

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, 16 May 2018.

SCHOOL INSPECTION COPY

PRESENT

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

In Attendance

Jill Woodward (Minute Clerk)
Steph Walker (School Business Manager)
Tim Cross (Governor, Observer)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ action
273.	<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>	
274.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified.</p>	
275.	<p><u>MINUTES OF THE MEETING HELD ON 7 MARCH 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 7 March 2018 be approved and signed by the Chair as a correct record, subject to the following amendment:</p> <p><u>Minute 262 (Staffing)</u></p> <p>Fifth Paragraph should read: This had meant that one of the Yr2 classes would now be taught by Mrs Smith and a Supply Teacher.</p>	

276.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Monitoring of Incident Logs for Health and Safety (Minutes passim)</u></p> <p>Mr Cloughton confirmed that he had attended a meeting with the School Business Manager regarding Health and Safety. He had carried out monitoring, including looking at external reports and action notes from a recent LA Health and Safety Visit.</p> <p>This meeting would become an annual event and would be added to the Terms of Reference for this committee. A date was pencilled in for next April. Health and Safety monitoring would become a standing item for the meeting previous to April 2019.</p> <p>(b) <u>Budget Monitoring (Minutes passim)</u></p> <p>The School Business Manager reported that, after taking advice, the amount left factored into the budget for the outstanding Broadband contract payment had been reduced. The School was also advised to take no action on following up this payment with administrators of the Broadband provider, for the moment.</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 yet responded. However, a contingency plan had been formulated, whereby a staff member who lived very locally could use their own home Wi-Fi to contact parents via Group Call.</p> <p>(c) <u>Specialist Provision (Minute 258 refers)</u></p> <p>The Chair confirmed that all actions had been completed and noted in subsequent meetings.</p> <p>(d) <u>Budget (Minute 259 refers)</u></p> <p>The Business Manager reported that she had not received information from Mr Stone regarding the Apprentice Levy.</p> <p>The Business Manager would look into whether the SENCO training course could be funded through this fund of money. She would attend a Business Managers Meeting in early June where an update was expected on this subject.</p> <p>The Head Teacher confirmed that the Pupil Premium Strategy had been completed but was awaiting several costings.</p>	<p>S Walker</p>
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	<p>This should be completed soon and the Pupil Premium information would then be added to the website.</p> <p>(e) <u>Benchmarking (Minute 263 refers)</u></p> <p>Benchmarking data was now available. The School Business Manager would circulate information to all Governors in advance of the meeting on 4 July 2018.</p> <p>(f) <u>Review of the Teacher Appraisal and Teacher Pay Policies (Minute 265 refers)</u></p> <p>Mrs Drummond confirmed that she had amended appendix F.</p> <p>(g) <u>Review the Terms of Reference of the Finance, Resources and Staffing Committee (Minute 266 refers)</u></p> <p>The Chair confirmed that this would be discussed at the meeting on 4 July 2018.</p>	<p>S Walker</p>
<p>277.</p>	<p><u>SPECIALIST PROVISION</u></p> <p>The Chair and Head Teacher updated the Governors on the progress made since the decision on the future of the Specialist Provision Unit was made at the last Full Governing Body Meeting.</p> <p>A letter had been sent to all pupils last week. On the same day a separate letter had been sent to the parents of the two pupils within the Unit who would be affected. Mrs Ryan and the Strand Lead had visited the parents of both pupils at home.</p> <p>The Head Teacher reported that she had met with staff to inform them about the decision, also about what the process would mean for them. Staff, although upset, were being supported and supporting each other well. She had explained the process of how they could secure other employment. Staff would be meeting with HR from the LA next week.</p> <p>The Head Teacher reported that Mrs Ryan had been leading staff and children, and had stepped up to support them. Although 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.</p> <p>Two Grade 6 staff were interested in posts within School.</p> <p>The process was now in the hands of the LA who would take the decision to Cabinet.</p>	<p>Mr D Claughton</p>

