

Kirklees Directorate for Children & Young People

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 the School at 5:30 pm on Wednesday, 10 November 2021.

PRESENT:

Mr C Looker (Chair), Mr D Claughton, Mrs A Dunn, Mrs S Marshall

In Attendance:

Ms N Bell (Minute Clerk)
Mrs S Walker (School Business Manager - SBM)

The meeting opened with a prayer by Mrs S Marshall

Agenda Item	Discussion and Decisions	Action – who/date/ action
1.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Mrs G Wright has tendered her resignation as a Governor.</p> <p>There were no declarations of interest.</p>	
2.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The following items were notified to be brought up under any other business:</p> <ul style="list-style-type: none"> • Safeguarding – outside school • Feedback on Governor paperwork 	
3.	<p><u>MINUTES OF THE MEETING HELD ON 30 JUNE 2021</u></p> <p>RESOLVED: That the minutes of the meeting held on 30 June 2021 be approved and signed by the Chair as a correct record.</p>	
4.	<p><u>MATTERS ARISING</u></p> <ol style="list-style-type: none"> 1. Risk register action was completed and will be discussed at a future meeting – 2022. 2. Governor Self-evaluation – this will be sent to Mrs Dunn for info. 	<p>Add to agenda for 2022</p>

5. BUDGET MONITORING

Mrs Walker had circulated all relevant paperwork prior to the meeting.

She was thanked for her work on the relevant documents.

Headlines included the following:

1. Discussed various quotes that have been gathered for investment in resources and premises work.
2. Some changes that have been established.
3. The importance of linking the budget more robustly to the SDP.
4. A review of the different budget allocations has been completed.
5. The projections delivered at this stage have been difficult based on the number of changes made since the start of Term.

Mrs Dunn highlighted that there are lots of changes in year that impact on the different budget allocations that were set at the start of the financial year.

Mrs Walker talked through the budget to date which is updated to month 6, September 2021, including:

- Recalculation of Teachers and TA budget.
- Furniture costs will be increasing – including the stage, chairs for the hall (for adults).
- Energy costs are volatile at the moment.
- Income:
 - Sports premium 7/12th is coming in as budgeted
 - Catering – universal FSM grant has come in
 - Covid recovery payments
 - Tutoring funding
- External Professional Fees, including:
 - HR and Legal advice – a number of hours are bought for the year. This may need to be increased. Increased funding has been added.
 - Curriculum – new external IT service will be trialled for 3 months following the resignation of IT Manager. Website re-design will also debit this area
 - Mock SIAMs inspection pencilled in with Lee Talbot which includes CPD for staff.

Mrs Dunn updated Governors on the proposal for the new website and the positive impact it will have on communications with all stakeholders.

Governors discussed some issues that have been noted from the current website. It was noted that lots of updating is required to reflect the current ethos of the school and to make it fully compliant.

	<p>Virement's between budget headings will be revisited at the next meeting in March.</p> <p>Questions were invited:</p> <p>Q: New initiatives linked to the SDP – what is the net effect on the budget? A: We have included what we know in the Month 6 update. The good carry forward allows us to do this. The school-led tutoring grant will be clawed back if not utilised. It is really difficult to provide this given limited availability of external provision, we have asked current staff to do before and after school sessions.</p> <p>Q: Salaries – will there be Teacher pay increases? A: Not this financial year.</p> <p>Q: IT Charges, does it include the hardware? A: No this is a separate budget line. They are coded differently.</p> <p>Q: Part of the IT role we had was strategic, will the new company deal with this? A: Yes, however, the admin parts of his role will be distributed to more relevant people.</p> <p>Q: Will the new company supply everything we will require, including MIS, remote learning platform, disaster recovery and back up? A: We will ensure that they do.</p> <p>ACTION: Mr Cloughton will send an email of his specific questions to Mrs Walker.</p> <p>Q: £10,000 funding for the Library, is there an update? A: Reading is really high profile, we have spent £9,000 already on a new phonics system to enhance the early reading provision. KS1 Library will be developed. KS2 – Junior Leaders from Y6 will lead on pupil voice to develop feedback from pupils.</p> <p>The chair thanked Mrs Walker and Mrs Dunn for the helpful accompanying notes.</p>	<p>Mr Cloughton</p>
<p>6.</p>	<p><u>REVIEW AND APPROVAL OF TEACHERS APPRAISAL AND TEACHERS PAY POLICIES</u></p> <p>Governors noted these policies were published via Kirklees on 9/11/2021.</p> <p>RESOLVED: That Governors approved these policies based on the appraisal process being completed in-line with their contents.</p>	

