

**HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY
RESOURCES COMMITTEE**

Minutes of the meeting held on Tuesday 26 November 2019 at 4.00pm

PRESENT	Jon Hairsine (Chair)	Martin Lamb (Headteacher)
	Olamide Ayemowa	Sarah Gardner
	Minoti Parikh	

IN ATTENDANCE: Liz Thornton, Clerk – Governor Support Service

		ACTION
1.00	APOLOGIES	
1.01	All members of the Committee were in attendance.	
2.00	DECLARATIONS OF INTEREST	
2.01	There were no declarations of interest made in any items on the agenda.	
3.00	ELECT A COMMITTEE CHAIR	
3.01	Jon Hairsine had been elected as Chair of the Committee at the Full Governing Board meeting on 17 September 2019.	
4.00	MINUTES OF THE LAST MEETING: 23 MAY 2019	
4.01	Resolved: <ul style="list-style-type: none">That the minutes of the meeting held on 23 May 2019 were approved and the Chair was authorised to sign them.	
5.00	ACTIONS AND MATTERS ARISING	
5.01	There were no actions or other matters arising from the minutes.	
6.00	FINANCE AND VIREMENTS UPDATE	
6.01	The Headteacher presented the budget report which had been circulated in advance of the meeting. He advised that the report was based on a recent review meeting with the Local Authority Finance Officer. He highlighted key variances and virements for the 2019/20 budget under the following headings:	
	Expenditure	
6.02	<u>Employee Costs</u> Employee Costs projected for the overall year were anticipated to be £103k more than projected in April 2019 for the following reasons: <i>Supply costs –overall £15k more than anticipated</i> <ul style="list-style-type: none">Supply costs are larger than expected due to the length of time taken to recruit a HLTA to cover classes. After re-advertising the post the successful candidate would start in December 2019.In addition the long-term illness of one member of teaching staff and two members of the Teaching Assistant staff had impacted on the supply budget.	

Teaching Assistants - £96k more than anticipated

- The financial model assumed that there would be five Teaching Assistant redundancies from January 2020. In line with the new SEND model agreed with the Local Authority to represent the best practice expected for SEND.

The Headteacher reported that the process of implementing the model has not begun as anticipated partly due to the uncertainty around the position of the current SENCo.

The impact of this delay has been calculated at a cost to the school budget of £50k

- The increase in salaries and contributions of 2% had increased the TA costs by £46k

Overall this means an increase in Teaching Assistant Costs of £96k more than anticipated in April 2019.

6.03 Staff Related Costs

Insurance

As the staff reductions had not taken place the school was still being charged insurance premiums for six members of staff who would have otherwise not been in the school. As a consequence insurance costs were £3.6k more than anticipated in April 2019.

Training and Recruitment

The majority of these costs related to training for subject leaders linked to the increasing focus on the wider curriculum from Ofsted. There had been relatively minimal Recruitment.

Training Costs were £3k more than anticipated in April 2019.

6.04 Premises Costs

These costs were higher than anticipated for two reasons.

Buildings, Repairs and Maintenance

The Headteacher highlighted some unexpected costs relating to electrical safety of £26k which meant premises costs were £16k more than anticipated in April 2019. A detailed report had been circulated and was noted.

For this reason other non-essential maintenance schemes had been put on hold.

Governors suggested that the Headteacher consider reviewing the management and responsibility for health and safety inspections and maintenance schedules which they felt could be delegated to rather than the Headteacher taking primary responsibility.

Rates

The school now pays rates on the house and as its use has been

Headteacher

officially changed, these costs have increased. Governors noted that due to the way the rebate system worked this money would be refunded in April 2020 however currently the cost of rates were £3k more than anticipated in April 2019.

6.05 Other Supplies and Services

These costs were £30k higher than anticipated for four main reasons:

Interim SENCo

- Salary costs for the Interim SENCo since March 2019. As a contracted worker she invoiced the school for her service each month. The expectation was that she would be employed by the school until April 2020 and possibly beyond.

A governor asked for the school to check whether as a contractor she was subject to the IR35 tax regulations.

Fusion HR

- The school had to employ Fusion HR to undertake two investigations during the past three months. The cost of these investigations, hiring rooms, clerking meetings etc. totalled a combined cost of £12k with further costs anticipated.

As a result of this expenditure other plans for the Music Service and working with a local artist had been postponed.

Overall other services costs were £18k more than anticipated in April 2019.

REACH

The cost of sending pupils who require specialist behaviour provision to REACH had escalated to over £22k so far in this financial year.

The school had written to the Local Authority to ask for the majority of this money back as two of the three children attending REACH had Educational Health Care Plans naming Springwell as their preferred school but due to the waiting list at Springwell these two children were attending REACH at a cost of £800 a week.

