

# HUNSLET CARR PRIMARY SCHOOL RESOURCES COMMITTEE MEETING

Minutes of the meeting held on Tuesday 15 March 2016 at 4.30pm

**PRESENT** Kevin Birkin (Chair) Martin Lumb (Headteacher)  
Olamide Ayemowa Julie Billings

**IN ATTENDANCE:** Susan Comer - Clerk – Governor Support Service  
Christine Rayner – Office Manager

1.00	<b>APOLOGIES</b>	<b>ACTION</b>
	<ul style="list-style-type: none"><li>• Apologies were received and accepted from Pamela Reed and Yvonne McMullen.</li></ul>	
<b>2.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
2.01	<b>Resolved:</b> <ul style="list-style-type: none"><li>• That the minutes of the meeting held on 2 December 2015 were agreed as a correct record and that the Chair be authorised to sign.</li><li>• There were no matters arising from the minutes.</li></ul>	
<b>3.00</b>	<b>MONITORING AND EVALUATION OF THE SCHOOL DEVELOPMENT PLAN PRIORITIES AND IMPACT OF STRATEGIES USED.</b>	
3.01	<p>The Chair reported that he had met with the Headteacher on 25 February 2016 the following issues were highlighted:</p> <p><u>Teaching Standards</u></p> <ul style="list-style-type: none"><li>• During lesson observations and performance management it has become clear that two teachers are not performing at the ofsted 'good' standard that the school expects. One of the teachers is being supported by an advanced skills teacher. The chair is happy with the way in which the Headteacher is approaching the issue.</li><li>• The Chair is happy that everything else within the development plan is how it should be.</li></ul> <p><u>The governors asked the following questions:</u> Q – Are the teachers the same ones who had been flagged up during the book scrutiny exercise? A – Yes. Both are being supported. One of the teachers is working with a mentor in order to meet the standards for NQT (newly qualified teacher status) but at present there are no plans to keep him at the school once his temporary contract has expired.</p> <p>Q – Is this why he doesn't have an advanced skills teacher supporting him? A – Yes, there is only access for one advanced skill teacher and we placed her with the permanent member of staff where the school would see the benefits of the support.</p>	

The Headteacher stated that the remainder of the teaching staff are performing good or better.

#### **4.00**

#### **SCHOOLS FINANCIAL VALUES STANDARD (SFVS)**

##### **4.01**

The Headteacher with the assistance of Christine Rayner presented the report, copies of which had been circulated previously. The school is meeting all required standards.

The Headteacher invited governors from this committee to attend the meeting held to be held on 21 April 2016 to review the budget.

#### **Resolved**

- That the SFVS be agreed and sent to the Education Finance department of Leeds City Council.

#### **5.00**

#### **BUDGET**

##### **5.01**

The Headteacher distributed an update of the budget for the first eleven months to the governors and informed them that he will be meeting with the Finance Officer on 21 April to discuss the full year budget, the results of which will be presented to governors at the Resources committee meeting to be held on 21 June 2016.

The governors asked the following questions:

Q – Why are the supply costs currently at 102% (employee costs refers)?

A – The school has struggled to recruit teaching assistants for two children with specific special needs so the school have recruited through an employment agency, also there is a supply teacher currently being engaged to support three staff required to carry out TLR duties.

The Headteacher informed governors that the supply costs will continue and some funds have been moved from the contingency amount to cover the costs.

Q – Can you explain what is covered under “other staff” on the report (employee costs refers)?

A - The previous Headteacher is currently engaged as a consultant for the school to ensure that the changes to the Teaching Assistant (TA) contract, implemented last year is having an impact on the school improvement plan.

The Headteacher explained to Governors that the TA's have a meeting each morning with the Teacher where objectives are set for the day; the consultant attends these meetings and then returns to observe if the objectives have been met.

Q – How are we tracking the benefits of the consultant?

A – A folder which can be found on the office desk records the effective use of the TA's, there are notes on observations as well as information on how the objectives have been met, the data shows a success rate of improvements in TA's work from 62% in November to 90% in March 2016.

The SIA also gave positive recent feedback regarding the work of the TA's.

Q – Are these benefits being seen in real terms through improvements in pupil progress.

A - Early indication are that they are. Full picture will not be known until summer term but the data recently obtained and scrutinised by SLT has shown an improvement on the same point in previous years (February data).

Q – The figure for ground maintenance looks low (premises costs refers), is the cost of the new playground included in this figure?

5.02 A – The figure shown is for the employment of a local gardener, the playground costs come under the heading of building repairs.

