agreed that as there were no significant issues needing immediate attention, a more detailed review will be deferred to September. The main remedial activities from the audit were</p> <ol style="list-style-type: none"> 1. The need for minor works in some of the outdoor spaces. 2. Review of personal evacuation plans for other scenarios such as lockdowns/invacuations. 	

370.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>Governors thanked school for producing the new monitoring report for minor incident logs, which will now be a standing agenda item. There were no areas of concern for incidents over the last term</p> <p>Action: School to add additional columns into the report to allow tracking of trend data over the last 4 terms.</p>	HT
371.	<p><u>CYBER SECURITY</u></p> <p>This item was deferred to the next meeting.</p>	
372.	<p><u>GDPR UPDATE</u></p> <p>There were no incidents to report in the latest period. Monitoring of actions from the previous closed incident will be deferred to September.</p>	
373.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>	
374.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>The dates of future meetings would be sent to Governor Clerking Service by DC.</p>	DC
375.	<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.</p>	