

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

Minutes of the meeting held on Tuesday 27 April 2021 at 5.00 pm

PRESENT Jon Hairsine - Chair
Olamide Ayemowa
Sarah Gardner
Martin Lumb - Headteacher
Elisa Whitfield

IN ATTENDANCE: Jane Howarth (Clerk, Governor Support Service)

The meeting was held on Zoom

		ACTION
1	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	
1.01	Megan Darroch was absent from the meeting and no apologies had been received.	
2	DECLARATION OF INTERESTS	
2.01	There were no declarations of interest with regard to tonight's agenda.	
3	MINUTES OF THE LAST MEETING	
3.01	The minutes of the meeting held on 1 December 2020 were accepted as a true record of the meeting and the Chair was authorised to sign a copy electronically.	Chair
4	MATTERS ARISING	
4.01	Resolved <u>Minutes of the last meeting – item 4.01 refers:</u> - The minutes of the meeting held on 1 December 2020 were accepted as a true record of the meeting and the Chair was authorised to sign a copy electronically subject to the following amendment:. 6.05.3 should read Higher Needs Teaching Assistant	Clerk – actioned 28/04/2021
4.02	Resolved <u>Finance and Virements update – item 6.05.3 refers:</u> - The forecast need for 10 HNTAs (Higher Needs Teaching Assistants) was not in doubt despite falling numbers since there remained the same number of children in need of HNTA support.	
4.03	Resolved <u>Finance and Virements update – item 6.13.1 refers:</u> - the Head teacher had presented a statement to the FGB meeting in December with regard to a commitment to balance the books and a possible MSR (Managed Staff Redundancy).	
4.04	Ongoing <u>Monitor the impact of government grant funding – item 7.02.1 refers:</u> - the Pupil Premium report was on the school website. Sarah Gardener agreed to review it and liaise with the Headteacher and Chair of Governors ahead of their pre-Ofsted training on 18 May in case further amendments were needed. It would be reviewed again at the JRG (Joint Review Group) in July.	Sarah Gardner

- 4.05 **Ongoing**
Schools Financial Value Standard – item 8.01 refers: - this would be considered at this evening's meeting at item 8.01
- 4.06 **Resolved**
Policies for approval – item 9.01 refers: - The updated Teacher Pay policy was adopted at the FGB meeting in December.
- 4.07 **Ongoing**
Pay Review Report including the Head teacher's appraisal – item 11.02.1 refers: - this would be considered at this evening's meeting at item 16.02
- 4.08 **Ongoing**
Educational visits – item 14.01 refers: - this would be considered at this evening's meeting at item 13.01
- 4.09 **Ongoing**
Governor monitoring of School Improvement Priorities – item 15.01 refers: - The SIP (School Improvement Plan) had been seen at the FGB meeting in December. Any financial implications would be considered at this evening's meeting at item 6.
- 5**
AGREE THE PRICE OF PAID-FOR SCHOOL MEALS
- 5.01 The £2.40 per meal charge from the catering company was passed on to parents.
- 6**
APPROVAL OF THE BUDGET
- 6.01 Month 12 figures, and the Headteacher's financial report to support this, had been circulated prior to the meeting. Whilst the budget setting meeting had not yet taken place, with the authority's finance officer, the figures were complete and a reliable estimation of monies spent was evident.
- 6.02 The Headteacher took governors through the highlights, explaining variances such as the agreed sabbatical being covered by supply and the historic miscalculation of nursery nurses and learning support assistant's salaries.
- 6.03 **Expenditure**
- 6.03.1 Staffing costs were pretty much as budgeted
- Staffing related costs had seen an over spend, necessary for training of the three NQTs (Newly Qualified Teachers) and the internal promotions onto SLT (Senior Leadership team).
- Severance pay, natural wastage and a miscalculation of a prior staff member had produced a small shortfall.
- 6.03.2 Premises costs had been significantly higher than budgeted owing to an unforeseen flood in the basement which prompted a full re-wiring and a new boiler.

Portable toilets expenditure had been re-couped with the Covid grant

Curriculum resources and stationery had cost only 89% of that budgeted since children had been absent from school due to the school closures and restricted re-openings.

6.04 **Income**

6.04.1 It was noted that parts of the identified income would not come into the school's account until month 13. The deficit would, therefore, disappear when all funds arrived. This would be checked at the budget setting meeting on 18 May.

