

4.05 Health and Safety (minute 10.01 refers)
The Headteacher informed governors about significant problems relating to the standard of a number of fire doors around the school which would need to be replaced. A number of contractors had been approached to provide quotes but only one had responded with an estimate of £1500 per double door.

The School's Premises Manager had also contacted the Fire Safety Officer at Leeds City Council who had visited the school on Monday 26 November 2018 and agreed to fund the work as part of the Council's 2019 Fire Door Replacement Programme. The Fire Safety Officer had confirmed what school needed to do during 2018-19 to ensure that the doors would meet the safety standard until replacements could be provided as part of the programme in 2019.

A governor asked if the school needed to take any action to mitigate any risks in the meantime.

The Headteacher reported that work was required on two doors immediately at a cost of £5,000 but the Local Authority had agreed to meet half the cost, the remaining £2,500 would need to be found from the school budget. Governors agreed that the work should be completed as soon as possible.

4.06 Committee effectiveness (minute 11.01 refers)
The Chair confirmed that a statement of governing body effectiveness had been published on the school website.

4.07 School Improvement Programme (SIP) (minute 13.02 refers)
The Chair confirmed that the SIP had been discussed at the Full Governing Board meeting in July 2018.

5.00 **CONSIDER LATEST MONTHLY REPORTS FOR OVERSIGHT OF EXPENDITURE**

5.01 The Month 7 budget report had been circulated prior to the meeting. The following points were highlighted and discussed.

5.02 Staff absence
Governors noted that staff absence remained high and was having a significant impact on the budget.

In response to a question from a governor the Headteacher advised that absences were covered by insurance and the costs covered by the policy which amounted to two thirds of the actual cost should be reimbursed to the school in Month 8 and 9.

5.03 Supply staff
98% of the budget for supply staff had been used due to the significant amount of staff absence. The Headteacher also pointed out that the teachers who had been placed in reserve at the beginning of the year were now teaching children to cover those absences.

A governor asked whether placing substantive teachers in classes had more impact on teaching and learning than employing a supply teacher.

The Headteacher confirmed that this was the case and this could be evidenced by book scrutiny and behaviour analysis reports.

The Chair observed that continuing pressure on the supply budget would need to be carefully monitored and there would be a clearer picture relating to all elements of the staffing budget when the Month 10 and 11 figures were available.

The Chair asked how the redeployment of the EAL teaching to cover staff absence had impacted on the children they supported.

The Headteacher reported that no more than two sessions had been missed each week for the EAL children who the teacher normally taught and that the vocab she was due to deliver was delivered in class by the child's normal teacher.

5.04

Training and recruitment

The budget currently stood at 98%. Governors noted that a significant amount of training had taken place at the beginning of the year and no further training was planned before the end of March 2019.

Governors noted that a number of recruitment exercises were planned and this would have a significant impact on the remaining budget for this year which was likely to result in an overspend.

The Chair updated members on the virtual meeting of the Committee where a discussion had taken place about replacing the Deputy Headteacher. The Committee had decided that rather than recruiting a replacement, a Personal Assistant to the Senior Leadership Team should be recruited. The Headteacher informed governors that an advertisement had been placed for a fixed term position.

The Chair observed that the savings associated with the plans to not recruit a new Deputy Headteacher must be used to the benefit of the children and not to cover the rising cost of supply.

5.05

JESS Cluster membership

The Governors asked for a report to be presented to the next meeting of the support received from JESS over a six month period. This would allow the Committee to discuss whether the school received value for money in terms of its £27,000 annual contribution.

Headteacher

5.06 Unofficial school funds
The Headteacher confirmed that the unofficial school fund account contained funds from for example, the school disco, breakfast club and school fair. He explained that the school used Parent Pay to collect these types of funds, a clear audit trail was in place and invoices were signed off by either himself the Deputy Headteacher or Jordan Clough.

6.00 SCHOOL FINANCIAL VALUE STATEMENT (SVFS)

6.01 A copy of the SVFS for 2017-18 had been circulated. Governors noted that all actions were green. A further update would be provided at the next meeting.

6.02 The Chair referred to the collaborative work undertaken in the past with the RAISE learning alliance and asked if this included collaborative purchasing.

The Headteacher reported that in the main the collaboration with RAISE was now in relation to moderation of books at Reception, Year 2, Year 4 and Year 6.

6.03 The Chair asked for an update on PE and School Sport Funding.

The Headteacher informed governors that the staff lead for PE and School Sport Funding had asked to be relieved of the responsibility and an advertisement for a new lead had been circulated to appropriate staff.

