

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, 13 March 2019.

PRESENT

Mr D Claughton (Chair), Mrs P Cocker, Mr C Looker, Mrs G Wright.

In Attendance

Donna Letremy (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
321.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mr I Stone (consent).</p> <p>There were no declarations of interest.</p>	
322.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>The following items were notified to be brought up under Any Other Business:</p> <p>a) Schools financial value standard b) Interactive smart boards.</p>	
323.	<p><u>MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 20 November 2018 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>Minute 307 (30 Hours Nursery Provision)</u></p> <p>The School Business Manager said it was proposed that parents pay up front, monthly in advance if not eligible for 30 hours funding but they wanted to purchase additional sessions.</p>	

	<p><u>Minute 313 (Budget Monitoring)</u></p> <p>A loss in the Autumn term for the nursery was likely to amount to around £10,000.</p> <p><u>Monitoring of Incident Logs for Health and Safety (Minute 316 refers)</u></p> <p>There had been no near misses, but some minor incidents had occurred recently, and the LA advised where necessary.</p>	
324.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Data Protection (Minute 303 refers)</u></p> <p>Q: Will the data breach report go to the full governing body?</p> <p>A: It has not yet been agreed whether this sub-committee should be responsible for Data Protection.</p> <p>ACTION: Chair to email Mr Stone and Craig Looker to request for GDPR to be discussed at the next full Governing Body meeting.</p> <p>(b) <u>Benchmarking (Minute 304 (b) refers)</u></p> <p>Q: Were other schools contacted about funding streams?</p> <p>A: Yes, we have worked with other schools in the trust to identify funding sources, but with little success, and more in depth research would not be possible due to time constraints on SW. We will continue to keep an eye out for opportunities.</p> <p>(c) <u>Specialist Provision (Minute 306 refers)</u></p> <p>Q: Has the website been updated to reflect the closure of the unit?</p> <p>A: Yes, the website has been updated.</p>	Chair
325.	<p><u>USE OF SCHOOL SPACE</u></p> <p>Governors discussed the following three areas of opportunity and concern relating to the use of school space:</p> <p>1. In conversations with Jo-Anne Sanders, Service Director – Learning and Early Support during the process to close the Specialist Provision, Joanne suggested that we should jointly look at the possibility of using the space vacated by Provision as part of an overall enhancement of the EYFS facilities, layout etc.</p>	

	<p>Governors were at the time very keen to explore options for this with school and the LA.</p> <ol style="list-style-type: none"> 2. Recognition that the rented nursery building is rapidly deteriorating, and that its future lifespan is limited. If the building became unusable, there would currently be nowhere to house Nursery. 3. Recognition that particularly with the increase in pupil numbers of recent years, the school hall is no longer fit for purpose for the size of school. It is not big enough to safely accommodate all children at once, and is also out of action for 2 hours a day for dining. <p>The Head Teacher informed Governors that Mr Stone sent an email to Jo-Anne Sanders regarding setting up a meeting to discuss the above. Mr Stone chased again last week and he has now received a response. Jo-Anne Sanders gave the advice to contact Asset Management to arrange a meeting with Governors. Asset Management have been contacted today and they are going to look into this, however; they did not really think that this would be the role of Asset Management.</p> <p>The current situation has been explained to Asset Management and they are going to get back in touch later this week.</p> <p>ACTION: Head Teacher to forward the emails between Mr Stone and Jo-Anne Sanders to Asset Management.</p> <p>The Governors discussed availability for a meeting to discuss this further and for a meeting with Asset Management.</p> <p>ACTION: Governors to send their availability for meetings, to the Head Teacher, following a response from Asset Management.</p> <p>The Head Teacher explained that she would like to have the nursery in close proximity to Reception. This would be good for the children and staff and would create opportunities for joint working. This would be completely enclosed by the building.</p> <p>Q: Would the Local Authority provide any re-designs?</p> <p>A: Yes, as they would be funding this but we would want more input than we had with the extension.</p> <p>ACTION: Head Teacher to contact Governors when a response has been received from Asset Management.</p>	<p>HT</p> <p>Governors</p> <p>HT</p>
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326.	<p><u>SPECIALIST PROVISION</u></p> <p>Q: Is there anything left to do in regards to the budget now that provision has closed?</p> <p>A: The local authority have clawed the remaining budget back, which was expected so this will not appear in our account for the new financial year.</p> <p>Q: Is there anything left for the school to do?</p> <p>A: No.</p> <p>Q: Has there been any external communication or enquiries into school?</p> <p>A: There was only one reference through Admissions but no direct enquiries.</p> <p>Q: Do we need to keep this on the agenda?</p> <p>A: No.</p> <p>ACTION: Specialist Provision to be removed as a standing item.</p>	Clerk
327.	<p><u>30 HOURS NURSERY PROVISION</u></p> <p>Mrs Walker reported that numbers are quite good and four families are paying for additional sessions. It has brought in a bit of extra money and all families requesting afternoon places, have been accommodated. Some families have been turned away for morning places.</p> <p>The Head Teacher informed Governors that Mrs Walker has worked very hard on this.</p> <p>Q: Will we break even for the Spring Term?</p> <p>A: Yes, just for the Spring Term, it should do. The extended hours has been complex to set up, and required significant staff time, but governors and school both feel that it is important that we continue to offer and evolve/improve this service to our families.</p> <p>Q: How is the ratio of 30 to 15 hours places to be worked out long term?</p> <p>A: We don't know yet. Once we know the numbers for September, we will have a better idea of this, and it will require ongoing analysis and optimising.</p> <p>Q: Is there a ratio that we would financially break even with?</p>	