	<p>The School had been advised that it would probably be a one year process and no timeline had as yet been offered or resolved.</p> <p>The Chair reported that the priority now for Governors would be pupils and staff. Some other minor actions may arise for this Committee, but it was now mainly in the hands of the Full Governing Body.</p> <p>The Chair reported that the closure of the Unit may show an impact on budgets.</p> <p>The School Business Manager reported that in the short term an impact may not be seen, but an impact may be seen in the 3 year budget.</p> <p>The Head Teacher commented that there was still the issue of the space left within School and discussion was needed with the LA to agree its future use. This may mean some budget and staffing implications.</p> <p>There was also the prospect of either staff or pupils in the Unit leaving before the date of closure and this would need to be managed by the School. It was unlikely to be an issue in this School year, but from September onwards it may occur. Again, this may have staffing and budget implications.</p> <p>Governors reiterated that the best outcome for both staff and pupils would continue to be their priority.</p> <p>Governors agreed to keep Special Provision as a standing agenda item for the moment as future implications may still be within the remit of this committee.</p>	
278.	<p><u>At this point the agenda was taken out of order</u></p> <p><u>STAFFING</u></p> <p>The document Staffing Update – 16.5.18, was tabled to the meeting by the Head Teacher. She highlighted the key staffing changes.</p> <p>Q. Are we still hoping to keep the balance of teaching in each year, with a strong teacher alongside less experienced staff?</p> <p>A. Yes wherever possible this will continue.</p> <p>The Head Teacher pointed out that last year numbers of Support Staff had been reduced due to budget constraints, but as budgets were slightly better this year numbers could increase, by 1 Grade 5 post and 2 Grade 6 posts. Two Grade 5 TA posts and two SEN Support Grade 6 vacancies were being advertised. There was a possibility of the Grade 6 vacancies being filled by Specialist Provision staff.</p>	

	<p>The Head Teacher reminded Governors of a previous discussion regarding increasing the pay grade of the current SENCO. There had been some developments on this issue.</p> <p>Due to the increase in need for the SENCO role and the escalation of the work involved in both reach and complexity, the Head Teacher proposed that this role should be changed to one of an Assistant Head Teacher. The role could then be expanded to include other steps to support vulnerable pupils. She informed Governors of the difference between the corresponding Leadership Pay Scale and the pay scale improvement previously discussed.</p> <p>Further to this the Head Teacher also proposed to bring KS2 in line with KS1 and change the Inclusion Manager 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.</p> <p>Governors discussed and questioned how these roles could be further expanded to gain best value.</p> <p>The School Business Manager confirmed that the additional staff costs had been factored into the budget.</p> <p>Governors agreed to the above changes and for the posts to be internally advertised.</p>	
279.	<p><u>The meeting returned to the order of the agenda</u></p> <p><u>BUDGET</u></p> <p>The School Business Manager tabled the document Final Budget Summary Form 2018/19 to the meeting and spoke to her report.</p> <p>Budgets had factored in inflationary changes to staff costs and insurances, services and buy backs, along with staff moving up salary scales in September.</p> <p>(a) <u>Employee Costs</u></p> <p>The Head Teacher commented that staffing costs could change as the resignation date for teachers had not yet been reached.</p> <p>The supply teaching costs included a regular teacher coming into Yr 2 and Yr 6 to do booster lessons. Although not strictly supply it had to be recorded against this.</p>	

The Extended School Staff included Breakfast Club staff which is currently run by Legacy Sport. Changes to how this was run were being considered. It may be that the opportunity was opened up to staff, and may impact on the budget, but probably by costing less rather than more.

The Off Payroll costs are for a teacher coming in to do music which will be moved to Ext Professional Fees.

(b) Premises Costs

No allocation had been given to asbestos removal as this had now all been completed.

General repairs (Non Buy Back) had been budgeted for from carry forward.

The planned toilet repairs in KS2 were previously put on hold so this may be an item to consider.

Asset repair and maintenance (Buy Back) included a planned programme of works including painting the exterior of building. This programme was not in place for the last 2 years but has now been reinstated.

The LA have recently formed a Committee to look at the services offered in the buy back system. It may mean some changes will come to the services in the future.

A new contractor was in place for grounds maintenance. This also includes some minor works including the removal of some bushes in KS1 playground.

The Head Teacher suggested a fence may be needed to secure KS2 playground at the end of the day. This will be considered.

Energy costs were broken down for Governors.

(c) Supplies and Services Costs

Learning Resources had been funded by the carry forward. It was a similar budget last year.

The Pupil Placement Tariff covers permanent exclusion. The figure factored in covers one exclusion.

The ICT budget had reduced this year as much work was done last year, replacing and updating items. Equipment and Furniture included some items in Yr3 and Yr6 classes.

Mrs P Cocker

It may also be that we need to consider new items for Nursery and Reception once the new Lead Teacher has started.

School milk costs include the Free School Meal Pupils costs of milk in KS2.

External professional fees (non curriculum) included the costs of GDPR.

The Head Teacher reported that at a recent Head Teachers' Meeting she had learnt of a company offering a service regarding GDPR to Schools. Their guidance was comprehensive, and they would take the School through all the stages needed. They would also attend Governors' meetings to inform and update on progress towards GDPR. A contract had been signed at the cost of £2,600 for the first year, which included software.

