

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 6.30pm at the School on Wednesday, 15 May 2019.

PRESENT

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

In Attendance

Mrs N Addison (Minute Clerk)

Mrs S Walker (School Business Manager)

Agenda Item	Discussion and Decisions	Action – who/date/ action
339.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>There were no apologies for absence or declarations of interest.</p>	
340.	<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"> ♦ Contact from neighbouring housing development. 	
341.	<p><u>MINUTES OF THE MEETING HELD ON 13 MARCH 2019</u></p> <p>There were a number of amendments to be made to the minutes including comments the Chair had received from Mr Looker and Mrs Wright.</p> <p>Additionally, the following amendments were made:</p> <p><u>Minute 328 (Support Staff Appraisal)</u></p> <p>2nd paragraph to read:</p> <p><i>‘All Teaching and Support Assistants now have three targets.’</i></p> <p>4th paragraph</p> <p>Removal of <i>‘and there are training opportunities for support staff every other week now.’</i></p>	

	<p><u>Minute 329 (Self Evaluation Form/Policy Review Schedule)</u></p> <p>Action on page 164 – To replace Mrs Walker with <i>Mrs Wright</i>.</p> <p>The Chair would make the other suggested amendments and forward these on to the Governor Clerking Service. The updated minutes would be circulated prior to the Full Governing Body meeting next week for Governors to approve.</p> <p>CLERK’S NOTE: The minutes are to be amended and resubmitted to the next committee meeting for approval and signature by the Chair.</p>	<p>CHAIR & GCS</p>
<p>342.</p>	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Self Evaluation Form/Policy Review Schedule (Minute 329 refers)</u></p> <p>ACTION: The Chair would arrange for an audit of Health and Safety with the School Business Manager, following the recent inspection at Easter. The results of which would be brought to the next Committee in July for review by Governors.</p> <p>(b) <u>Pupil Premium Expenditure (Minute 333 refers)</u></p> <p>The paperless system had been discussed at the full Governing Body meeting, where it had been decided to continue with the current system of Governors receiving paperwork prior to meetings. Governors and the School would continue to move towards less paperwork and more documents being available to view on Sharepoint. The Head Teacher would ask the IT Technician to ensure that Governors had access.</p> <p>Governors noted that all other actions had been completed.</p>	<p>HT</p>
<p>343.</p>	<p><u>BUDGET MONITORING – REVIEW AND AGREE BUDGET</u></p> <p>The B3 budget for 19/20 was circulated to Governors.</p> <p>The terms of reference for this Committee were noted and Governors discussed their responsibilities in terms of the budget. Governors were reminded that a number of training courses were available to them in finance.</p> <p>The process of drafting a new budget was explained for the benefit of the new Governors. The 18/19 budget had been scrutinised at the last Committee.</p> <p>Q: Have there been any significant changes to the 18/19 budget since the last meeting?</p>	

A: No.

Q: **Do you take last year's budget into account and any variances when drafting this year's budget?**

A: Yes – this is a main part of setting the budget.

Mrs Walker told Governors that the carry forward was higher than predicted at £98,168.

Q: **Is there a cap on how much carry forward you can have?**

A: Yes, it is 10% and you would have to account for how you are planning on spending it.

The School budget for 2019/20 was £1,844,729 (£38,000 increase from 18/19). The Head Teacher told Governors that the budget was broadly in line with last year, although there were large increases this year in Teacher salaries and pensions which had meant that there was not as much allocated to learning resources as the School would like. The School were given a pension grant and a Teacher pay grant, but it was unclear if these would continue after March 2020.

Q: **Do you forecast a carry forward from this budget?**

A: No, this budget has been tighter to set than last year and we have to balance it so that all of the money is allocated. We do try and build a contingency into the budget (£19,716) but this is to be used in the event of something happening that we didn't plan for.

Mrs Cocker told Governors that the number of support staff would need to be reduced this year in order to balance the budget. Last year, four new support staff had been employed on temporary contracts and after seeking advice from HR, the School would not be extending two of these posts past August. All four staff had been informed and the School would be conducting interviews with them for the two permanent posts that will be based in EYFS and in KS1/KS2.

Q: **Does this mean that there will be changes to the number of children supported on a 1:1 ratio?**

A: No, all children who need support on a 1:1 basis will continue to have their needs met.

Governors discussed the increase in the number of children with additional learning needs and an explanation of EHCP funding was given.

Q: **How much will we save from not extending these two posts?**

A: It will be around £12,000 as they will continue to be paid until the end of the summer term.

Explanations were given for each area of the budget.

Q: Are there restrictions in place for colour copying?

A: We introduced a system where staff have to put a code into the printer before it will print – this is saving us some money as there isn't as much wasted as before.

Q: Could you make the printer default to black and white?

A: We think that could end up costing more money as it would be printed in black and white and then re-printed in colour.

Governors commented that they would be happy to have more of their documents in black and white and also asked if it would be possible to remind staff about the costs involved in printing. The Head Teacher agreed to do this but added that she felt that printing in colour was worthwhile on occasion – particularly for children as it helped to stimulate learning and there was value in showing the children that it was important for all work to be as good as it could possibly be.

Governors discussed external professionals' fees and agency payments in more detail.

Q: The Achievement and Curriculum Committee reviewed the positive changes made in EYFS this year and the EYFS Manager felt that continuity of staff was an important factor in the next few years – will this be taken into account?

