

# HUNSLET CARR PRIMARY SCHOOL RESOURCES COMMITTEE MEETING

Minutes of the meeting held on Wednesday 23 November 2016 at 4.00 pm

**PRESENT** Kevin Birkin (Chair) Martin Lumb (Headteacher)  
Olamadie Ayemowa (from item 3) Sarah Gardener  
Pam Reed

**IN ATTENDANCE:** Susan Comer - Clerk – Governor Support Service  
Annette Simpson (JESS Targeted Service Lead) (item 3 only)  
Trevor Carbutt (Premises Manager) (item 13 only)  
Elisa Whitfield (KS1 Leader and PE coordinator) (item 5 only)

1.00	<b>APOLOGIES</b>	<b>ACTION</b>
	There were no apologies	
<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 21 June 2016 were agreed as a correct record and that the Chair be authorised to sign.</li></ul>	
2.02	<b>Matters arising.</b>	
2.02.1	<u>Finance – review of income and expenditure (minute 4.00 refers)</u> The Headteacher informed governors that the year five boy's toilets' have been updated with a new floor, lighting and mirrors. Further replacement of the cubicle doors and bowls will be carried out in April 2017.	
2.02.2	<u>Annual inspection of premises and grounds statement (minute 7.04 refers)</u> The Headteacher informed that the new fire alarm system has been installed.	
<b>3.00</b>	<b>UPDATE ON JESS CLUSTER</b>	
3.01	Annette Simpson presented to governors the projects currently carried out by the cluster which include the following: <ul style="list-style-type: none"><li>• Healthy relationships for children witnessing domestic violence</li><li>• 'Speak easy' which supports parents to speak to children about issues including sex education.</li><li>• Strengthening families and communities through supporting families with setting basic routines, setting boundaries and encouraging healthy relationships.</li></ul> The aim is to reach as many children as possible and has links to other services. Reviews are ongoing every four to six weeks for families but need to be sustainable for families once support is withdrawn. Annette informed governors that her role is supervisory, supporting Family Support Officers who are working directly with families,	

children and young people.

Annette asked governors to consider continuing with the cluster; her offer is to include delivering training to staff to share skills and resources as well as looking at the referral process for schools and the time taken to make referrals for therapeutic services.

Olamadie Ayemowa arrived at 4.10

Annette to send the offer to governors once completed.

The Chair requested clarification from the Headteacher that the cluster offers value for money, to which the Headteacher confirmed that £28,000 is to be given to the school to cover support and last year the school would have spent £47,000 on services if not part of the JESS cluster.

The school will be required to buy in for two or three years to enable stability and create long term plans.

### 3.02 Governor questions:

Q – As the school is an active user of therapeutic support, will we have an impact on the changes to the referral process?

A – Yes, the school's input would be welcomed. The offer is going out to Head teachers to ask what is missing and what needs to change and be developed.

Q – Will the offer depend on which schools buy into the offer?

A – If not enough schools buy in, the cluster will have to assess how the service is delivered.

Governors to discuss the offer at the next full governing body meeting on 18 January 2017.

Annette to return to school to meet with the inclusion team and discuss what should be included in the offer.

The governors thanked Annette for her presentation.

## 4.00 **ADOPT FINANCIAL REGULATIONS**

### 4.01 **Resolved:**

- That the Financial regulations and Standing Order regulations be adopted.
- The Chair be authorised to sign.

## 5.00 **MONITOR THE PRIORITIES IN THE SCHOOL IMPROVEMENT PLAN ASSIGNED TO THIS COMMITTEE.**

5.01 The Headteacher informed governors that the School Improvement Plan is written but no decision has been made on which committees are monitoring the priorities.

Governor questions:

Q – Are there any areas which we should be concerned about?

A – The Senior Leadership team (SLT) are currently three members down due to sickness so some projects are being suspended for the time being.

There followed a discussion regarding the wellbeing of the Headteacher due to his increased workload following the long term absence of the majority of the SLT.

It was agreed that the Headteacher will contact staff at partnership schools to ask for temporary leadership support.

Head

**6.00 ENSURE PUPIL PREMIUM AND PRIMARY SPORTS FUNDING ARE USED TO OVERCOME BARRIERS TO LEARNING.**

6.01 Pupil Premium

The Headteacher presented the pupil premium report due to the sickness absence of Faye Pashby.

The report indicated events that had taken place and their costs, following the identification of barriers to learning for individual pupil premium children.

The report included all of the soft and hard data for monitoring and the impact that the interventions have had.

The data shows that the pupil premium children are showing improvement by the end of key stage one.

The governors agreed that the pupil premium report was very clear and asked that the Headteacher thank Faye for her hard work.

