

HUNSLET CARR PRIMARY SCHOOL RESOURCES COMMITTEE MEETING

Minutes of the meeting held on Wednesday 21 June 2017 at 4.00 pm

PRESENT Kevin Birkin (Chair) Martin Lumb (Headteacher)
Olamide Ayemowa Carla Foster
Sarah Gardner

IN ATTENDANCE: Susan Comer - Clerk – Governor Support Service
Trevor Carbutt (Premises Manager) (items 12 and 13 only)
Christine Rayner – Business Support Manager (from item 4 until item 12)

1.00	APOLOGIES	ACTION
	No apologies were received.	
2.00	MINUTES OF THE LAST MEETING	
2.01	Resolved: <ul style="list-style-type: none">That the minutes of the meeting held on 22 March 2017 were agreed as a correct record and that the Chair be authorised to sign	
3.00	MATTERS ARISING	
3.01	<u>Matters arising – minute 3.02 refers</u> Sarah Gardner to meet the Headteacher on 13 July 2017 to discuss the staff wellbeing survey results.	SG
3.02	<u>School budget – minute 6.01 refers</u> Sarah Gardner to meet with the Headteacher on 13 July to discuss insurance and staff absence.	SG
3.03	<u>Central record of recruitment and vetting checks – minute 9.01 refers</u> Carla Foster confirmed that she had received the previous three months budget reports. Christine Rayner entered the meeting at 4.05	
4.00	CONSIDER AND MONITOR THE RESOURCING OF PRIORITIES IN THE SCHOOL IMPROVEMENT PLAN	
4.01	The Headteacher presented the School Improvement Plan 2016-17 updated 06 June 2017, a copy of which was issued to governors prior to the meeting. The following points focussed on priority two - <u>To maintain the proportion of teaching rated good or better to at least 89% of which 22% would be outstanding</u> were highlighted: <ul style="list-style-type: none">The majority of the priorities were green indicating completion.Two teachers had left the school since September. Year three were being taught by a long term supply teacher who had	

received opportunities to study lessons delivered by outstanding teachers. He was also being supported by Faye Pashby.

- £14,000 had been spent on CPD this year. A CPD questionnaire had been issued to staff to assess effective and ineffective courses to ensure the courses attended in the future have an impact on Pupil Premium children.
- Assessments for writing, reading and maths were due to take place to inform next year's teachers. initial indicators show that year one were predicted to have a phonics pass mark of 81%, year two were predicted to have performed as good as or better than last year, problems with year three will be addressed in the coming year, 75% of year four were predicted to meet expectations, year five had done very well this year and year six SATs were predicted between 50 and 60%
- Homework had been a success with the use of badges issued each term for the completion of homework.
- The latest teaching overview which measured teaching overtime was shown to governors on screen and indicated that the majority of staff had met or were on track to reach their targets. 90% of teachers were good and 20% were outstanding

Governor questions:

Q – Will the CPD budget be affected by the cuts to Pupil Premium funding next year?

A – There will be a requirement for more training next year due to the appointment of new assistant head teachers, two new teachers and two NQTs so the CPD budget will be increased to £15,000 next year.

Q – Is the Headteacher confident that the learning assessments are consistent?

A – Three staff members meet and carry out book scrutiny, the work of years two, four and six had also been moderated with Sharpe Lane and New Bewerley so the Headteacher was confident that the assessments were correct and consistent. All new staff were to be trained on the assessment system.

Q – Was there any consistency on the lessons which were observed to assess teaching?

A – A range of English and Maths lessons were observed with the teachers given the option which was to be observed.

The Chair asked that the governor's thanks be passed onto the teachers for their hard work over the year.

5.00 CONSIDER LATEST MONTHLY REPORTS FOR OVERSIGHT OF EXPENDITURE

5.01 The month one report of spending had been issued to governors prior to the meeting. The following points were discussed:

- The supply staff spending had reached 71% due to £45,000 cost of long term supply requirements.
- Refuse and cleaning budget had been purchased as a bulk package.

