

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 Tuesday, 20 November 2018.

PRESENT

Mr D Claughton (Chair), Mrs P Cocker, Mr C Looker, 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
301.	<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>	
302.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>Several items were notified to be brought up under Any Other Business.</p>	
303.	<p><u>MINUTES OF THE MEETING HELD ON 4 JULY 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 4 July 2018 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>Minute 288 (a) (Budget)</u></p> <p>1st Paragraph should read:</p> <p>The Business Manager reported that she had looked into the use of the Apprentice Levy fund.</p>	

	<p>At the moment the criteria of courses available does not fit the school's needs. It may be that it could be used in the future.</p> <p><u>Minute 298 (b) (Data Protection Policy)</u></p> <p>3rd Paragraph should read:</p> <p>At the end of the contract for the 1st year with Data Tools for Schools, the School would still need a Data Protection Officer.</p>	
304.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Specialist Provision (Minutes passim)</u></p> <p>The Head Teacher reported that she had organised the consultation as agreed.</p> <p>(b) <u>Benchmarking (Minute 291 refers)</u></p> <p>The School Business Manager confirmed that she was still looking at funding streams, but after talking to other schools, had found that they were also finding this funding had become scarcer. She would report back to the next meeting on this issue.</p>	Mrs S Walker
305.	<p><u>SPACE ISSUES IN SCHOOL HALL AND NURSERY</u></p> <p>The Head Teacher reported that this was an ongoing issue. The Nursery building was a 25 years old pre-fabricated building which would not last forever. It had recently been surveyed, and was found to be in good order, for its age. Internal decoration had recently taken place, but the single glazed widows meant it could be cold in winter.</p> <p>The Hall was now too small for the number of children within School. Jo-Anne Sanders, Service Director – Learning and Early Support from the LA had suggested that the Specialist Provision Unit could be used in the future for the Nursery.</p> <p>Governors discussed the issue and felt it would be sensible to forward plan on this issue. Possibilities would be explored. Governors would add Use of School Space as a standing item for this Committee.</p> <p>The Head Teacher commented that there would not be an option to replace the pre-fabricated building with the same as it could no longer be craned into the space.</p>	

	<p>RESOLVED: That the Chair would contact Jo-Anne Sanders regarding future use of the Specialist Provision Unit space.</p> <p>The Head Teacher reported that, after a recent leak, there was a strong smell remaining in the classroom affected. The School Business Manager had reported this on several occasions over a 3 month period, but it was still not resolved. The LA had visited to inspect on several occasions.</p> <p>It was thought that the product used on the roof had failed, leading to the leak, and had been replaced with a new product. The LA had predicted that the smell would lessen but this had not been the case. After visiting the classroom Governors agreed that the smell in the classroom was unacceptable, and felt that a solution needed to be found by the LA.</p> <p>The Head Teacher would continue speaking to the LA regarding this issue.</p>	<p>Mr I Stone</p>
306.	<p><u>SPECIALIST PROVISION</u></p> <p>The Chair reported that the decision had been approved in principle at an LA cabinet meeting. A four week representation period of formal consultation had now started. If there were any formal objections, these would be taken into account.</p> <p>The Head Teacher reported that the LA had sent a letter out to parents dated 6 November 2018. Another letter was published on the school website. No other communications had been received.</p> <p>Q. Once the process is complete and the final decision has been made, presumably to close, what further impact do you expect to see in School?</p> <p>A. The issue will then be resolving the budget and we are not sure as yet how that will be calculated.</p> <p>Q. Is the room currently empty?</p> <p>A. No it is being well used for Yr2 group work, a calm down space and a meeting room.</p> <p>Governors discussed the school website and what could currently be done, before the process was complete, to inform parents of the current situation.</p>	

