

- 3.04 Educational Visits (minute 13.01 refers)
The Headteacher agreed to forward dates of future school visits to Sarah Gardner to allow her to attend visit
- 4.0 **CONSIDER LATEST MONTHLY REPORTS FOR OVERSIGHT OF EXPENDITURE**
- 4.01 At Month 10 it was expected that spend against some areas of the budget would be at 84%.
- 4.02 Cost for supply staff were currently at 100% and learning support staff at 120%. The Headteacher advised that actual spend was higher as the budget had been increased to £178,710 from £103,710 and it was anticipated that total spend would be £200,000.
- 4.03 The Headteacher explained the overspend was linked to teacher absence. In addition, three of the school's six HLTAs were also absent which was not insured either. Teaching Assistants were also affected as their posts were not covered when they were absent but the posts of those who provided one to one support, fifteen in total, needed to be covered and Teaching Assistants were not insured either. The Chair queried what alternative cover options were available and whether the Alliance could be approached to create a pool of teachers to provide cover within schools. The Headteacher advised he proposed to employ one teacher more than was required in school as the cost of employing the teacher would be lower than payments for cover.
- 4.04 The Headteacher further explained that insurance cover, provided through the Local Authority, only provided cover from the fifth day of absence and not from day one which meant that recouping costs for cover for the HLTA's difficult as they were usually absent for two to three days, returned to work and then were absent for a further period of time.
- 4.05 A governor suggested the school reconsidered taking out insurance cover for the HLTAs. The Chair recommended that the data for the previous three years was analysed to identify patterns in their absence. Sarah Gardner agreed to review the information and asked that the costs of insurance premiums and cover were also provided. The Headteacher pointed out that all of the 40 TAs in school would need to be insured as they could only be insured as a group and the 15 1:1 TA's who provided one to one cover could not be insured on their own.
- 4.06 **A governor queried how the school would ensure the additional teacher was kept engaged to ensure they did not leave school.** The Headteacher explained this teacher would be used to teach full time in school to replace a member of staff who had requested a change to their working pattern and a reduction in their hours.
- 4.07 Governors discussed the background to the request from this

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member of staff, which had previously been discussed by Sarah Gardner and the Headteacher in detail, along with the action being taken to resolve the issue.

4.08 The only other area of overspend were the charges from Yorkshire Water.

4.09 The Headteacher highlighted the overspend had impacted on the carry forward figure which had been reduced from £184,000 to £100,000 over three years and reduced the option of any overspend during the following two years. A governor pointed out the need to also consider the impact of the improvement plan from Ofsted.

5.0 COMPLETE A SELF ASSESSMENT AGAINST THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS) BY 31 MARCH 2018

5.01 Copies of the SFVS had been circulated to governors prior to the meeting.

5.02 The Headteacher explained the document had been updated and was based on the SFVS of the previous year.

5.03 There were no questions raised and the SFVS was approved. The Headteacher agreed to ask the Office Manager to submit the document would be submitted by the Office Manager.

6.0 DRAFT AND APPROVE THE NEW SCHOOL BUDGET, INCLUDING FUNDING SCHOOL IMPROVEMENT PLAN PRIORITIES AND THE STAFF STRUCTURE TO SUPPORT THIS

6.01 The Headteacher confirmed the budget setting meeting was scheduled to take place on 26 April 2018 at 1.00 p.m. The Chair requested he was present at the meeting.

6.02 Details of additional costs for work in school had been circulated prior to the meeting for information. The Chair suggested work on the list required to fulfil the school's legal obligations, for example the replacement of the main fuse board and completing the installation of emergency lighting, be carried out before other cosmetic works on the list.

7.0 POLICIES TO REVIEW AND APPROVE

7.01 The Headteacher confirmed the following policies had been reviewed by the Policy Review Group. Governors were asked to read through the policies to ensure they had a general understanding of their content.