Controversially the Early Years funding, based on the January census, when children were encouraged to stay at home, had produced a smaller income. The unions were currently in negotiations with government to resolve this discrepancy.

6.05 Looking to the future, the Headteacher's report identified a significant challenge. Offers of school places had been given to 40 parents, to follow a current reception of 42.

This meant that there would be three, not the current four, classes going through KS1 from September 2022. The consequences for the budget were one teacher and one TA (Teaching Assistant) too many.

It was worth bearing in mind that the PAN (pupil admission number) might need to change back to what it was when the current Headteacher arrived in 2010.

It would be considered at the budget setting meeting, with the possibility of a tenth less resources from 2022-2023 borne in mind.

6.05.1 Additionally, a reduction of 16 classes to 12 would also affect the current number of Assistant Headteachers. If school were to continue to run the current model this would see resources stretched beyond what was feasible.

Since the situation was still fluctuating, with additional future Covid costs always a possibility, a close eye would be kept on the situation.

6.06 Governors were happy with the Headteacher's comments and looked forward to ratifying the budget at the Extraordinary Governors' meeting on 19th May.

7 SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

7.01 Since this year's SFVS had not yet been updated, the Headteacher had shared last year's so that governors were familiar with the issues.

Once the budget had been set the figures would be dropped into this year's SFVS, with the rag rated data brought to the next FGB meeting.

The Chair would review and sign it off on behalf of the governing body before the deadline of 28 May.

Chair

8 POLICIES FOR APPROVAL

8.01 The Whistleblowing Policy, a Leeds model policy, was approved subject to Sarah Gardner taking one last look and emailing confirmation to the Headteacher following the meeting.

Sarah Gardner

8.02 The Staff Disciplinary policy, another Leeds model policy agreed with the unions and HR, was recommended for approval by the committee to be adopted at the next FGB meeting.

Summer Agenda Item

8.03 The Staff Code of Conduct, within the updated Staff Handbook, had been circulated prior to the meeting. It was recommended for approval by the committee to be adopted at the next FGB meeting.

Summer Agenda Item

The Chair felt it gave a good feeling of the school.

A governor asked that tracked changes be removed before staff received their paper copies.

Headteacher

9 STAFFING AND RECRUITMENT UPDATE, INCLUDING PERFORMANCE MANAGEMENT AND WELLBEING

9.01 Two members of staff would be leaving at the end of the summer term, both to be nearer home, requiring recruitment for September.

A maternity leave cover would also be necessary, from summer 2 (due to Covid restrictions).

9.01.1 The Chair was reassured that no specialisms would be lost and school was still scoring 7.7/10 for wellbeing and engagement for the remaining staff, which was above the national and sector average.

9.01.2 Whilst school did not have much experience of exit interviews, since staff rarely left, the SBM (School Business Manager) would conduct these with the two teachers for feedback on what school did well and needed to improve (if anything).

SBM – Hayley Stewart

9.02 Following an advertisement for two weeks from this Friday, candidates would be invited into school to teach, in a Covid secure environment, followed by formal interviews via Zoom the following day.

Two governors agreed to take part in the interviews and would be sent dates and times once finalised.

SG/JH

The Headteacher was happy that there would be a good staff structure for next year.

9.03 A member of staff had requested dropping to three days per week which would fit nicely with the two days taught by another member of staff, the income coming from the Covid catch-up money to support Years 5 and 6. See staffing table on Headteacher's report for details.

9.04 A governor enquired about the continuation of SEMH (Social, Emotional and Mental Health) provision for next year since a support assistant was leaving at the end of the summer term.

The Headteacher shared on screen a Provisional Pathways Table showing plans per child, the result of an Inclusion meeting this morning, which plotted their transitioning back into class or out of school.

If all worked to plan there would be no need to replace Terri-Anne.

9.05 A governor was concerned that children coming into school with similar needs to those leaving might require specialist support that Terri-Anne provided.

The Headteacher explained that currently there were four staff running two Restorative Learning groups, the result of Covid secure bubble arrangements. Since there had been only two staff providing this support prior to the school closures and restricted openings, there would be no need for four as the pandemic was brought under control and school was fully re-opened.

10 HEALTH AND SAFETY AND PREMISES

10.01 All Covid related risk assessments were considered under this item, such as capping taps which offered a legionella risk.

10.02 A premises update had been circulated prior to the meeting, which included the previous re-wiring and boiler replacement plus repairs to the lift.