	<p>It was agreed the website would be updated to inform prospective parents that the school was not currently admitting children into SP as a formal consultation was underway to close the Unit.</p> <p>Governors also agreed to keep Specialist Provision as a standing item on the agenda for the time being.</p>	<p>School Business Manager</p>
307.	<p><u>30 HOURS NURSERY PROVISION</u></p> <p>The Head Teacher reported that some developments had been made in the Nursery. Currently numbers were low so only the morning session was being held, with staff being used in other areas in the afternoon. When figures were looked at for Christmas and Easter starters, running the afternoon session still did not appear viable due to the numbers.</p> <p>It was agreed to look into providing 30 hours Free Nursery Provision.</p> <p>The School Business Manager attended a course which proved very useful. It seemed the birth rate for this year was low, but providers offering 30 hours were inundated.</p> <p>The Nursery would run 9am-3pm to fit in with the school day. The cost of sessions for those not eligible was also researched locally and the rate for the afternoon session was decided on.</p> <p>A questionnaire had been sent to parents asking for interest and also to ascertain how many may be eligible, also whether they thought the charges reasonable.</p> <p>The Head Teacher reported they had been inundated with replies, with a lot eligible for the 30 hours funding.</p> <p>It had been decided that children would bring their own lunch and would eat in small groups in the hall while staff are setting up.</p> <p>Staff had been asked about the routine and expectations and all seemed very keen and understood the fact that they would not get a full hour for lunch.</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>At the moment they would be full in the morning with about 20 in the afternoon.</p>	

	<p>In September they would be able to fill the 30 hours eligible children first before those ineligible or those doing less hours.</p> <p>The School Business Manager reported that the Nursery had lost £10,500 this term. The total for the year would have been £13,000-£14,000 without action.</p> <p>However, offering 30 hours they would break even by the Spring Term then may even be slightly in front.</p> <p>Governors welcomed the changes and also recognised the non-financial gain to school with children getting a good start in Nursery before starting Reception.</p> <p>The Head Teacher reported that the new Nursery Teacher was on board with the changes and was making great improvements to the provision.</p> <p>It was agreed the changes would start from January. A banner had been ordered to advertise outside school and information would be placed on the website.</p> <p>Governors thanked the School Business Manager and Head Teacher for all the work which had gone into researching this.</p> <p>It was agreed that an item would be placed on the next agenda of this Committee to report progress on this issue.</p>	
308.	<p><u>GENERATING INCOME – REPORT FROM MRS S WALKER</u></p> <p>This was covered at Minute 304 (b).</p>	
309.	<p><u>TA APPRAISAL POLICY – UPDATE</u></p> <p>The Head Teacher reported that at the end of the Summer Term all Teaching Assistant staff had talked briefly to last year's teacher about the performance and development.</p> <p>Meetings had now started with TAs and management teams. They had all been set 2 targets which relate to the SIP. The first relating to supporting the emotional well-being of pupils and staff. The second relating to supporting a group. They had all then been set a third personal target relating to their own performance and development.</p> <p>Previous to these meetings, the Leadership Team met to ensure consistency for all Support Staff.</p>	

	<p>LD will have an overview of all appraisals to identify any common threads, and any overlap in support needed. A training schedule can then be put together. A suggestion box for training suggestions has been provided.</p> <p>The first training course to be held will cover promoting well-being, resilience and supporting children with difficulties.</p> <p>The next step would be to introduce appraisals for other support staff. The system used would be modified and it was hoped to start this process within this school year. The Head Teacher would report back to the next meeting on progress of this issue.</p>	
310.	<p><u>TEACHER APPRAISAL REPORT 2017-18</u></p> <p>The document, 2017/18 Appraisal Cycle 20 November, was tabled to Governors by the Head Teacher.</p> <p>The Head Teacher reported that all teaching staff had been set three targets. They had all been set 2 targets which relate to the SIP. The first relating to supporting the emotional well-being of pupils and staff. The second relating to Reading and Writing.</p> <p>The third target was personal and would depend on the individual performance and development needs. If Teaching and Learning needed to improve then this would be set otherwise another personal target could be agreed between the Leader and the Teacher.</p> <p>Progress was monitored closely, with interim meetings held throughout the year. Staff knew in advance that they are responsible for bringing along evidence to these meetings.</p> <p>Governors scrutinised the information provided.</p> <p>Q. Are there any major concerns within these figures?</p> <p>A. No. Staff are conscientious and take the process seriously, as it is also now linked to pay.</p>	
311.	<p><u>SELF EVALUATION FORM, POLICY REVIEW SCHEDULE</u></p> <p>The Chair reported that work was still ongoing on this issue. He would look through the matrix which covered duties for Governing Bodies. There was a need to ensure that the duties were more evenly distributed between the Committees.</p> <p>This item would be discussed at the next meeting.</p>	<p>Mr I Stone</p>

