

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 6.30 pm at the School on Wednesday, 7 March 2018.

SCHOOL INSPECTION COPY

PRESENT

Mr D Cloughton (Chair), Mrs P Cocker, Mrs L Drummond, Mr A Powell, Mr I Stone.

In Attendance

Jill Woodward (Minute Clerk)
 Steph Walker (School Business Manager)

The Minute Clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ action
252.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>There were no apologies for absence or declarations of interest.</p>	
253.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The following item was notified to be brought up under Any Other Business by the School Business Manager:</p> <ul style="list-style-type: none"> ◆ Health and Safety Policy 	
254.	<p><u>MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 15 November 2017 be approved and signed by the Chair as a correct record.</p>	

255.

MATTERS ARISING

(a) Monitoring of Incident Logs for Health & Safety (Minutes passim)

The Chair, as the Health and Safety Specialist Governor, would attend school to take part in a Health and Safety Walk on Wednesday 25 April 2018.

Mr D Claughton

The Health and Safety Near Misses log was tabled to the meeting. Governors reviewed the content and the format. The document was to be added to the review timetable for Governors.

(b) Budget Monitoring (Minutes 217 (a) and 232 (c) refer)

The School Business Manager reported that the Broadband provider was now the LA, with which a 3 year contract had been agreed.

The Administrator for the previous Broadband provider had not been in touch since November, at which time the School had detailed why they felt they should not pay the amount for Broadband, due to the previously explained problems with the service and speeds. The School had paid other parts of the invoice. A response had not been received from the Administrator.

The School Business Manager would liaise with the external legal advice provider to ascertain the best way for the School to proceed.

Mrs S Walker

The amount outstanding would remain factored into the Budget for the time being.

The School Business Manager confirmed that a system had been set up allowing an analogue mobile phone to be used to receive and make calls, should the phone line or internet connection fail. This would not, however, allow school to store parents' details. The School Business Manager would check with Group Call to ascertain what contingency plans could be made.

Mrs S Walker

(c) Budget (Minute 233 refers)

Q. Has the arrangement of having an out of class SENCO been reviewed with regard to the costs and benefits?

A. The arrangement has led to massively reduced supply staff costs, as the SENCO can cover when needed. It also has improved the availability and response time of the SENCO when needed. She can be available immediately to respond to calls and

	<p>meetings. The role is ever increasing, especially with the introduction of CPOMs which, although an improvement, does demand time to input and analyse information. Although costs are increased we do feel that this arrangement delivers good value to the School.</p> <p>The Head Teacher reported that the SENCO hoped to undertake SENCO qualifications next year. Governors agreed to look at the costs of this.</p> <p>Discussion took place regarding pay rates for this role. This subject would be added to the budgeting meeting.</p> <p>The School Business Manager confirmed that Non-Government items as shown on the budget related to money in from the School Fund.</p> <p>(d) <u>Teacher Appraisal Report 2016-17 (Minute 235 refers)</u></p> <p>Miss Drummond reported that the appraisal of support staff would take place in the Summer term. Appraisal forms were being formulated.</p> <p>(e) <u>Specialist Provision (Minute 236 refers)</u></p> <p>The Chair reported that the LA had confirmed they would protect the current levels of funding in response to the upcoming change in funding formula.</p>	Mrs S Walker
256.	<p><u>MINUTES OF THE MEETING HELD ON 24 JANUARY 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 24 January 2018 be approved and signed by the Chair as a correct record.</p>	
257.	<p><u>MATTERS ARISING</u></p> <p>There were no matters arising.</p>	
258.	<p><u>SPECIALIST PROVISION</u></p> <p>The School Business Manager reported that funding figures for the coming year had been received and looked broadly similar to the previous year.</p>	
259.	<p><u>BUDGET</u></p> <p>The School Business Manager tabled the following documents to the meeting: Budget Profiling T5 to P10 January, Budget to Profiling Month to Month 10 Notes, Cashflow to Balance to SAP, Budget Monitoring Report. Governors scrutinised the documents.</p>	

Q. Can you tell us what Note 3 Top up Funding refers to?

A. The original budget for these items is calculated but can change due to numbers. It is reviewed every term. Top Up Funding is then received.