It was noted that the 96 government laptops had made a huge difference and required a trolley be bought to house them once they were no longer being sent home for those self-isolating or who had tested positive.

10.03 School had passed the Health and Safety team's Covid visit with flying colours. Minor issues had been addressed and were now in place.

10.04 Whole staff first aid training would take place at the first INSET day in September since it had lapsed during Covid.

10.05 The Headteacher reported a near miss on the day that school re-opened, when a pupil left the premises. The situation had been

resolved to the satisfaction of the parent, a risk assessment identifying how it had happened carried out, and the authority and Chair informed, with all procedures followed and the child returned to school. Staff training on a change to entrance arrangements would prevent this occurring again.

10.06 A fire risk assessment was carried out last summer when new fire doors were installed.

Half termly fire drills were in place.

11 RISK MANAGEMENT AND GENERAL DATA PROTECTION REGULATION (GDPR)

11.01 The Chair was keen to consider Ofsted readiness as part of the school's regular risk assessment, alongside specific data vulnerability.

The Headteacher responded by suggesting that any risk associated with not achieving the SIP (School Improvement Plan) be considered at the EGB on 19 May.

11.02 All staff had attended a GDPR training session since the last resources committee and were familiar with both the policy and its practice. This followed a breach at the end of the last summer term.

11.03 There had been no GDPR breaches.

12 EDUCATIONAL VISITS

12.01 It was noted that visits/trips could begin to take place following the next re-opening milestones on 17th May and 21st June. Staff were aware and suggestions were beginning to filter into school.

The postponed Year 6 residential was, therefore, planned to take place on 2/3/4 July if Kingswood had the right procedures in place to keep children Covid safe.

A governor agreed to meet with the visits coordinator nearer the time if the trip was going ahead.

SG/CS

13 ANNUAL REVIEW OF EFFECTIVENESS

13.01 The Chair was confident that governors asked robust, pertinent and searching questions throughout the meetings and credible answers were forthcoming, producing actions which were carried out.

A governor was aware that the committee's effectiveness was also closely tied to the budget and was, therefore, hard to assume until after the budget setting meeting agreed the projections and supported planned expenditure.

14 ANY OTHER URGENT BUSINESS

14.01 The publication of the Pupil Premium report onto the school website, deferred from the December 2020 meeting, had been considered at item 4.04.

14.02 It was agreed that a working group, part of the resources committee, to be decided nearer the time, would stay on and discuss any pay review issues when necessary.

14.03 The Headteacher asked Lammie (OA) to describe to governors their conversation earlier in the day regarding the establishment of a PTA (Parent Teachers Association) to complement and develop the already informal activities (Friday tuck shop), currently on hold because of Covid.

It was anticipated that this could increase resources and income for school and help parents become more engaged and involved in school.

Gaining charity status would also open up funding opportunities for school to supplement what was offered to children.

14.03.1 Lammie described seeing a Music Champion banner outside a school in north Leeds and was keen to promote and develop music at Hunslet Carr since it was proven by neuroscientists that playing music positively affected a child's ability to succeed at English and Maths.

Whilst school currently did not have a music policy there was a requirement of 45 minutes for KS2 per week and 30 minutes for KS1 and EYFS.

This was currently rated red because of budget constraints and practical difficulties.

The Headteacher (ML) described previous provision of a pianist to support singing, and whole class guitar which had cost £2,500 pa.

It would be good to offer a continuation instrument and some charities were willing to match fund such activities. Consideration would need to be given to how such provision might be sustainable and governors were aware of the pressure on the budget.

ML continued that ArtForms had audited the school's art practice in 2019 and design and technology earlier this year. Perhaps it would be a good idea to have them audit/advise on music as a learning tool.

14.03.2 The Chair (JH) agreed that music was one of a number of things that could form part of an initiative in the school's striving for outstanding. He described the staff handbook's focus on children

becoming citizens in a wider sense with a feeling that they can contribute, and welcomed a PTA. JH continued that developing a group of parents who would support school, know what direction school was going in, what work governors were doing, and were familiar with work underway to achieve a good Ofsted outcome, could only benefit the children in bridging the invisible barrier between them and the city of Leeds.

15 DATE AND TIME OF NEXT MEETING

15.01 An Extraordinary Governing Body Meeting would be held on 19 May at 4.00 pm to approve the budget and consider the SIP ahead of an expected Ofsted visit.

16.02 The Chair closed the meeting at 6.30 pm