The Headteacher reported that the school had given notice of its SLA with Leeds Cleaning Services (LCS) from July 2017. Four cleaning staff to be TUPE from LCS to the school payroll from September 2017. A cleaning site supervisor to be appointed in the new academic year.

6.00 APPROVAL OF THE NEW SCHOOL BUDGET, INCLUDING THE FUNDING OF SCHOOL DEVELOPMENT PLAN PRIORITIES AND THE STAFF STRUCTURE TO SUPPORT THIS

6.01 The Headteacher and the Chair had met on 23 May 2017 to ratify the budget; a copy of the report was issued to governors prior to the meeting. The following points were highlighted:

- The school will see a reduction in budget during the next two years.
- Parents had been informed of a cost increase to milk issued to children to £21 per year.
- Parents had been informed of a cost increase to school meals to £2.40 per meal. The school had previously charged £2.10 per meal and had subsidised the additional 30p per meal.
- The appointment of a school attendance officer was ongoing.
- The Headteacher informed governors that attendance was currently 95% (target 96%)

6.02 Resolved:

- That governors agree to accept the new school budget.

7.00 POLICIES

7.01 Governors had received copies of the policies to review prior to the meeting. The following policies were ratified:

- Whistleblowing Policy
- Data Protection Policy
- Freedom of Information Policy
- Staff Disciplinary Policy
- Staff Grievance Policy
- Staff Code of Conduct

8.00 ENSURE SCHOOL MEETS THE REQUIREMENTS OF THE EQUALITY ACT 2010: SCHEDULE 10, PARAGRAPH 3

8.01 The Headteacher requested a copy of the guidance document from GSS.

To be discussed at the next meeting.

Clerk

Agenda

9.00 REVIEW STAFFING LEVELS, VACANCIES AND SUCCESSION PLANNING

- 9.01 The Headteacher had received two requests from teachers on maternity leave for a reduction in hours on their return to school which were accepted by the Chair. The Chair to notify the teachers of the decision. Chair
- 9.02 Recruitment to replace M. Turner to take place on Friday 23 June. Ian Cunningham (governor) to attend interviews. HT
- 9.03 Recruitment for a year three teacher took place on 16 June
- 9.04 One teacher to begin maternity leave in October, two teachers' currently on maternity leave to return in January 2018.
- 9.05 Two student teachers had been successful in securing NQT positions.
- 9.06 The school had lost £180,000 SEND budget for 2017/18. The current twelve temporary support staff contracts were due to end on 31 August 2017. After a recruitment exercise, seven staff were issued with new contracts.
- 9.07 A member of the office staff to retire at the end of term. A new member of staff had been appointed for the front desk.
- 9.08 Yvonne McMullen to retire as the child protection leader and Breakfast Club leader from the end of the term. Yvonne will continue to work with the Nurture intervention for two days per week. Carrie Parish to take over the child protection leader role. Recruitment to take place for Breakfast Club Supervisor.
- 9.09 Carol Mitchell to return to her classroom role. Recruitment for Attendance Officer was open to all staff to declare an interest.

Governor questions:

Q – Carrie Parish is to take over the child protection leader role; will this have an impact on her parent support role?

A- There are currently eight families being supported by Carrie in her parent support role, three of these will be child protection. CPOMS is to be used which will support Carrie with her role in both capacities.

Q – Carrie has made a great impact on parental engagement within EYFS. Will the new role take her away from this focus?

A – Yes but the new assistant head teacher will hopefully bring new ideas on how to continue the good work with parental engagement. Carla Foster (EYFS link governor) to meet with the EYFS assistant head teacher to discuss ideas. CF

Q – Can the Headteacher explain why French teaching is missing from the 2018/19 budget?

A – French, music, the allotment and extra maths and english lessons are in the budget for 2017/18 but there will have to be a decision made for the 2018/19 budget to continue with funding.

10.00 ENSURE THAT A CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS IS KEPT AND UPDATED AND INCLUDES WHETHER A CHECK WAS MADE TO ESTABLISH AN INDIVIDUAL IS NOT SUBJECT TO A PROHIBITION ORDER OR AN INTERIM PROHIBITION ORDER.