	<p>A: This would be very hard to work out.</p> <p>The Head Teacher would like to keep the 15 hours sessions, moving forward, as these will benefit some of our families and the Governors agreed with this.</p> <p>The Governors thanked the Head Teacher and Mrs Walker.</p>	
328.	<p><u>SUPPORT STAFF APPRAISAL</u></p> <p>The Head Teacher reported that meetings have been held with Support staff to talk about their career developments and CPD. There are still some initial meetings that have not been held due to time constraints and staff absence.</p> <p>All teaching and support assistants now have three targets, identified areas of development and identified support required.</p> <p>Q: What kind of themes are coming out of this?</p> <p>A: Things that have come up include an interest in shadowing other staff, sharing expertise, peer working, developing greater depth writing and developing ICT skills.</p> <p>Q: We previously discussed rolling this out to other support staff, who are other support staff?</p> <p>A: Office staff, Caretakers and Mid-Day Supervisors but we have not rolled this out to these staff yet.</p> <p>Q: What are the success measures?</p> <p>A: The LA produced a whole school audit in regards to social and emotional well-being, which we had completed.</p> <p>In regards to the performance target relating to developing resilience and supporting the well-being of staff and children we had initially struggled to identify an effective way to allow a member of staff to demonstrate impact so we personalised the audit for teachers and then used the same approach for Teaching Assistants. This has been completed by staff and staff will grade themselves again at the interim and final review meetings.</p> <p>Q: As Support Staff appraisals don't link to reward, how do we ensure that this is a meaningful process?</p> <p>A: Support staff appraisals have been delegated but some of the support staff really welcome the opportunity to talk about their role and get feedback.</p>	

	<p>They will hopefully appreciate the positive and developmental feedback. There could also be some staff where there will be some difficult conversations regarding performance and if this performance doesn't improve, there would be a meeting with me.</p> <p>The Head Teacher would like to ensure that this process is kept simple, however; it has to be in line with the school development plan and it has to be meaningful. There has been a much greater emphasis on training for support staff. Arranging training for support staff is constrained in that many of the support staff can't stay after school and it is important that they are in class, supporting learning through the day, but we will look to work around this.</p> <p>Q: Is there a plan to introduce appraisals for other support staff?</p> <p>A: There is but the exact timescales are still to be confirmed.</p> <p>Q: What is a realistic time scale?</p> <p>A: This hasn't been assessed yet. The basis of it is there, it just needs to be adapted for other staff.</p> <p>Q: How do the other support staff feel about the process not yet being available for them?</p> <p>A: We haven't heard anyone pass comment about this, but there are likely to be a mixture of feelings, partly impact by where staff are on the scale. The office staff are still attending courses and being developed.</p> <p>Q: Have you communicated anything to the other support staff?</p> <p>A: Not at this stage.</p> <p>The Governors confirmed that they are happy with the current delay in rolling out to other support staff, as long as it is planned in and its absence does not have a negative impact on other support staff, but would like to see this in place in the next academic year.</p>	
329.	<p><u>SELF-EVALUATION FORM / POLICY REVIEW SCHEDULE</u></p> <p>The draft Self-Evaluation Form was distributed to Governors at the meeting.</p> <p>ACTION: Chair to email the Self-Evaluation Form to Governors and upload it to Office 365.</p> <p>ACTION: Governors to send comments to the Chair.</p>	<p>Chair</p> <p>Governors</p>