A further update would be provided at the next meeting.

Head

7.00 BENCHMARKING AND VALUE FOR MONEY

7.01 The Headteacher confirmed that the school benchmarks against other school on a regular basis either through the Head teacher and Office manager comparing costs with collaboration or cluster schools or through spending reports. He reported that a new photocopying system had been introduced which encouraged staff to think about the cost of every item they printed.

8.00 REVIEW OF PUPIL NUMBERS

8.01 The Headteacher referred to his report which had been circulated in advance of the meeting.

8.02 Governors noted that there were a significant number of spaces in Reception (11) and the Headteacher said that this reflected the position across a number of local schools. He added that in terms of funding the school lost £1,600 in funding per unfilled space.

8.03 Governors discussed options for attracting pupils to the school and were supportive of open days with a particular focus on attracting children in nursery to stay on into reception in the interest of consistency and continuity.

9.00 POLICIES FOR APPROVAL

9.01 Alcohol and drug misuse policy

The Headteacher confirmed the policy was a Local Authority model policy. Governors approved the policy.

Resolved:

- that the Alcohol and drug misuse policy was approved.

10.00 STAFFING AND RECRUITMENT

The draft staffing list for 2018-19 had been circulated prior to the meeting. The following points were highlighted and discussed.

10.02 The Headteacher informed governors that the school's newly qualified teachers would be subject to a Local Authority audit in terms of the effectiveness of their induction and this would take place in the first week of January 2019. A report would be provided at the next meeting.

Head

10.03 A governor asked if any data was available on the attrition rates for teachers across the school and the wider Local Authority.

The Headteacher said that the school did not keep local data and he was not aware that any figures were available for the Local Authority.

10.04 Governors were disappointed to see that a number of staff had resigned this term some with immediate effect.

The Headteacher provided assurance that staff had resigned for a variety of reasons but none were the result of anything that had occurred in the school.

10.05 Governors discussed the proposed recruitment campaigns to fill vacant posts and agreed there would be implications for the budget but thought that it would be manageable.

Sarah Gardner confirmed that she was available to form part of a recruitment panel on 17 and 18 December 2018 if required.

Governors discussed the advantages of placing multi advertisements for some posts and the Headteacher agreed to consider whether this was appropriate for any advertisements placed in the New Year.

Head

10.06 Governors suggested that it might be useful to benchmark the school's retention rates against other local schools to see if staff turnover figures varied significantly. They also agreed that the school should conduct exit interviews and the Chair agreed to compile a list of proposed questions and share these with Committee members.

Chair

The Chair agreed to contact all members of the Full Governing Board to seek expressions of interests to conduct exit interviews by telephone with individual members of staff.

Chair

11.00 PAY REVIEW REPORT FROM THE PAY REVIEW COMMITTEE INCLUDING THE HEADTEACHER'S APPRAISAL

11.01 Anonymised performance information had been circulated prior to the meeting.

11.02 The Headteacher reported that all staff had been issued with a letter to explain how the performance management system would operate next year and how objectives would be measured and monitored. An anonymised sample letter was shared for information.

The report was noted and no questions were raised.

11.03 Headteacher's performance review

The Chair advised that the review was scheduled for 17 December 2018 so this item should be deferred to the next meeting.

Agenda
next
meeting

12.00 EDUCATIONAL VISITS

12.01 The Headteacher confirmed that the school used Evolve for school visits.

13.00 PREMISES UPDATE

13.01 A premises report for July to November 2018 had been circulated and was noted.

14.00 HEALTH AND SAFETY UPDATE

14.01 The Headteacher provided a verbal update report. He reported that vandalism had been increasing around the school including broken windows and some episodes of anti-social behaviour.

In response to a question from a governor he confirmed that the police had been contacted and a request made for an increase in the patrols made by Community Police Officers.

15.00 MONITOR THE IMPACT OF GOVERNMENT GRANT FUNDING

15.01 Pupil Premium Strategy

The Headteacher confirmed that the strategy had been updated and published on the school website.

15.02 PE and sports premium

This had been covered under Item 5.

15.03 SEND

Governors discussed the possible impact on future SEND funding as a result of the changes in the inclusion provision at the school. The Headteacher said he was confident that there was sufficient evidence to demonstrate that strategies were in place which justified SEND funding.

16.00 ANY OTHER BUSINESS

16.01 None raised.

17.00 DATES OF NEXT RESOURCES COMMITTEE MEETING

17.01 13 March 2019 at 4.00pm.

The meeting closed at 6.00pm