Q. Note 13 shows a considerable underspend on resources. How has this been achieved? Has this had an impact on teaching and learning?

A. No-one has gone without items essential to teaching and learning. We have just been very careful, have recycled and shared items. We have reduced class budgets so teachers think carefully before ordering resources. Some pots of money originally put aside have not been touched.

The Head Teacher reported that some staff had felt that budgets were tight, but the Resources Policy would be reviewed at the end of the year. Availability for spend on resources in previous years had been good so there may be a need to relax the strings a little next year. We will try hard to get the balance right.

Q. Which subjects have underspent this year?

A. Certainly English as we have had many books donated to the School so this has reduced costs.

Q. The budget on Courses is underspent. Why is that?

A. We bought in advance without knowing what the costs would be. We are fortunate to have done a lot of training in the previous year, so it hasn't been an issue this year. Again everything essential has been funded. There has been a lot of TA training.

The School Business Manager reported that she had requested information on the Apprentice Levy and how the School could use it to fund training. The information had not been very helpful. The Chair of Governors agreed to send some further details to the School Business Manager.

Governors agreed that the Overall revised remain showed that the School was in a slightly better position than expected. If the trend remains the same then the carry forward will be slightly less than last year, but the care and strict hand kept on the budget had meant the school may break even for the year. Governors acknowledged that some difficult decisions on staffing had been made in the past year.

The Disaster Recovery Plan was covered at Minute 255 (b).

Mr I Stone


	The Chair thanked the School Business Manager for her information.	
260.	<p>At this point the agenda was taken out of order.</p> <p><u>AGREE THE SCHOOL'S FINANCIAL VALUE STANDARD</u></p> <p>The School Business Manager tabled the Financial Value Standard Assessment Form to the meeting. Governors scrutinised the document. They asked the following questions of the Senior Leadership Team:</p> <p>Section B Question 10</p> <p>Q. What do you feel demonstrates a link between budgeting and raising standards and attainment?</p> <p>A. We have linked the budget to the SIP, and also shown projections for 3 yrs.</p> <p>Section C Question 18</p> <p>Q. How can we show that we have considered collaboration with others.</p> <p>A. We can show that we have raised joint purchasing, on several occasions, with the Trust but it has not happened. We have shared office staff.</p> <p>Question 19</p> <p>Q. How do you feel we can demonstrate improved use of resources?</p> <p>A. We have asked for and received book donations and items for the nursery. We have reduced the costs of supply by being flexible with moving staff around school.</p> <p>Section D Question 20</p> <p>Governors asked that the outstanding Pupil Premium information be added to the website by 16 May 2018. This was agreed by the Head Teacher.</p> <p>Mrs Drummond reported that Pupil Premium data has been assessed within the data analysis.</p> <p>RESOLVED: That the summary of agreed remedial action and timetable be agreed for reporting back.</p> <p>The document was signed by the Chair of Governors.</p>	<p>Mrs P Cocker by 16.5.18</p>

261.	<p><u>PUPIL PREMIUM EXPENDITURE</u></p> <p>This item was covered at Minute 260.</p>	
262.	<p><u>STAFFING</u></p> <p>The Head Teacher gave a verbal report on Staffing.</p> <p>The Lead Teacher in Specialist Provision had resigned.</p> <p>The EYFS Teacher had resigned to leave at Easter. She had been on LT Sick since Christmas.</p> <p>A staff member had been moved from Year 2 to cover as a temporary measure. This arrangement was now to continue until the end of Summer Term.</p> <p>This had left the school without a Teacher in Year 2.</p> <p>A staff member had agreed to increase her hours from part time to full time to cover, initially until February half term, but had now agreed to work 4 days a week until the end of the Summer Term. Along with a supply teacher working one day a week, the post was staffed in the short term.</p> <p>The Head Teacher and Governors expressed their thanks to staff who had been flexible and supportive in their approach.</p> <p>One staff member previously absent was currently on a phased return. One TA was on sick and may be for 6 weeks or more.</p> <p>One member of office staff was absent due to bereavement.</p> <p>The Head Teacher reported that it had been difficult to manage the absences recently and it was becoming a concern.</p> <p>It had been hoped that TAs could increase their involvement in interventions, but this had not been possible as they were needed for support. Teachers were not always happy with TAs being moved around to support. The Head Teacher had spoken to staff to explain the need for flexibility.</p> <p>Q. Is there a need to consider bringing supply staff in to cover?</p> <p>A. Leaving aside the cost, this is not always the best option. We hope to make quality and consistency at the heart of these decisions.</p> <p>The Head Teacher reported that a staff member returning from Maternity Leave, had requested to change to part time hours. Staff had been asked if anyone would consider a job</p>	