Overall this meant that Local Authority Support Services were £8k more than anticipated in April 2019.

Educational Visits

This financial year the school had spent twice as much as expected on Educational Visits for the children.

- This included a Year 6 trip to London which due to the takeover of the East Coast Mainline meant that the train

Headteacher

tickets were over £1500 more than expected.

- The cost of these visits (or experiences in school) has been considered alongside the need to ensure the children's wider curriculum is as effective as possible and ensures the subjects are Ofsted ready.

Overall this meant that Educational Visit Costs were £8k more than anticipated in April 2019.

In summary the overall combined increase in costs for the reasons outlined above are £152k.

6.06 **Income**

The Headteacher reported that whilst the school's costs have gone up, there had also been increases in the amount of income received.

SEND

The school had received an increase of £20k to recognise the significant needs children entering the school had.

Other Government Grants

The 2.5% teacher's wage increase had been funded in 2019-20 and this was reflected in the school receiving £41k more in Government Grants.

Other Income

The rebate from the Local Authority regarding a child at Springwell has been factored into the budget and shown in Other Income and this increased the total in other income to £13k.

The overall combined increase in income for the reasons outlined above are £64K

6.07 **Summary**

In summary the Headteacher said that the budget had experienced unforeseen expenditure which had impacted on various allocations.

The overall impact of the increases to costs and income had been an in-year deficit of £88k.

Governors reviewed the three years of the budget model and noted that given the school's current staffing structure in future years there would be in-year surpluses of £138k and £84k This meant that the budget would be back in surplus by the end of April 2021.

The Chair thanked the Headteacher for his detailed report and governors agreed that there were no significant concerns about budget management within the school.

The Committee discussed the changes to the SEND and asked for assurance that the rationale behind it was in line with the Code of

Practice for SEND, the new Ofsted Inspection Framework and that staff would have the capacity to ensure that pupils with SEND had access to the broadest and deepest possible curriculum.

The Chair advised that the JRG and Pupil Support Committee had discussed and evaluated the proposed changes and there had been significant input and advice from the School Improvement Adviser. To ensure the changes would be appropriate and effective a SEND review had been undertaken in February 2019 by Patrick Kelly, SENSAP at the Local Authority. As part of that review Patrick had advised that the staffing structure in place should be reviewed to ensure that the school made the most of the Teaching Assistants it had to support the SEND pupils effectively.

The Chair and the Headteacher both agreed that as a result of a number of meetings between the Senior Leadership Team, School Improvement Adviser, governors and Patrick Kelly they were confident that the new proposal on how the school would organise and deploy its support staff would secure the best possible outcomes for pupils with SEND.

Benchmarking

- 6.08 The Headteacher advised that in previous years the Bursar had produced a best value report annually. It was agreed that this would be made available for the next meeting.

Unofficial school funds

- 6.08 The Headteacher advised that three members of staff were signatories on the account; the Bursar, Headteacher and Site Manager. The funds were audited by the Bursar at New Bewerley Community School.

7.00 MONITOR THE IMPACT OF GOVERNMENT GRANT FUNDING

7.01 Pupil Premium (PP)

The PP Strategy for 2019-20 had been circulated and included information on:

- Summary of the main barriers to educational achievement faced by eligible pupils of the school
- Schools PP grant allocation amount of £262,680
- How the school would spend it to address the barriers
- How the school would measure the impact in 2019-20 and the impact of the spending in 2018-19
- Date of the next review – which would be January 2020

Governors reviewed and noted the plan which had been published on the school website

7.02 PE and sports Premium

A number of reports had been circulated:

- Sports Premium strategy for 2018-19 – including impact of spending
- Spending forecast for 2019-20 – grant total £19.339

Governors reviewed and noted the report for 2018/19 and the plan

for 2019/20 which had been published on the school website

7.03 SEND

The Headteacher referred to the report on how the school planned to spend its SEND grant in 2019-20 and the impact of the spending in 2018-19.

He reminded governors that this had been discussed by both the JRG and Pupil Support Committees.

No questions were raised.

8.00 SCHOOL FINANCIAL VALUE STANDARD

8.01 The outcome of the assessment had been circulated. Governors discussed the remedial actions suggested.

- Achieve cost savings through joint purchasing – governors suggested that the school should consider approaching other schools in the local area.
- A governor to attend a budget setting meeting if possible – one governor would endeavour to attend a future budget setting meeting.

9.00 POLICIES FOR APPROVAL

9.01 Two policies had been circulated for approval:

- Teacher's Pay Policy
- Staff Appraisal

Both were standard Local Authority policies.

Resolved:

- Both policies were adopted as presented without amendment.