312.	<p><u>REVIEW OF THE TEACHER APPRAISAL AND TEACHER PAY POLICIES</u></p> <p>The documents Teacher Pay Policy Sept 2018, Teacher Appraisal Policy, Classroom Observational Protocol and Application for Upper Pay Range had been previously circulated to Governors.</p> <p>The Head Teacher reported that the Policies required school to have Classroom Observation Protocol and Application Form for Upper Pay Range in place.</p> <p>Governors reviewed the documents.</p>	
313.	<p><u>BUDGET MONITORING</u></p> <p>The School Business Manager tabled the documents Budget Profiling to Month 7, Cash Flow Balance to SAP and Budget Monitoring Report to Governors.</p> <p>The School Business Manager highlighted the main points from the Budget Profiling document, which included the following:</p> <p>She explained that the pay awards had adversely affected the budget. A pay grant was awarded for Teachers Pay, but it had not entirely covered the costs of the increases. There was however still a revised remain of over £8,000 in respect of Teacher staff costs.</p> <p>A loss in the Autumn term for the nursery was likely to amount to around £10,000.</p> <p>But with the introduction of places for 30 hours free funding, it may break even by the Spring Term.</p> <p>There were still some groundwork jobs to be completed.</p> <p>£10,000 was included in the Learning Resources budget to allow for one Pupil Permanent Exclusion tariff, which thankfully did not occur.</p> <p>New phones were budgeted for but were supplied for free.</p> <p>A contingency was still being held for the unpaid charge for Broadband. The school had been in dispute with the providers when they went into administration. Some charges had been paid. The school had been in touch with the administrators and were awaiting developments.</p> <p>£500 was anticipated from Friends of Headlands so more than that was a bonus.</p>	

	<p>The Carry Forward stood at £82,176.00</p> <p>The Chair thanked the School Business Manager for her information.</p>	
314.	<p><u>STAFFING</u></p> <p>The Head Teacher tabled the document Staffing 2018/19 to Governors.</p> <p>She pointed out the changes to staffing roles.</p>	
315.	<p><u>PUPIL PREMIUM EXPENDITURE</u></p> <p>The School Business Manager had previously circulated the document Pupil Premium Strategy 2017/18 with drafts of an update.</p> <p>The Head Teacher reported that the update showed details of a review and the impact measured of spend.</p> <p>The Head Teacher would complete the draft inserts and send this out to all Governors.</p> <p>She reported that she would look at improving access to after school clubs for PP children.</p>	Mrs P Cocker
316.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>The School Business Manager had previously circulated the document Feedback from Health & Safety Inspection Exercise carried out on August 2018 to Governors.</p> <p>The exercise had shown that there was a need for some forestry work to be undertaken. Teachers always carried out a risk assessment before using these areas.</p> <p>There had been no near misses, but some minor incidents had occurred recently and the LA advised where necessary.</p>	
317.	<p><u>GOVERNOR TRAINING</u></p> <p>One new Governor had booked onto the Induction for Governors.</p>	

318.	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>IT Plans and Projects 2018-2019 Report</u></p> <p>A report on IT within school provided by Daryl Lievesley had been previously circulated to all Governors. Governors scrutinised the document.</p> <p>Q. How do we get from this overview of IT, to pinning down the costs?</p> <p>A. The Head Teacher replied that this was done within meetings with Daryl. Priorities and costs were discussed. We formulate a forward plan.</p> <p>The School Business Manager reported that some whiteboards would need to be replaced. A plan had been put together to replace the worst ones first, and maybe to switch some around in the interim. Although 14 needed replacing, this must be phased due to warranties etc. Four would be replaced before the end of the school year.</p> <p>(b) <u>Declarations of Interest</u></p> <p>The School Business Manager requested that Governors complete these all at the same time, so the school website can just be updated annually, unless there are any changes.</p> <p>(c) <u>Budget Papers on Office 365</u></p> <p>The School Business Manager reported that she would forward the Budget Papers to Office 365, for all Governors to scrutinise.</p>	
319.	<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, 13 March 2019</p> <p>Agenda items: Self Evaluation Form, Policy Review Schedule. Support Staff Appraisal. Use of School Space. 30 Hours Nursery Provision. Specialist Provision.</p>	

	Wednesday, 15 May 2019 Wednesday, 3 July 2019	
320.	<u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u> 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.	