	<p>ACTION: Policy Review Schedule to be produced for this committee and uploaded to Office 365.</p> <p>Q: Will the reviewed Terms of Reference go to the full Governing Body?</p> <p>A: Minor changes to the Resource Committee Terms of Reference, made as a result of the self-evaluation, will be reviewed when the ToR is next brought to full GB in July.</p>	Chair
330.	<p><u>FUNDING STREAMS – REPORT FROM BUSINESS MANAGER</u></p> <p>This item was covered under Matters Arising.</p>	
331.	<p><u>BUDGET MONITORING</u></p> <p>The Budget Monitoring Report, IP004 – Budget Monitoring Report (T5) and Budget Profiling 2018-19 had been distributed to Governors in advance of the meeting.</p> <p>Q: Are there any aspects of the projected spending that are a concern?</p> <p>A: No but the projected figure for teachers was out as it was difficult to work out the costs three months ago, considering teacher pay increases.</p> <p>Q: Is there anything within this financial year that we think the surplus needs to be spent on?</p> <p>A: This has been built up through managing the budget very carefully. This will be carried forward and it will be reallocated.</p> <p>Q: Can we have a brief update on the new budget?</p> <p>A: Funding is up on this year but we are down on Pupil Premium, the costs of buy backs have increased and on costs are shooting up. There will be a small teacher pay grant coming in but this all still needs to be looked at.</p> <p>The Governors thanked Mrs Walker.</p>	
332.	<p><u>STAFFING</u></p> <p>A Staffing 2018 / 19 Update was distributed to Governors at the meeting.</p> <p>The Head Teacher explained the changes to Governors and informed Governors that the nursery ratios must meet the legal requirements.</p>	

The Head Teacher reported that there is still one member of staff absent long term.

Q: What are responsibility allowances?

A: A TLR is a responsibility given to teachers with an allowance. We only have one member of staff in school at the moment with a TLR. This is always reported to Governors.

Q: Is it that we are responsible for the allocation of a TLR or do we approve recommendations?

A: Governors monitor the allowances, based on recommendations from and discussions with the Head Teacher.

The Governors discussed how staff absence is reported by the Head Teacher within the Head Teacher reports.

The Head Teacher informed Governors that staff absence has reduced and there are robust procedures in place to monitor staff absence.

Q: How are Governors assured that work life balance is not an issue?

A: There is a wellbeing programme in place and we do offer individual support to staff. We are very mindful that we expect a lot of staff and staff do have to work incredibly hard in term time.

Q: Are there any staff surveys done to feed in to this?

A: We have done staff surveys in the past and you do get extremes of views. Some staff accept that to do the job well, you do work hard and take work home. Looking at staff absence, there does not appear to be any link to the work life balance.

Q: How would Governors oversee this?

A: Visitors repeatedly say that this is a calm organisation, with very high expectations and standards but there is also a friendly, supportive feel.

The Governors would like to discuss this further in future and consider how this can be monitored.

ACTION: Mrs Wright to consider how staff wellbeing and work life balance can be monitored by governors and to bring initial thoughts back to Resource Committee for discussion at a future meeting.