As no help was forthcoming from the LA and schools had to be seen to be taking steps from May, she felt this was the best solution.

Governors discussed details of the contract and future financial commitment to the School. It was felt that once the initial set up had been done costs would reduce.

Training & Course Fees had been mostly funded from the carry forward.

School visits were included in order to claim back the VAT as charged by Robin Wood. Income would come in to offset the costs.

Special Facilities include the Spen Valley Trust and the local Hub. It was explained that the Hub was a multi-agency Hub. The SENCO was finding it useful to find solutions for children and gain advice and experience from other agencies.

Agency payments included a teacher in Reception and Yr2 for 2 days from Feb to Summer plus 40 days.

External Professional Fees (Curriculum) were broken down for Governors.

The telephone system had recently been changed. Although it had been planned to stay with the LA provider, the new provider had offered new telephones at no cost and had been a better deal.

Kirklees Traded Services had been broken down for Governors.

	<p>The School Business Manager queried the Printing and Mailing costs. She would follow up whether this had been included twice in error.</p> <p>Governor Learning and Development had been included this year with new governors in mind. A new list of GLAD Courses would be circulated to all Governors. Governors should contact the School Office if they wish to book any courses.</p> <p>(d) <u>Contingency</u></p> <p>The contingency was now a little larger than last year.</p> <p>(e) <u>Income</u></p> <p>Government Grants included an increased Sports Premium. Plans were being drawn up to utilise this.</p> <p>Donations was made up of a donation from Friends of Headlands for Yr6 leavers.</p> <p>School Visits income was offset against costs.</p> <p>(f) <u>Special Provision</u></p> <p>The Budget had been formulated as if the Unit were fully staffed.</p> <p>Admin Support costs were to be moved over to main school budget.</p> <p>The School Business Manager confirmed that this was a balanced Budget.</p> <p>The Chair thanked the School Business Manager for her comprehensive information.</p>	<p>Mrs S Walker</p> <p>Mrs S Walker</p> <p>All Governors</p>
280.	<p><u>PUPIL PREMIUM EXPENDITURE</u></p> <p>The document Pupil Premium Strategy Statement – 2017/18 was tabled to the meeting by the Head Teacher.</p> <p>1. <u>Summary information</u></p> <p>This detailed numbers of pupils eligible for Pupil Premium from September 2017.</p> <p>2. <u>Current attainment</u></p> <p>As at September 2017.</p> <p>3. <u>Barriers to future attainment</u></p> <p>Barriers are individual to every School.</p>	

4. Desired outcomes

The strategy now links with the SIP.

5. Planned Expenditure

(i) Quality of teaching for all

Why each outcome is desired was evidenced, alongside steps to implementation, and date of review.

Data had been used from Sutton Trust who ranked the effects of teaching and support on disadvantaged groups.

(ii) Targeted support

This details how, and to whom, support will be targeted.

(iii) Other approaches

This details any other approaches the School may use, such as Counselling and paying for all School visits for PP children.

The Head Teacher stated that the steps were all being taken, but this strategy documents them all in one place. Governors' copy did not show any costings, but these would be included soon.

Mrs Drummond reminded Governors that this would be a working document and subject to change and review, which also meant costings may change.

The Chair welcomed the information as it now enabled School and Governors to more closely monitor current PP spend and also year on year.

Q. How will you assess the effectiveness of the strategy?

A. We will compare outcomes with success criteria, and also look at how well measures have been implemented. Some measures can be measured by data.

Baseline assessment of intervention groups takes place to allow us to quantify progress.

Some steps are, however, difficult to quantify, such as Counselling but the impact may show in other ways such as behaviour.

	<p>Mrs Drummond added that the new role of Assistant Head Teacher may now include some element of monitoring of the impact of the PP Strategy and spend.</p> <p>The Chair asked Governors to scrutinise the document and it was to be discussed further at the July meeting, once costings had been added.</p> <p>The School Business Manager advised that costings would be likely to outweigh PP funding, but this was usually the case. She would add the document to the website once completed.</p> <p>The Chair thanked the Leadership Team for the information.</p>	Mrs S Walker
281.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>This was covered at Minute 276 (a).</p>	
282.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>	
283.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meeting of the Committee be held at the school at 6.30pm on 4 July 2018.</p> <p>Agenda items:</p> <ul style="list-style-type: none"> Benchmarking Committee including Terms of Reference, Self-Evaluation, Structure and Scope of Policy Review Budget monitoring Pupil Premium Expenditure Staffing Governor Training 	
284.	<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>	<p><i>[Signature]</i></p> <p>Chair</p> <p>4/7/18</p>