

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

**FINANCE, RESOURCE AND STAFFING COMMITTEE**

Minutes of a meeting of the Finance, Resource and Staffing Committee held at 6.30 pm at the School on Wednesday, 15 November 2017.

**PRESENT**

Mr D Cloughton (Chair), Mrs P Cocker, Mrs L Drummond, Mr A Powell (both in phone and in person), 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 |
|-------------|---|---------------------------|
| 229.        | <p><b><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b></p> <p>There were no apologies for absence or declarations of interest.</p>  |                           |
| 230.        | <p><b><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></b></p> <p>Several items were notified to be brought up under Any Other Business by the School Business Manager.</p>   |                           |
| 231.        | <p>Mr A Powell joined the meeting at this point by phone.</p> <p><b><u>MINUTES OF THE MEETING HELD ON 4 JULY 2017</u></b></p> <p>RESOLVED: That the minutes of the meeting held on 4 July 2017 be approved and signed by the Chair as a correct record.</p>   |                           |
| 232.        | <p><b><u>MATTERS ARISING</u></b></p> <p>(a) <b><u>School Crossing Patrol (Minutes Passim)</u></b></p> <p>The Chair reported that an advert for the vacancy of School Crossing Patrol was currently being advertised by Kirklees. It had been placed on the school website and also on Friends of Headlands newsletter. It was not clear how long the post would be funded by Kirklees but was certainly for the remainder of the School year.</p> |                           |

Responsibility for this area had now been passed to the Children, Families & Community Committee

(b) Monitoring of Incident Logs for Health & Safety (Minutes 209 and 216 (a) refer)

Mr Stone had not been able to confirm the issue of whether there was a requirement for a Health and Safety Governor. The Clerk would bring the issue up with the Governor Clerking Service.

Mr Claughton confirmed he would be happy to take up this role if needed.

The Head Teacher reported that a Health and Safety walk still needed to be completed.

**Q. With regard to incident reporting, do we keep a record of near misses?**

A. It is not something we do at present, and we do need to look at this.

**Q. Can we ask that you report back on this issue at the March meeting?**

A. We will report back then.

The School Business Manager confirmed that the School's own Health and Safety Policy needed to be reworked to personalise it from the LA Policy adopted. The Head Teacher and School Business Manager had attended training on this issue a while ago but all the measures had not yet been put into the Policy. They would also look at The Key for any further guidance.

The Head Teacher reported that she was confident that all were being kept safe but that the Health and Safety monitoring done was not necessarily being recorded in the most effective way.

**At this point Mr Powell joined the meeting in person.**

(c) Budget Monitoring (Minute 217 (a) refers)

The School Business Manager reported that the Broadband Provider had gone into administration. At that time Kirklees had asked schools to sign up to a 3 year contract with them, or the school would be disconnected. They had then changed that and the school was still connected.

After looking at the charges it was discovered that the School had been overpaying in comparison with other schools, and also paying more than Spen, from whose system we were piggybacking.

**Mrs P  
Cocker**

The School were in dispute with the provider due to this, also due to the bad service and speeds received. The bill had still not been paid for this financial year. Although administrators were pushing to be paid, the School had evidence that they were in dispute and could show that this was raised with the provider. The School Business Manager felt they were within their rights not to pay, but were still negotiating.

Kirklees have worked hard to support schools through the recent provider problems. They have promised to help the School get better speeds, though they will still be piggybacking from Spen's system. Negotiations with the LA had reduced the price of their 3 year contract, and a decision would need to be made shortly. The School Business Manager had wanted to bring this up with Governors before a decision was made.

**Q. How would our phone contract be affected if Spen decide to form a MAT?**

A. We did raise this with Kirklees and they saw no reason why this couldn't be negotiated. If Spen wanted to end the arrangement, they would still have to give us notice, and I am sure Kirklees would assist us if this happened.

**Q. Could we put that into the contract initially to save any later problems?**

A. We can look at including that if it is possible.

**Q. Will this contract be a favourable outcome for the budget?**

A. It will be at least £1,500 less than budgeted, but we may save more if we are not required to pay for last year's service or pay a reduced rate.

**Q. Does our Disaster Recovery Plan highlight strategic risks and plans if we did lose phone lines and internet connection?**

A. This is something we haven't included as yet. We do have paper registers but our communication to parents is all dependent on a broadband connection. It may be that we may need to consider buying a mobile phone in this instance but it is something we could get Darryl to look at. We will report back on progress to the next meeting.

**Q. How are staff reacting to the pressure on spend and Budgets?**

A. We talked to all staff and they were all very supportive. Staff are still coming forward with ways of trying to save money, but some are now finding the reality hard.