6.02 Sports Premium

Elisa Whitfield reported to governors the impact made by the sports premium funding which includes the following:

- Funding has been used for gymnastic coaching and last term a girl won an individual gold medal in gymnastics and a bronze in the team event.
- There are a variety of extra-curricular clubs which all children are encouraged to attend.
- Two service level agreements have been purchased with Active Leeds, which give access to competitions' within the cluster and South Leeds Academy. These have been very successful.
- Children are given the opportunity to try new sports such as trampolining and golf.
- A teaching resource 'Real PE' has been purchased and is very successful. It allows all children, including SEND children, to take part in sport.
- The school is to become a beacon school for the Real PE programme due to the commitment of the school.
- 'Family Funs' involve parents in activities.

The Governors thanked Elisa for her presentation and the good work being carried out within the team.

## **7.00 CONSIDER LATEST MONTHLY REPORTS FOR OVERSIGHT OF EXPENDITURE**

7.01 The Headteacher presented the month seven budget report, a copy of which was issued to governors prior to the meeting. The following adjustments were highlighted:

- The 'other staff' recorded in Direct Employee Costs has been re-coded to Other Services as it covers consultancy and music teacher costs.
- There is an overspend on Teaching Assistants following the appointment of a new teaching assistant. This is due to the arrival of nineteen new children to the school, fourteen of which were SEND.
- Building Repairs had some unexpected costs following the repair to the walls of reception and year four classrooms which were showing signs of damp.
- Curriculum is showing an overspend following the requirement to increase the number of classes from fifteen to sixteen. A new classroom has been furnished and new books purchased.
- Catering costs have increased due to the replacement of broken equipment and the purchase of a waste disposal system.
- Other Services increase in costs includes the appointment of an English Consultant working with the school on phonics at a cost of £3,000 for two days consultancy. The Consultant is to return to help the school with reading.

The Headteacher informed that the overall variance is minimal and is offset by the additional income of £94,000 for the new arrivals.

There followed a discussion regarding the high supply cost following the high sickness levels of staff. Sarah Gardener to meet with the Headteacher to investigate strategies to reduce sickness levels.

S.G

## **8.00 REVIEW PUPIL NUMBERS AND THE EFFECT ON THE BUDGET**

8.01 As discussed in item 7.00, there were nineteen new children received to the school during the Autumn term. The income of which is £94,000.

## **9.00 POLICIES**

9.01 The Headteacher reminded governors that all approved policies can be viewed on the website.

## **10.00 REVIEW STAFFING LEVELS, VACANCIES AND SUCCESSION PLANNING**

10.01 The Headteacher informed governors that the insurance for teaching and office staff has been renewed.

## 11.00 PAY REVIEW COMMITTEE REPORT

11.01 The Headteacher informed governors that the performance management cycle went well for all staff.

### Governor question:

Q – Have all staff been given feedback and has it been accepted?

A – Yes, support plans are in place where required and are being monitored.

11.02 Following a recommendation from the School Improvement Advisor, the Headteacher requested an interim payment be made to himself and the Deputy Headteacher for leadership roles undertaken.

### Governor question:

Q – Would the payment affect the budget?

A – There will be a saving in teaching costs this year due to the insurance payments made to cover the cost of the Assistant Headteacher's absence.

### **Resolved:**

- That an interim payment be made of two points to the Headteacher and Deputy Headteacher in recognition of work done and improvements made to the school, to be backdated to September 2016.
- That the Chair makes the necessary arrangements with Christine Rayner for payments.

Chair

11.03 The Headteacher requested that governors agree to the review of the pay structure for the school which is currently set for 250 pupils. The school currently has 480 pupils. Governors agreed that the pay structure should be reviewed.  
The Headteacher to discuss the change to the pay structure with HR.

Head

## 12.00 APPROVE AN ANNUAL PLAN FOR EDUCATIONAL VISITS TO BE APPROVED ON THE ON-LINE EVOLVE SYSTEM.

12.01 The Headteacher referred governors to the 'Experience List for each year group 2016/17' issued to governors prior to the meeting. Governors agreed with the experiences offered to all children.

## 13.00 PREMISES UPDATE, INCLUDING WORKS COMPLETED DURING THE SUMMER.

13.01 Trevor Carbutt presented the 'Health and Safety Audit' report and the 'School Improvement Plan', a copy of both were tabled. The following points were discussed:

- There were no red items on the audit.
- Finger guards to be fitted to all doors

- A risk assessment has been carried out on the balcony.
- Manual handling training to be delivered to all staff.
- Following the audit, Trevor will continue to carry out a monthly walk around the school.

Governor question:

Q – How was the damp problem managed and is there any risk of further problems or structural issues?

A – The work carried out should last for ten to fifteen years.

Trevor to obtain a quotation for a survey to help with long term planning.

The governors thanked Trevor and his team for the reports and their hard work.

**14.00 ANY OTHER URGENT BUSINESS**

14.01 Governors agreed that £600 for the 'Key for Governors' website is value for money and should continue.

**15.00 DATE AND TIME OF THE NEXT MEETING**

15.01 It was agreed that the next resources committee meeting would be held on Wednesday 22 March 2017 at 4.00pm.

The Chair closed the meeting at 6.25 pm

TC