GW

333.	<p><u>PUPIL PREMIUM EXPENDITURE</u></p> <p>The Pupil Premium Strategy Statement was distributed to Governors at the meeting.</p> <p>This has been uploaded to the school website.</p> <p>Q: What are the key differences from last year?</p> <p>A: The areas of focus and strategies are the same as last year, however; some of the costs will be slightly different.</p> <p>Mrs Walker informed Governors that an update will be presented to Governors in April.</p> <p>Q: Will this update come to this committee or will it go to the full Governing Body?</p> <p>A: The update will be presented to this committee.</p> <p>ACTION: Mrs Walker to email the colour coded Pupil Premium Strategy Statement</p> <p>Governors were reminded to use the Governor email addresses, not personal email addresses.</p> <p>ACTION: Mr Looker to send Governor email addresses to the Governor Clerking Service.</p> <p>Mrs Walker asked Governors if they would like to go paperless.</p> <p>The Governors would like to discuss this at the next full Governing Body meeting.</p> <p>ACTION: Paperless system to be discussed at the next full Governing Body Meeting.</p>	<p>SW</p> <p>CL</p> <p>Clerk</p>
334.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>The Governors discussed the Health and Safety inspection and how Health and Safety issues and incidents are reported to Governors.</p> <p>The Head Teacher suggested that a log of incidents, showing statistics and trends would be useful for Governors to review and discuss in future.</p> <p>ACTION: Incident report to be presented to Governors at future meetings under the existing standing agenda item: Monitoring of incident logs for Health and Safety.</p> <p>-----</p>	<p>SW</p>

	<p>Mrs Walker reported a near miss, where a laptop trolley was moved by some children. This has never happened before and the member of staff responsible has been spoken to.</p> <p>Q: Was it made clear to the member of staff that this should not have happened?</p> <p>A: Yes.</p> <p>ACTION: Mrs Walker to mention this to all staff at the next staff meeting.</p> <p>The Head Teacher reported that the gate into the Key Stage 2 playground isn't always locking properly, and will need to be fixed.</p> <p>ACTION: Head Teacher to let Governors know when the fix has been made</p> <p>Q: Is this mechanical?</p> <p>A: Yes and there can be some issues with changes in the weather.</p>	<p>SW</p> <p>HT</p>
335.	<p><u>GOVERNOR TRAINING</u></p> <p>Mrs Walker asked Governors if they are still attending Kirklees training, available through the GLAD package.</p> <p>Mr Looker informed Governors that he found the Kirklees induction very useful. Feedback will be given to Governors at the next full Governing Body meeting.</p> <p>The Governors would like to continue to attend the Kirklees training courses, made available as part of the GLAD package.</p> <p>ACTION: Training to be removed as a standing agenda item for this committee, as it's covered on the full GB agenda.</p>	<p>Clerk</p>
336.	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>Schools Financial Value Standard (SFVS)</u></p> <p>The Chair informed Governors that the SFVS has been completed by himself and Mrs Walker.</p> <p>It is expected that the SFVS template will be changed next year.</p> <p>ACTION: Mrs Walker to send the SFVS to Governors, via email.</p>	<p>SW</p>

	<p>ACTION: Governors to send any comments to the Chair and Mrs Walker.</p> <p>The SFVS will be presented to Governors at the full Governing Body meeting for approval and the Chair of Governors will sign it.</p> <p>(b) <u>Interactive White Boards</u></p> <p>Mrs Walker reported that it is no longer a requirement to obtain three quotes for anything under £10,000.00, however; the decision was made to still do this for the interactive whiteboards.</p> <p>The cheapest quote has been selected as this company has been used a number of times and customer service has been excellent. This is going to be phased in due to the cost and additional funding has been awarded through devolved funding capital, which can be used towards this cost.</p> <p>Q: Could we purchase them all now for the future?</p> <p>A: This would affect the warranty.</p> <p>Q: How often do these have to be renewed?</p> <p>A: Some of the original white boards purchased are still in place.</p> <p>RESOLVED: That the Head Teacher and Chair approve the interactive whiteboard order at the meeting.</p>	Governors
337.	<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>Wednesday, 15 May 2019 Wednesday, 3 July 2019</p>	
338.	<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>	