10.00 STAFFING AND RECRUITMENT

10.01 A copy of the school's staffing structure had been circulated and was noted.

10.02 The Chair spoke about the arrangements for filling the vacancy for a Senior Assistant Headteacher in January 2020. He said that there were currently three assistant Headteachers in school who would be eligible to apply and he had discussed the arrangements for advertising the post internally with the School Improvement Adviser and with the JRG.

The Headteacher declared an interest by virtue of the fact that his partner was one of the current Assistant Headteachers and would be eligible to apply for the Senior Assistant Headteacher post.

Governors discussed the need to ensure that the process was fair and agreed that all applicants should go through a comprehensive assessment and interview process even if there was only one applicant. The Chair agreed to be fully involved in the process which he hoped could be concluded before the end of term.

Resolved:

- Governors approved an internal advert for the post of Senior Assistant Headteacher with the aim of concluding the process to be if possible before the end of term and to include a full assessment and interview process.

10.03 The Headteacher updated governors on other staffing changes.

A teacher in year 1 had resigned and was leaving teaching. A new member of staff had been successfully recruited to start in January 2020.

The Headteacher had approved a request from a teaching assistant to move to four days a week to help with duties as a carer.

11.00 PAY REVIEW REPORT INCLUDING HEADTEACHER'S PERFORMANCE MANAGEMENT

11.01 The Headteacher advised that the SLT had met to discuss performance management and pay progression for teachers. He reported that all had met the required standard apart from one individual.

The Headteacher left the meeting.

11.02 Headteacher appraisal

The Chair reported that the Pay Committee had met to discuss the Headteacher's Performance Management and a report had been circulated in advance of this meeting. He added that the recommendation from the Pay Committee had also been discussed with the School Improvement Adviser.

The Committee discussed the recommendation contained in the report and the underpinning rationale.

Resolved:

- On the basis of the report from the Pay Committee it was agreed that the Headteacher should move one pay point up the pay spine.

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The Headteacher returned to the meeting.

12.00 EDUCATIONAL VISITS

12.01 The Headteacher explained that the school follows very closely the council's procedures for risk assessing and approving educational visits.

The school uses the council's electronic system of recording Educational Visits – Evolve and has a member of the SLT who has the responsibility for approving trips (Charlie Sharpe)

Sarah Gardner to arrange to come into school before the end of the academic year 2019-20 to meet with Charlie to discuss EVC responsibilities.

Sarah G

13.00 HEALTH AND SAFETY AND PREMISES

13.01 The Headteacher presented documents written by Jordan Clough, the school's Premises Manager to describe the actions taken since the Summer Resource Committee meeting to improve the school site.

The main discussions centred around the need for the school to bring the electric circuits in school to the new safety standards expected of a public building. This followed the findings from a report written by Joe Kelly electrics in June 2016.

The Headteacher reported that he is attending a training course on Feb 2nd 2020 that covers the responsibilities of a Headteacher regarding the Health and Safety of the school site.

The Headteacher also confirmed that the school uses the Health and Safety check-list that the council suggests to ensure that we comply with all legislation.

A member of the Resource committee agreed to accompany Jordan Clough on a tour of the school site while he undertakes his checks.

A Governor to be identified

13.02 The cost of these can be found in 6.04 in these minutes.

The Headteacher confirmed that there had been no near misses or accidents in the school.

14.00 RISK MANAGEMENT AND GDPR

14.01 The Headteacher presented documents written by Hayley Stewart, the PA to the SLT, that describes the school's compliance with GDPR regulations.

The Headteacher confirmed that at this time, there had been no breaches in GDPR.

Sarah Gardner asked if the Headteacher can bring information relating to the number of recommendations on the GDPR review that have been completed.

Headteacher

15.00 ANY OTHER URGENT BUSINESS

15.01 The Headteacher discussed the role of the PA to the SLT. Following their appointment in Dec 2018, the role was made temporary so that the governors can assess the impact of the role and whether it meets the school's needs.

The Headteacher requested that the role be made permanent to secure the services of a very experienced PA who has made a significant difference to the SLT.

The governors gave permission for this to happen but with a long-term plan to look towards a School Business Manager.

15.02 The Chair of Governors discussed the school's need for a Senior Assistant Headteacher following the resignation of Amy Paoli.

During the conversation in the JRG meeting, the Headteacher, CoG and School Improvement Adviser discussed how the school had the capacity within to have an internal process.

The Chair explained that as the Headteacher was in a personal relationship with one of the Assistant Headteachers, it was important that for the protection of all the members of staff, governors should be involved in the selection process.

The Headteacher to let the Governors know which Assistant Headteachers had put themselves forward for the role and when the selection process will be.

Headteacher

16.00 DATE AND TIME OF NEXT MEETING:

Tuesday 25 February 2020 at 4.00pm

The Chair closed the meeting at 6.00 pm