A: The number of support staff posts will remain in EYFS as we have to maintain ratios but staffing is looked at every year across the whole School and may change for a number of reasons, so this is never guaranteed.

Q: What do pupil premium and sports premium come under?

A: Pupil premium is in the main School budget which is calculated from the January census. Sports premium comes under Government grants.

Q: Is membership of the Spen Valley Trust good value for money?

A: Yes – we get a lot from the Trust, especially moderation events. We have just moderated English and Maths in Years 1 and 2 across the Trust. We get approximately 12 days of moderation per year. It also pays for some joint events, for example transport to the carol concert. It has paid for 6 sessions of 'Developing Children's Mental Resistance' for Year 5 and a mindfulness training day in October. We have also arranged for the Educational Psychologist to lead a Trust training event for staff on a wide range of emotional, social and well-being topics. This will be held in October 2019.

	<p>School improvement visits have taken place from the Head Teachers at Littletown and Heckmondwike Primary. As part of the Trust organised events, we also attended the Jo Cox memorial event which was an excellent event which brought the community together. Some elements of the membership are more beneficial than others, but overall we receive enough benefit to be happy to continue to contribute.</p> <p>Q: What areas are at the greatest risk of overspending?</p> <p>A: Staffing and possible supply costs, particularly given the uncertainty around future changes in the Government's funding formula, pension contributions and on-costs. Building costs are also a risk as more and more seems to be falling under the School's responsibility for repair and maintenance.</p> <p>The School was planning strategically for the budget and would prepare a 3-year budget plan for Governors to review at the next meeting.</p> <p>RESOLVED: That the Committee recommend to the Governing Body that the proposed budget for 2019/20 be approved.</p> <p>Governors thanked Mrs Walker for her work on the budget and explanations for Governors.</p>	
344.	<p><u>USE OF SCHOOL SPACE</u></p> <p>The Head Teacher gave Governors an update of the communications regarding the request to change the use of the specialist provision classroom. Mr Stone (Chair of Governors) had contacted Jo-Anne Sanders, Service Director – Learning and Early Support who had said that School need to get in touch with Asset Management, who in turn replied saying that as the Learning Service needed to provide funding for the change in use, the request needed to be made through Jo-Anne Sanders.</p> <p>ACTION: Mr Stone would write again to Jo-Anne Sanders to explain Asset Management's response and inviting her to attend a meeting of the members of this committee as soon as possible (not necessarily at the next scheduled committee meeting). Mr Stone would confirm in his letter that governors wished to discuss a holistic approach to the following three areas of opportunity and concern regarding school space</p> <ul style="list-style-type: none"> - The opportunity to use the space vacated by the closure of Specialist Provision to enhance the EYFS environment (as suggested by Jo-Anne Sanders at a previous meeting). - The size of the school hall is no longer fit for purpose following increases in pupil numbers in recent years. 	IS

	- The increasing risk from the aging temporary nursery building becoming unsafe or unsuitable for housing children and staff (and there being no other school space to house nursery in that event).	
345.	<p><u>SELF EVALUATION FORM, POLICY REVIEW SCHEDULE</u></p> <p>The Chair had received Governor comments and would update the self-evaluation form to reflect these.</p> <p>ACTION: Chair to update the self-evaluation form, load up onto the Team's site, and let governors know</p>	Chair
346.	<p><u>STAFF WELLBEING AND WORK-LIFE BALANCE – FEEDBACK FROM MRS WRIGHT</u></p> <p>Mrs Wright was due to attend a monitoring course in two weeks and would be in a position to begin to look at staff wellbeing and work-life balance following this. She would give feedback from the course at the next meeting of this Committee.</p>	
347.	<p><u>STAFFING</u></p> <p>This had been covered in the budget.</p>	
348.	<p><u>PUPIL PREMIUM EXPENDITURE</u></p> <p>The Pupil Premium report was circulated at the meeting. Governors were asked to bring any questions and comments to the next Committee.</p>	
349.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>DEFERRED: To the next meeting.</p>	
350.	<p><u>CYBER SECURITY INCIDENTS</u></p> <p>One incident had been reported at a previous full Governing Body meeting. Governors asked for a review of the incident at the next meeting of this Committee to ensure any identified actions had been put into place.</p>	
351.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Contact from Neighbouring Housing Development</u></p> <p>Mrs Cocker and Mrs Walker had been visited by Andrew Calvert, a consultant from Fortem, who were involved with a nearby housing development. The developer would be re-submitting plans with the drainage for the new houses merging into the drainage that crosses the School site.</p>	

	<p>Mr Calvert asked if the School would consider letting the builders do the work, rather than Yorkshire Water.</p> <p>Q: Will there be any impact for the School with the additional waste?</p> <p>A: We have been informed by Mr Calvert that the work will go ahead regardless.</p> <p>Governors noted that proof would be required of Yorkshire Water's ability to compel this work and recommended that this issue be passed back to the Developer to ensure that any work was inevitable. Mrs Cocker added that it was also not within the School's authority to allow any works to go ahead before consulting with the Diocese and/or the LA. (There was a question as to who owned the land as it was unclear if the land had been transferred).</p> <p>ACTION: To ask the developer to obtain more information regarding proof of land ownership, actual costings and if Yorkshire Water could be bypassed etc.</p>	
352.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>The dates of future meetings would be arranged at the Annual Meeting in July.</p> <ul style="list-style-type: none"> - A GDPR update would be added to the next agenda, along with the review of the Cyber Security incident. 	
353.	<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>	

The Chair closed the meeting at 8.42pm.