10.01 The Headteacher informed governors that regular checks are carried out on the central record. All office staff are confident of where the information is stored and what to do with any changes to the record. The Headteacher tabled copies of the standardised record for governors to observe.

11.00 ENSURE SCHOOL COMPLIES WITH THE STATUTORY GUIDANCE ON DISQUALIFICATION BY ASSOCIATION

11.01 The Headteacher informed governors that all checks for disqualification are updated by him when required.

Christine Rayner left the meeting at 5.00 pm.

Trevor Carbutt entered the meeting at 5.00 pm.

12.00 PREMISES UPDATE, INCLUDING WORK TO BE COMPLETED DURING THE SUMMER

12.01 Trevor Carbutt presented an update on the SEND house, copies of House costings and budgets and a Container Hire invoice were issued to governors prior to the meeting.

The house renovation had been delayed due to electrical issues which have been given an estimated eight month timescale to resolve. LCC to be contacted to discuss possibility of altering the design of the building to prevent the delay.

The initial expected cost was £130,000.

The school were experiencing high levels of anti-social behaviour possibly attracted by the ongoing building work on site. The inclusion team were currently using a container to carry out the work with SEND children.

12.02 The Headteacher tabled a list of jobs to be carried out over the summer:

- The staffroom toilets to be renovated
- The nursery toilets to be reconfigured
- The emergency lighting to be completed
- A programme to replace finger guards on doors to be initiated.

Governor question:

Q- Are any changes to the playground to make it more accessible for disabled children being planned?

A – There were insufficient funds in the budget to make changes to the playground.

Costs for renovation to be investigated. To discuss at the next Resources meeting.

13.00 UPDATE ON HEALTH AND SAFETY

13.01 T.Carbutt presented his report; Health and Safety Audit Outcomes For The Red High Risk Area, a copy of which had been issued to governors prior to the meeting. The following points were highlighted:

- All red rated items had been completed, 27 amber rated items to be completed by the end of June 2017. Minor rated works to be completed by the end of July 2017.
- Sharpe Lane Primary school had attended lockdown training and would be passing on recommendations to T. Carbutt for the school to have a lockdown procedure in place.
- The fire audit had taken place and T.Carbutt reported that the school were up to date with the requirements.

The governors thanked T.Carbutt for his ongoing hard work maintaining the school.

14.00 REVIEW OF THE COMMITTEE'S EFFECTIVENESS AND IMPACT AND IDENTIFICATION OF PRIORITIES FOR THE COMING YEAR

14.01 The governors agreed that the committee had been effective in the following areas:

- The recommendation that the SLT be restructured to provide more SLT support to the Headteacher
- Governors had provided positive challenge within meetings.
- A session between Sarah Gardener and the Headteacher will inform staff insurance and staff welfare.
- The committee had been aware of school finance and were confident that the school had been able to manage the budget and will continue to do so in the future.

14.02 Governors agreed that the priority of the committee for the coming year would be to continue to support and challenge the Headteacher, and to visit the school regularly.

15.00 ANY OTHER URGENT BUSINESS

15.01 Following the full governing body meeting governors requested an update on the size of school lunches. Governors were informed that the meal sizes were set by the LA. The Headteacher agreed to contact Leeds City Catering to request guidelines on portion sizes and to investigate costs of obtaining an external audit. To be reported to governors.

15.02 Sarah Gardner agreed to represent the Resources Committee in the policy review working group.

15.03 The Headteacher informed governors that there had been an increase in the anti-social behaviour carried out in the school grounds during weekends and evenings which had resulted in damage to windows, classrooms and graffiti on buildings. Anti-vandal slime had been painted onto walls and railings and a security company were visiting the school each evening. Police had been informed and had delivered an anti-social assembly to children in school.

A local resident had made a complaint to the school following a broken window to his property before school. Requests had been made to parents to ensure that children do not arrive at school before 8.30 when the school gates were opened.

The Headteacher to attend a local residents meeting.

HT

16.00 DATE AND TIME OF THE NEXT MEETING

16.01 It was agreed that the next resources committee meeting will be held on Wednesday 22 November 2017 at 4.00pm.

16.02 The Chair closed the meeting at 6.00 pm.