

THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

Finance, Resources and Staffing Committee

Minutes of a meeting of the Finance, Resources and Staffing Committee held at 6.30pm at the School on Tuesday, 10 March 2020.

PRESENT

Mr C Looker (Chair), Mr D Cloughton, Mrs P Cocker.

In Attendance

Ms N Finch (Minute Clerk)
Mrs S Walker (School Business Manager - SBM)
Mrs S Marshall (New Co-opted Governor - Observer)

C A Looker
Chair
24/3/20

Agenda Item	Discussion and Decisions	Action – who/date/ action
412.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mrs G Wright (consent).</p> <p>There were no declarations of interest.</p> <p>The Chair welcomed Mrs Marshall, a new Governor who was visiting the meeting.</p>	
413.	<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:</p> <ul style="list-style-type: none"> ♦ Lockable medicine box. 	
414.	<p><u>MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2019</u></p> <p>RESOLVED: That the minutes of the meeting held on 20 November 2019 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>Minute 399</u></p> <p>In the 2nd paragraph it should read ... 'were moved over to the correct school fund account'.</p>	

415.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Teacher Appraisal Report 2018-19 (Minute 401 refers)</u></p> <p>The Head Teacher has referred to HR and any teachers currently on Maternity leave would move up the pay scale if there was no reason for them not to.</p> <p>The Deputy Head Teacher's pay scale was an agenda item.</p> <p>(b) <u>Teacher Pay Policy (Minute 402 (b) refers)</u></p> <p>The Head Teacher confirmed that the action had been completed.</p> <p>(c) <u>Budget Monitoring (Minute 403 refers)</u></p> <p>The SBM confirmed she had double checked the EYFS funding with the finance team. The funding is given up front, it is then adjusted up or down when the census is published.</p> <p>The SBM also clarified that she had reviewed and updated the grant variances.</p> <p>(d) <u>Pupil Premium Expenditure (Minute 404 refers)</u></p> <p>The Head Teacher confirmed that the Inclusion Manager had been referred to.</p> <p>(e) <u>Policy Review Schedule (Minute 406 refers)</u></p> <p>The Chair confirmed that the policy schedule was ongoing. He advised there was no immediate risk.</p> <p>(f) <u>USE OF SCHOOL SPACE (Minute 407 refers)</u></p> <p>The SBM was thanked for her report. The use of school space was an agenda item.</p> <p>The Chair advised he had a great meeting whilst reviewing the IT infrastructure in school. He noted that the level of protection in place was fantastic.</p>	
416.	<p><u>REVIEW OF SENIOR STAFF PAY BANDS</u></p> <p>The Chair/Head Teacher and SBM had met the previous week to discuss pay bands for senior leaders and in particular review the Deputy Head Teacher's pay.</p>	

	<p>The current scales are:</p> <p>Head Teacher L21 – L27 Deputy Head L12 – L15 Assistant Heads L5 – L9</p> <p>Following discussion it was proposed to move the Deputy Head Teacher pay scale to L13 – L17 and leave the other rates the same.</p> <p>RESOLVED: That the Deputy Head Teacher’s pay scale change be put in place from September 2020.</p>	Head/SBM
417.	<p><u>BUDGET MONITORING</u></p> <p>The School Business Manager circulated her finance spreadsheet, she advised that her projected Teachers salary spend in November was incorrect. She has re-calculated and it looks a lot healthier now.</p> <p>The carry forward amount looks healthy at £94,138.</p> <p>Q. Is this the projection to year end? A. Yes.</p> <p>Q. What is the IR35 line on the budget? A. This is where non employees are paid through payroll. This is the music teacher.</p> <p>Q. The Governors costs are on 2 lines in the budget, is this a duplicate payment? A. No one is the buyback of the Clerking Service and the other is the salary of the Clerk/s.</p> <p>Q. Why were monies transferred from contingency to supplies and services? A. This was transferred just after setting the budget when 2 further items came to light.</p> <p>Q. Are we expecting any further spend in Teacher Agency payments? A. We are covering 2 maternity leaves, however the payments are offset against underspend in teacher salaries and teacher insurance income.</p> <p>Q. Can we have an update on the cladding work? A. This has been ongoing since summer 2018. The work was not completed correctly. The SBM is chasing and liaising with Asset Management.</p> <p>Q. What’s happening with the flagging issue? A. It’s not as bad as it looks, we will get quotes and will arrange for the work to be completed over the summer holidays. There have been no incidents/slips/trips/falls associated with this defect.</p>	

	<p>Q. You have decided not to buy Twinkl, what is this? A. It is a class resource for teachers to use. We asked them and not enough used it. It is an expensive resource.</p> <p>Q. In light of the current situation with Coronavirus, if the school had to close, how would this affect income? A. Income from parents paying for additional Nursery sessions would stop, but this is a minimal amount. We would take advice and guidance from the LA. Information is not yet available to clarify any possible effect on the school's funding. We would still have to pay salaries and services.</p> <p>Q. EYFS – how is this income made up? A. This funding comes in on a termly basis based on headcounts. It is credited into TA salaries budget by the LA. We are expecting £5,292 to be credited for the spring term bringing the total received to £22,740.00</p> <p>The SBM was thanked for her excellent spreadsheet.</p>	
418.	<p><u>SCHOOLS FINANCIAL VALUE STANDARD (SFVS)</u></p> <p>The Chair advised that he had met with the SBM and Head Teacher to go through this audit.</p> <p>The SBM talked through the handout that Governors had been given explaining the new version and what actions were needed, namely:</p> <p>(a) SBM to report to the full governing body on finance 2 further times per year. This will be a summary with any pertinent highlights.</p> <p>(b) The school should have a contracts register, the SBM will put one together. Most of the contracts in school are buybacks from the Authority.</p> <p>Q. Is a contracts register strategic or operational? And do you have freedom to choose your own or is it driven by the LA? A. It is operational, but Governors can review this annually in line with the SFVS to ensure good practice. The school is free to choose their own contractors, however there are frameworks in place through the LA and YPO which are more often cheaper because they can bulk buy (economies of scale). The SBM advised that she always looks at all the options.</p> <p>It was noted by Governors that the new benchmarking section of the SFVS showed that the school was in line with similar schools for the spend on support staff but in other areas was different from the DfE benchmarking data. There was some data that they did not find useful at all.</p>	