- Capability of Staff
- Disciplinary Procedures and Policy
- Induction Policy
- Maternity, Paternity and Adoption Leave Policy
- Pay Policy
- Probationary Policy
- Selection and Recruitment Policy

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- Sickness and Absence Policy
- Staff Appraisal Policy
- Staff Equality and Diversity Policy
- Staff Grievance HR Policy
- Volunteering Policy
- Whistleblowing Policy

7.02 As it had a direct affect on the budget, the Charging and Remissions policy had been referred to the Resources committee for approval. Governors reviewed and approved the policy.

Resolved

- That the Charging and Remissions policy be approved.

8.00 STAFFING

8.01 Details of forthcoming staffing changes had been circulated prior to the meeting.

8.02 A governor asked how the retirement of Graham Abbott would affect the staffing structure. The Headteacher confirmed the school would ensure his retirement would make a minimal impact on the school but would have a positive effect on the budget. As Graham had been with the school for 22 years, the Chair suggested his retirement was recognised by the full governing body.

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8.03 Martin Stenton had visited the school's Safeguarding Lead who had confirmed the schools Single Central Record was checked periodically.

8.03.1 The schools compliance with the guidance for Disqualification by Association had also been reviewed. The Headteacher provided a detailed explanation of the background to one case identified as part of the review and how this was being dealt with by the school. The Chair queried whether the declaration was revisited on a regular basis. The Headteacher confirmed the disclosure was a one time declaration and the onus was with employees to update the school of any changes. A governor asked if it was possible to add the Disqualification by Association to other checks carried out. The Chair suggested staff were asked to sign to confirm whether any details had changed when the annual Staff Handbook check was carried out. Governors agreed.

9.00 PAY COMITTEE REPORT ON MID YEAR PERFORMANCE MANAGEMENT REVIEWS FOR TEACHERS AND THE HEADTEACHER

9.01 The report on staff performance for Spring 2017-2018 had been circulated prior to the meeting.

9.02 A governor commented that more categories had been rated Outstanding, shown green on the table, on the previous report. The Headteacher pointed out that categories highlighted yellow were Good and demonstrated that the school knew their staff. The Headteacher further highlighted that where categories were brown,

Needs Improvement, but was labelled Meeting, this would be reported as yellow in the next report which would result in more categories being reported as yellow at the end of the year.

9.03 The Chair asked whether there was any concern that the categories in yellow were not progressing to outstanding and were lapsing. The Headteacher confirmed he had no concerns about this and any teachers with multiple categories in brown were on support plans. The Chair queried how long the support plans had been in place. The Headteacher advised the plans had been in place since Christmas and their work had improved but due to the support put in place. A governor pointed out this demonstrated their output was better but that they had not improved. A governor queried whether the teachers were new. The Headteacher confirmed both teachers concerned were new on one year temporary contracts.

10.00 ENSURE THERE IS AN ANNUAL INSPECTION OF PREMISES AND PRIORITIES FOR MAINTENANCE AND DEVELOPMENT ARE IDENTIFIED

10.01 With the agreement of governors, this item was moved from item 10 on the agenda.

10.02 The Headteacher confirmed work on the house extension was due to start on 2 April 2017. As the work had been planned to commence in November 2017, the Chair queried whether costs had increased due to the delay in the start of the work. The Headteacher advised that some of the budget may have been spent on furniture but that this would be used in the house.

11.00 HEALTH AND SAFETY

11.01 With the agreement of governors, this item was moved from item 8 on the agenda.

11.02 The school's Health and Safety Audit form had been circulated prior to the meeting. The Headteacher confirmed all areas highlighted red in the report, indicating they were a priority, had been actioned.

12.00 ANY OTHER BUSINESS

12.01 There were no other items raised.

13.00 DATE OF NEXT RESOURCES MEETING

13.01 The next meeting of the committee would take place on **Wednesday 20 June 2018 at 4.00 pm.**

The meeting was closed by the Chair at 5.20pm.