Mrs S Walker

Mrs P Cocker

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|      | <p>When they require resources we are encouraging them to ask other staff, and sometimes parents first. Parents recently donated books to school. We are being very cautious and staff need very good evidence to spend extra amounts. We are keeping the message going but on occasions we have made unplanned purchases when it has been essential.</p> <p>Mr Stone reported that he had contacted the Trust Heads regarding speaking to the journalist, but the decision had been made not to pursue this.</p> <p>(d) <u>3 Year Budget Projection (Minute 217 (b) refers)</u></p> <p>Mr Stone reported that on contacting Business in the Community he had found out that they did not work in this area.</p> <p><b>Mrs Drummond reported that she had met with Sarah Breeze regarding income generation. Miss Breeze had found that lottery bids were now becoming harder to win but would be happy to assist the School with any bids should they need it.</b></p> <p>The School Business Manager reported that there are not as many large income opportunities around but there are still some small awards to be had.</p> <p>(e) <u>Specialist Provision Funding (Minute 220 refers)</u></p> <p>Mr Cloughton confirmed that he had contacted Jo-Anne Sanders, Acting Service Director – Learning and Early Support and Mandy Cameron, Head of Service – Education Safeguarding and Inclusion as agreed. The School Business Manager would present more information regarding Specialist Provision costs later in the meeting.</p> |  |
| 233. | <p>At this point the agenda was taken out of order.</p> <p><b><u>BUDGET</u></b></p> <p>The School Business Manager tabled the following documents to the meeting:</p> <ul style="list-style-type: none"> <li>• Budgeting Profile (T5 to P06 – November),</li> <li>• Budget Profiling to Month 6 (2017-2018),</li> <li>• IT Plans and Projects 2017-2018 onwards,</li> <li>• Cash Flow to Balance to SAP,</li> <li>• Budget Monitoring Report T5.</li> </ul> <p>The Chair thanked the School Business Manager for her work in producing these documents, commenting that the addition of a variance shown in percentage terms for each item under SAP was particularly useful for Governors to highlight any changes in actual as opposed to projected budget.</p>   |  |

The School Business Manager reported that there were no issues to report as an alert. Some items were underspent but there were reasons for these. School had been cautious on spending and would continue in this way. She detailed some of the main points for Governors:

The projected figures included for teaching spend included teacher pay progression backdated to 1 September 2017 and also a 1% pay increase.

Mr Stone reported that he had heard rumours of this being higher, but to be backed up by money from the Government but this was yet to be confirmed.

More information was still awaited regarding the Apprentice Levy. The figure paid to this was accumulating each month.

Mr Stone reported that most organisations were running at only a 10% spend of the money paid in.

It was agreed that rising costs of taking on an apprentice, and the time needed to mentor and support, now means it is even harder to recoup the money.

A figure of £8,000 had been budgeted for unplanned works including the bin store but had been paid for by DFC funding to ensure as big a carry forward as possible. This figure should remain underspent as long as there was no emergency spend needed.

Backdated invoices received for electricity from 2016-17 have put that figure over budget to date. In real terms it may be underspent by the end of the year.

**Q. Water and Alarm costs are both 50% over. Why is this?**

A. This is due to the date on which invoices are received. We are billed quarterly so this can make us overspent in parts of the year until it evens out later in the year.

The School had signed up to an enhanced external HR support package, after the original amount for the standard package had been budgeted. This was decided on due to the prospect of severance and the current staffing position. It has already proved extremely useful, saving staff time in moving things along more quickly.

The School Business Manager reported that the Management Information System had been over budgeted by £1,000. It was unclear why this was so but meant a revised remain of £1,000.

Agency Teacher payments were still under budget, but School was just about to hit the busiest period for illness/absence.

**Q. Has the agreed policy on covering absence by other staff if at all possible, rather than supply, had an impact on teaching and learning within school?**

**A.** There had so far been very little staff absence. We have always tried to use cover supervisors, but now also have a SENCO who works out of class who can be used if we have advance warning of an absence.

Staff would much rather a class be covered with our own staff as they know the children and it is less disruptive to them.

Although it is expensive to have an out of class SENCO it does mean that classes can be covered, but also that meetings with Social Care etc. can be arranged more quickly.

The period is now coming up to test this policy and we do need to keep evaluating how teaching and learning is affected by this.

The Deputy Head Teacher reported that an issue had arisen around the cover supervisors both being in the same year group. It was responded to quickly, with them now working in different year groups, so that year group is not continually disrupted. She also reported that there were now two TAs within School who had Qualified Teacher status and this would also prove useful to cover a class on occasion.

The budget for ICT remains unclear due to the ongoing problems with the Broadband. It may well be much less than budgeted if the dispute with the administrators of the last provider results in a reduced/nil payment for the past year. School paid them in good faith the first year, but after this received diabolical speed and service. It was also discovered that School were overpaying in comparison with other schools and Spen. School feel we are within our rights to dispute the costs, and have looked at the amount which other comparable schools are paying and feel that would be a sensible minimum to pay. Negotiations were still ongoing.