	<p>RESOLVED: That the SBM put in place the actions mentioned above and that the committee recommend approval of the SFVS at the full Governing Body meeting on 18 March 2020.</p>	SBM
419.	<p><u>OPTIONS FOR A STAFF WELFARE FUND</u></p> <p>The Head Teacher advised the committee that there is currently no budget for supporting and improving the wellbeing and welfare of staff. Being able to recognise and acknowledge staff in some way would be very beneficial.</p> <p>The committee discussed various approaches to supporting this, i.e. buns in the staff room, staff breakfast, and fuddle at year end.</p> <p>RESOLVED: That the committee ask the SBM and Head Teacher to look at where funding would come from to support this and bring back to the next committee meeting.</p> <p>Mrs Marshall advised that she would bring some cake in for staff.</p>	<p>Head/SBM</p> <p>Mrs Marshall</p>
420.	<p><u>STAFFING</u></p> <p>The Head Teacher gave a staffing update.</p> <p>(a) <u>Teachers</u></p> <ul style="list-style-type: none"> • 1 teacher is due to retire at the end of the year. Recruiting for this currently. • 5 teachers are on MAT leave. Expecting them to return to work over the coming term/s. Due to the fixed term contracts put in place to cover them it will mean that some pupils will have 2 teachers for a while. <p>Q. Will there be parental communication about this?</p> <p>A. Yes.</p> <p>Q. Will this affect the SATs process?</p> <p>A. No. The classes completing SATs will not be affected.</p> <p>Q. For the teachers on MAT leave, do we have a 'keeping in touch' programme in place?</p> <p>A. Yes.</p> <p>(b) <u>Support Staff</u></p> <ul style="list-style-type: none"> • 3 TA resignations • Deleted – See Minute 426 • Following recruitment, 1 TA has been appointed to support SEN. • The school is still 4 TAs down, a second recruitment drive did not give the calibre of candidate required. 	

	<p>The Head Teacher advised that there had been some pressure during the autumn term due to staff absence, but this had now settled down.</p> <p>She also noted that with a reduced number of TAs it was somewhat difficult to manage the challenging children, this has meant having to move staff around far more than normal.</p> <p>RESOLVED: That the School wait and look at the new budget before any further recruitment.</p> <p>(c) <u>Office Staff</u></p> <ul style="list-style-type: none"> • A new staffing trial is in place until the end of June and is currently working well. <p>Q. What does this do for the balance of workload? A. It is not really reducing the SBM workload at the moment, once the review has taken place, some work can be handed off. Will need a decision around April so that plans can be put in place.</p> <p>Q. Is the trial working for the school? A. There have been some teething problems but in general it is working well.</p>	Head/SBM
421.	<p><u>POLICY REVIEW SCHEDULE</u></p> <p>There were no policies to review at this meeting.</p>	
422.	<p><u>USE OF SCHOOL SPACE AND PREMISES MATTERS</u></p> <p>The SBM gave an update on the Nursery modular building which is coming to the end of its useful life. She circulated her report and a list of defects/repairs that have been completed over the last several years, this also includes the general condition of the building.</p> <p>A report has been submitted to the LA Asset Management team, who will prioritise from the 5-6 schools that also have the same issue with modular buildings.</p> <p>A further report will then be sent to Jonathan Quarmby (Corporate Facilities Manager) and David Martin (Head of Corporate Landlord and Capital) for decisions to be made.</p> <p>It was agreed by the committee that a letter from the Governing Body would be appropriate to support the need of the school for either a new modular building or an extension on the school.</p> <p>Q. Can we get Nursery parents involved? A. We'd rather not at this stage as we don't want to panic them.</p> <p>Q. What has the school got to pay for?</p>	

	<p>A. The ramp, internal decoration. Everything else is done by Actiform Hire Ltd.</p> <p>RESOLVED: That the Committee Chair and Mr Claughton draft a letter on behalf of the Governing Body.</p>	Chair / Mr Claughton
423.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>The SBM circulated the report and highlighted that most of the incidents occurred over the lunchtime period.</p> <p>Governors were pleased to note a reducing trend in most areas of KS1.</p> <p>Q. Why is there an increased trend from Summer 19 to Autumn 19 for KS2?</p> <p>A. New children to the cohort don't know the playground very well, wet conditions in autumn, it was also a longer term.</p> <p>Governors were pleased to also note the quick and relevant responses to the reportable incidents.</p> <p>The SBM advised that she had completed a Health and Safety inspection with the Caretaker in January 2020.</p> <p>Staff standing on chairs when working at height instead of getting a ladder was still something that constantly needed to be reminded.</p>	
424.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Lockable Medicine Cabinet</u></p> <p>The Head Teacher advised that a lockable medicine cabinet had been bought and was now in use.</p>	
425.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That future meetings of the governing body be held at the School at 6.30pm on:</p> <p>Wednesday, 13 May 2020 Wednesday, 1 July 2020</p> <p>RESOLVED: That all financial and other relevant paperwork will be uploaded to Teams for all Governors to view/review.</p>	SBM
426.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>RESOLVED: That Minute 420 (b) 2nd bullet point be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	