	<p>share. One staff member had come forward. This jobshare was still under consideration.</p> <p>Several posts had recently been advertised:</p> <p>EYFS Manager – a candidate had been recently been appointed in this role. EYFS Teacher or possibly two KS1 Teacher KS2 Teacher or maybe two.</p> <p>All staff currently on temporary contracts within the School had been notified of the vacancies and invited to apply.</p> <p>A TA had been appointed in Specialist Provision.</p> <p>Q. Is there anything you can do in terms of contracts to increase the notice period given by TAs?.</p> <p>A. No, this is the standard notice for their grade in LA Contracts.</p>	
263.	<p>The meeting returned to the order of the Agenda.</p> <p><u>BENCHMARKING</u></p> <p>The Benchmarking data was not yet available. This item would be deferred until the meeting on 4th July 2018.</p>	
264.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>This item was covered at Minute 255 (a).</p>	
265.	<p><u>REVIEW OF THE TEACHER APPRAISAL AND TEACHER PAY POLICIES</u></p> <p>The above policies were tabled to the Governors.</p> <p>Mrs Drummond highlighted the changes made to both policies.</p> <p>Mrs Drummond agreed to amend appendix F to show roles rather than individual staff members.</p> <p>RESOLVED: That the Teacher Pay and Appraisal Policies be approved.</p>	Mrs Drummond

266.	<p><u>REVIEW THE TERMS OF THE FINANCE, RESOURCE AND STAFFING COMMITTEE</u></p> <p>The Chair agreed to review the Terms of Reference for the committee and circulate a draft updated copy to all governors ahead of the meeting on 4th July 2018 where it would be reviewed and agreed.</p> <p>This item would be amalgamated with Committee Self Evaluation and Scope of Policy Review for the 4th July meeting.</p>	Mr D Claughton
267.	<p><u>COMMITTEE SELF EVALUATION</u></p> <p>This item was covered at Minute 266.</p>	
268.	<p><u>STRUCTURE OF THE FINANCE, RESOURCES AND STAFFING COMMITTEE MEETINGS FEEDING INTO THE SCHOOL YEAR</u></p> <p>This item was no longer required as dates had been scheduled.</p>	
269.	<p><u>SCOPE OF COMMITTEE POLICY REVIEW</u></p> <p>This item was covered at Minute 266.</p>	
270.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Health and Safety Policy</u></p> <p>The School Business Manager tabled the Health and Safety Policy to the meeting. The Policy was scrutinised by Governors.</p> <p>The Chair suggested that Governors would need information to ascertain if there were any gaps in achieving the requirements of the Policy.</p> <p>The School Business Manager reported that a Health and Safety Audit was due to take place and Governors would receive feedback from this.</p> <p>The Chair of Governors signed the Policy.</p> <p>RESOLVED: That the Health and Safety Policy be adopted.</p>	

271.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That future meetings of the Committee be held at the school at 6.30pm on:</p> <p>(i) Wednesday, 16 May 2018 (ii) Wednesday, 4 July 2018</p> <p>Agenda items: Benchmarking, Committee including Terms of Reference, Self Evaluation Scope of Policy Review</p>	
272.	<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 with the exception of the rewording of the following minute:</p> <p>258. <u>SPECIALIST PROVISION</u></p> <p>Which should read:</p> <p>The School Business Manager reported that funding figures for the coming year had been received and looked broadly similar to the previous year.</p>	


Chair
 16/5/18.
Date