Q – The figure for catering and milk income is showing at 131% why is this so high?

A – The school receives money from the breakfast club so the figure will reduce once this has been received.

The Headteacher updated the governors on projects that had been discussed at the full governing body meeting held on 19 January 2016:

- The early year's canopies – planning permission has been held up due to the requirement of a mining survey.

A governor asked the following question:

Q – Is there a cost involved in the survey?

A – Yes a small one.

Q – Can the information be obtained from the Land registry?

A – LCC request that the surveys be carried out.

- Playground – the first deposit has been paid and the school are looking for a mutually agreeable start date. The cost of the playground is £50,000 which is included in the Building repairs and maintenance figure of £208,060.
- Allotments – the work to build the allotment will go ahead next week. The Headteacher showed the governors plans of the proposed allotment.
- Outside classroom in the playground – the Headteacher showed governors plans highlighting that there is to be a line of large plastic dividers in the shape of pencils erected to separate visitors entering the school from the children in the playground. A Start date is to be agreed.
- Gates – The Headteacher informed governors that all gates now require badge access improving the security of the school.
- Year 1 classroom – work on the classroom will be completed over the half term holiday.

5.03 The Headteacher brought to the governor's attention the need for a larger staff room and is considering some ideas.

The Chair thanked the Headteacher and staff for their hard work.

6.00

## **POLICIES**

Copies of the policies had previously been circulated to governors.

6.01

### **Health and Safety Policy.**

A governor asked that E Cigarettes be added to the policy as not permitted anywhere on the school site alongside Cigarettes.

The Headteacher agreed to make the amendment and informed governors that he had asked that all staff refrain from smoking within sight of the school and children. Parents had also been asked not to smoke outside of the school.

Head

A governor asked the following question:

Q – Has an alternative provision for staff who smoke being made?

A – No, staff are asked to smoke only out of sight of the school.

#### **Resolved:**

- That the Health and Safety policy be agreed subject to the addition of the E Cigarette amendment.

6.02

### **Probationary Policy.**

The Headteacher highlighted to governors the main areas of the policy.

#### **Resolved:**

- That the probationary policy be agreed.

6.03

### **Lettings and Charging Policy.**

A governor asked the following question:

Q – Previously the rate charged to hire out the hall has been lower than the rate recommended in the model LCC policy, is this still correct?

A – This is unknown, but there is a feeling that if the school charged more it would be out of some groups reach financially and it's often our school's children who benefit from using the hall.

#### **Resolved:**

- That the Lettings and Charging Policy be agreed.

6.04

### **Sickness Absence Management Policy.**

The Headteacher informed the governors that the policy is a copy of the recommended LCC policy for managing sickness absence.

#### **Resolved:**

- That the Sickness Absence Management Policy be agreed.

6.05

### **Emergency Closure Policy.**

The Headteacher informed governors that all of the senior leadership team are aware of what to do in the absence of the Headteacher.

A governor asked the following question:

Q – Does the school have a contingency plan for extended absence?

A – The school are trying to find a suitable venue which will accommodate 580 people and is not too far away. The

Headteacher would welcome any suggestions.

**Resolved:**

- That the Emergency Closure Policy be agreed subject to A suitable establishment for extended absence be in place before the next full governors meeting.

**7.00**

**STAFFING**

7.01

**Staffing changes**

The Headteacher made governors aware that a member of staff is looking to return home to Northumberland in the near future. Another member of staff is to take maternity leave at the end of September 2016.

The Headteacher is to meet with the senior leadership team to discuss recruitment.

7.02

**Central record of recruitment and vetting checks.**

Christine reported to the governors that the Single Central Record (SCR) has been approved by the Chief Safeguarding Officer.

7.03

**Disqualification by association.**

The Headteacher reported that there are no members of staff who fall into this category.

**8.00**

**PAY REVIEW COMMITTEE REPORT**

8.01

The Headteacher informed governors that all teachers had completed their performance management review and had been informed of the outcome.

The review highlighted that two out of sixteen staff were not currently performing at the required standard as reported earlier.

The Chair and resourcing committee to arrange a date with the Headteacher for his performance management review.

Chair/  
committee

**9.00**

**ANY OTHER URGENT BUSINESS**

No further issues were raised.

**10.00**

**DATE AND TIME OF THE NEXT MEETING**

It was agreed that the next resources committee meeting would be held on Tuesday 21 June 2016 at 5.00pm.

The Chair closed the meeting at 5.45pm