Governors offered their full support to withhold any monies as the School Business Manager deemed fit for this issue.

The new contract with the LA for the current year should be less also.

The School Business Manager agreed to look into spend and figures for other Non-Government items. She would report back to Governors at the next meeting.

Nursery funding was similar figures to last year, with numbers being about the same, so should not show an impact as in previous years.

**Mrs S Walker**

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| 234. | <p><b><u>STAFFING</u></b></p> <p>The Head Teacher reported that a TA had resigned in Nursery, and an advert had been placed. This had now been filled by an ex teacher who had much experience, had previously done interventions and was a phonics expert, so this was a good outcome.</p> <p>A TA on maternity leave, due to return after Christmas, had requested to return part-time. This had been agreed, as the contract of another part-time TA is due to finish at the same time. As her contract will not be renewed, the Head Teacher reported that School can give the returning TA these hours. This had now been agreed and both TAs were to be notified.</p> <p>A TA in Specialist Provision would leave at Christmas to return to study but, as the unit is not full at the moment, the post had not yet been advertised.</p> <p><b>Q. How is the Jobshare split in Year 2 working out?</b></p> <p>A. This is working well. They meet midday on Wednesday to plan together. There have been no issues with continuity. They both seem very happy with the situation.</p>   |            |
| 235. | <p><b><u>TEACHER APPRAISAL REPORT 2016-17</u></b></p> <p>The document 2016/17 Appraisal Cycle – report to Governors – 15 November, was tabled to Governors by the Head Teacher. This was scrutinised by Governors.</p> <p>The Head Teacher pointed out that two teachers had requested assessment against the Upper Pay range. Following a rigorous process, with evidence based assessment, both had successfully met the criteria. This was the first time the process had been done at the School.</p> <p>The Deputy Head and Assistant Head Teacher, had successfully met appraisal targets and were to move one point on the leadership scale.</p> <p><b>RESOLVED:</b> That the Governing Body approve the above Upper Pay Range and Leadership Pay Range awards.</p> <p>Appraisal for support staff and teaching assistants would be a focus of development in the coming year. The Deputy Head Teacher would oversee this. It was agreed that Mr Stone would send some copies of generic appraisal forms used in his work to the Deputy Head Teacher to personalise as needed.</p> <p><b><i>Mr Stone was called away, and left the meeting at this point.</i></b></p> | Mr I Stone |

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| 236. | <p><u>SPECIALIST PROVISION</u></p> <p>The Head Teacher reported back from a recent meeting with the LA including Mandy Cameron.</p> <p>The School Business Manager tabled the document Budget Projection 2017-18 to 2020-21 Specialist Provision to the meeting. Governors scrutinised the figures.</p> <p>Details of the new funding formula were awaited from the LA.</p> |  |
| 237. | <p>The meeting returned to the order of the Agenda</p> <p><u>PUPIL PREMIUM EXPENDITURE</u></p> <p>This item was deferred to the next meeting.</p>   |  |
| 238. | <p><u>BENCHMARKING</u></p> <p>This item was deferred to the next meeting.</p>   |  |
| 239. | <p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>This item was deferred to the next meeting.</p>  |  |
| 240. | <p><u>REVIEW OF THE TEACHER APPRAISAL AND TEACHER PAY POLICIES</u></p> <p>This item was deferred to the next meeting.</p>   |  |
| 241. | <p><u>REVIEW TERMS OF REFERENCE OF THE FINANCE, RESOURCE AND STAFFING COMMITTEE</u></p> <p>This item was deferred to the next meeting.</p>  |  |
| 242. | <p><u>COMMITTEE SELF EVALUATION</u></p> <p>This item was deferred to the next meeting.</p>  |  |
| 243. | <p><u>STRUCTURE OF THE FINANCE, RESOURCE AND STAFFING COMMITTEE MEETINGS FEEDING INTO THE SCHOOL YEAR</u></p> <p>This item was deferred to the next meeting.</p>  |  |
| 244. | <p><u>SCOPE OF COMMITTEE POLICY REVIEW</u></p> <p>This item was deferred to the next meeting.</p>   |  |



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| 245. | <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, 7 March 2018<br/>Agenda item: Disaster Recovery Plan</p> <p>(ii) Wednesday, 16 May 2018</p> <p>(iii) Wednesday, 4 July 2018</p>   |  |
| 246. | <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>236. <u>SPECIALIST PROVISION</u></p> <p>Which should read:</p> <p>The Head Teacher reported back from a recent meeting with the LA including Mandy Cameron.</p> <p>The School Business Manager tabled the document Budget Projection 2017-18 to 2020-21 Specialist Provision to the meeting. Governors scrutinised the figures.</p> <p>Details of the new funding formula were awaited from the LA.</p> |  |

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Chair  
7/3/18  
Date