7.	<p><u>TEACHER APPRAISAL REPORT AND PAY RECOMMENDATIONS</u></p> <p>Mrs Dunn was thanked for her robust reporting.</p> <p>Highlights from the report were given by Mrs Dunn. It was noted that although in most cases objectives were not met, this was due to the pandemic and because they were not adjusted at interim review.</p> <p>Q: What is the appraisal process for non-Teaching staff?</p> <p>A: We will hope to align support staff to Teaching, however this will be done next appraisal year. An interim measure will be looked at for this current year.</p> <p>Q: What evidence will you use to move someone through to the upper pay scale?</p> <p>A: Having whole impact across school is a key factor, as is consistently being a role model for peers in the classroom.</p> <p>Q: 5 x staff have not applied to go through UPS, can you advise why not?</p> <p>A: It is individual choice, the criteria for working in UPS as discussed is different. They also would need to request the review at the start of the appraisal year.</p> <p>Q: What is the spread of Teachers across the pay scale compared to other schools?</p> <p>A: We do not have as many as other schools on the Upper pay scale.</p> <p>RESOLVED: That Governors agreed to all the proposed pay increases for the staff brought to the review.</p>	
8.	<p><u>DEDICATED HEADSHIP TIME</u></p> <p>Mrs Dunn advised she is working towards having 1 day every 2 weeks where she can work at home.</p> <p>Governors were fully supportive of this.</p>	
9.	<p><u>STAFFING</u></p> <p>Mrs Dunn had distributed an update on staffing to Governors, this covered resignations, external and internal appointments, changes made to contracts due to MAT leaves.</p> <p>A temporary HLTA has been recruited to support consistency across school.</p> <p>Some changes to the SLT have meant a post is now available around Maths leadership. This will be a TLR 3, advertised internally.</p>	

	<p>The data is strong for Maths but there is staff development to be completed.</p> <p>Some temporary changes in contracts have been issued to support gaps in Teaching due to MAT leave.</p> <p>Mrs Dunn was thanked for her update</p>	
10.	<p><u>USE OF SCHOOL SPACE</u></p> <p>(a) <u>Nursery Building</u></p> <p>Some further surveys had been required by Kirklees, a quote to add the building onto the school was determined by Kirklees to be too high. Nothing further has happened at this time.</p> <p>ACTION: Mrs Dunn / Mrs Walker to speak to Martin Wilby for a further update. This will be reported at next Full Governor meeting.</p> <p>(b) <u>Summer Works</u></p> <ul style="list-style-type: none"> • Roof repairs have been completed. • Lighting in KS 2 was completed successfully. • Summer works from summer 18 have finally been completed over October half term. 	SW / AD
11.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p> <p>Governors looked at and discussed the logs.</p> <p>Q: Is it flags that people are falling over? A: No, we are monitoring that issue.</p> <p>Q: What value can we get from this document, there are so many variables, is it the best use of effort? A: Ofsted are interested in this type of data, but importantly what have we done about it.</p> <p>ACTION: This information will be brought to Governors with focus more on the outcome and impact of data analysis.</p>	AD
12.	<p><u>HEALTH AND SAFETY</u></p> <p>Governor monitoring report and outcome of the 2021 internal health and safety audit.</p> <p>Mr Looker gave a verbal update on his Internal audit. This will be brought to Full Governors.</p> <p>Mrs Walker was thanked for her reporting from her H & S walkaround with the caretaker.</p>	

13.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Safety for Staff</u></p> <p>Mrs Marshall brought up an issue with staff leaving the building during dark hours.</p> <p>Mrs Walker advised that lone working staff are told to lock the carpark gates after school. Further fencing and gates are being looked at to give extra security for both the school day and staff leaving.</p> <p>ACTION: review the lone working policy.</p>	AD
14.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the dates of future meetings are to be confirmed.</p>	
15.	<p><u>IMPACT STATEMENT</u></p> <p>Governors agreed that impact had been seen in the following items:</p> <ol style="list-style-type: none"> 1. Financial monitoring 2. Pay award discussion 3. Staffing updates 4. Health and Safety 	
16.	<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>	

The meeting closed at 7:35 pm

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