

**HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD
RESOURCES COMMITTEE MEETING**

Minutes of the meeting held virtually on Wednesday 13 December 2023 at 5.00 p.m.

PRESENT: Jon Hairsine (Chair) Martin Lumb (Head)
Olamide Ayemowa (Lammie) Sarah Gardner (Acting Chair from
Matthew Woodcock item 12.00)

IN ATTENDANCE: Pam Wallis (Clerk, Governor Support Service)
Hayley Stewart (School Business Manager - SBM)

The meeting was held via Zoom

| | | |
|-------------|--|-----------------------|
| 1.00 | APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS | ACTIO N |
| 1.01 | There were no apologies as everyone was present. | |
| 2.00 | DECLARATION OF INTERESTS | FGB Agenda |
| 2.01 | There were no new declarations of interest. | |
| 3.00 | ELECT A COMMITTEE CHAIR | |
| 3.01 | Jon Hairsine was nominated for the position of Chair of the committee. There were no other nominations. Jon Hairsine left the room whilst governors held a vote. | OA |
| 3.02 | Resolved: <ul style="list-style-type: none">• that Jon Hairsine be elected Chair of the Resources Committee• that the term of office be for one year | |
| 3.03 | Sarah Gardner, Chair of the Governing Board, stated that succession planning would be on the full governing board (FGB) agenda. | |
| 4.00 | MINUTES OF THE LAST MEETING | |
| 4.01 | Resolved: <ul style="list-style-type: none">• that the minutes of the meeting held on Thursday 4 May 2023 were accepted as a true record• that the Chair was authorised to sign a copy | |
| 5.00 | MATTERS ARISING | |
| 5.01 | Unconscious Bias Training – (minute 5.01 refers): Action closed Sarah Gardner attended the training on 4 October 2023. | |
| 5.02 | Staff Maternity/Paternity Birth and Adoption Policy – (minute 5.02 refers) Action closed this would be covered under agenda item 9.00. | |
| 5.03 | Curriculum – Music Provision – (minute 5.03 refers): Action ongoing: Lammie had met with Artforms regarding music service level agreements (SLAs) available but had been unable to visit the school. This would be arranged with the new music teacher, Polly Sidebottom. | |

- 5.04 **External auditor required for the school fund – (minute 5.05 refers):** Action ongoing: Presently unable to find someone who could complete this.
- 5.05 **School staffing structure to be added to Teacher’s Pay Policy – (minute 5.08 refers):** Action closed: This had been completed.
- 5.06 **Service Level Agreements (SLAs) (minute 6.06 point 3 refers):** Action closed: The SBM had drawn up a list of SLAs for the Resources Committee.
- 5.07 **Educational visits – (minute 9.01 refers):** – Action closed. The Year 4 visit to Chester of 3 nights and 2 days risk assessment completed.
- 5.08 **Annual review of effectiveness – (minute 10.01 refers):** Action ongoing: To be discussed under agenda item 15.00.
- 6.00 MID-YEAR BUDGET REVIEW**
- 6.01 The Budget Report for Resources Committee and Budget Review Model Compared to Review Model + 5% Inflation had previously been circulated to governors.
- 6.02 **Budget Review**
The Budget Report for Resources Committee was placed on screen. The Head had met with the new Finance Officer, Nozrul Khan, to discuss the report.
- 6.02.1 **Staffing**
The balance brought forward was £91,000 surplus for 2023/24 with the agreed teacher’s pay rise of 6.5% and main pay scale (MPS)1 at 7.1% in the model presented.
The assumed increase amount had been 4.5% with the government only funding the difference, not the full amount, at £20,000 with an assumption of a 4% rise next year.
- 6.02.2 It had been assumed that other staff would receive a 3% rise however a lump sum of £1,925 had been given instead, with an assumption of a 4% rise next year.
- 6.02.3 Staffing movement information had been previously circulated to governors and had been costed in the budget including one year contracts for maternity cover with the uncertainty around time to be taken.
- 6.02.4 Project specific teachers with a TLR3 (Teaching and Learning Responsibility) had been moved onto permanent TLR2.
- 6.02.5 A teacher had left with cover being provided internally until a new teacher was due to start in January 2024, saving on costs.
- 6.02.6 Governors requested information about how surplus staff were used after maternity covers ends, the Head would provide this.
- 6.02.7

**Head/
Agenda**

Q. A governor questioned the changes being made for Higher Level Teaching Assistants (HLTAs).

A. The Head stated that a business plan needed to be completed.

6.02.8 **Q.** A governor questioned lunchtime cover with recruitment of TAs being problematic.

A. The Head explained that there were currently eight staff on the playground at lunchtime; five lunchtime assistants with one leaving at the end of term, two coaches with another joining and a member of SLT.

From next term there would be two new TAs so 9/10 staff in the playground.

6.02.9 Supply staff did not cover for teacher absence, this would be by HLTAs, they covered TAs at a cost of £120,000.

Two new TAs had been recruited but four were needed.

6.02.10 **Q.** A governor questioned what would happen if the other two could not be recruited.

A. The governors were informed that supply or recruited it would still be £30,000 each with ongoing costs.

6.02.11 **Q.** A governor questioned the difference for supply.

A. It was explained that would be £3,000 per person per term.

6.02.12 **Fuel**

Fuel costs had increased by 15% not the 50% expected.

6.02.13 **Pupil Numbers**

The number of pupils expected had been 47 however there were 48 in nursery with an overall number of 357 rather than the 351 predicted across school.

The Published Admission Number (PAN) would change from September 2024 to 45, however a voluntary change had been accepted from September 2023 leaving 12 spaces across school.

6.02.14 **Special Educational Needs and Disabilities (SEND)**

SEND funding had previously been £15/16/18,000 but some pupils had moved on to special schools and others left for high school, therefore funding had decreased.

The school had applied for further funding for ten pupils in early years showing significant needs however, if successful, would not be received until February 2024 with staffing paid from September 2023.

6.02.15 **Pupil Premium**

Pupil Premium funding was expected for 200 pupils however some pupils had left reducing the funds by £19,000.

Government grants were given for tutoring linked to Covid and lockdown however due to a shortage of tutors some of this remained unspent therefore £29,000 had to be returned.

There was an unexpected one-off payment of £5,000 educational recovery grant given by the government.

Overall there would be a shortfall of £41,000.

- 6.02.16 **Other Income**
Income from breakfast club and trips was expected to be £4,000 but had been £9,000.
Overall income had fallen by £34,000.
- 6.02.17 **Buildings**
Budget had been set at £24,000 but at review was £45,000 and the Head explained the extra costs.
- 6.02.18 **Security**
To repair and maintain the CCTV system had cost £3,000 more than anticipated due to damage caused by rats.
- 6.02.19 **Q.** A governor questioned whether the wires could be protected from rats.
A. It was explained that they were now protected.
- 6.02.20 **Fuel**
Fuel had been costed in the budget at £65,000 and at the review was £62,000.
- 6.02.21 **Other Costs**
All other costs were as expected.
- 6.02.22 **Capital Costs**
The local authority (LA) had put the school forward for a grant for a heat pump due to the age of the boilers, if this were to be declined then the LA would pay.
Therefore the building work undertaken in nursery to create a space fit for purpose and the work to replace the fire escape stairs in the portacabins would now be paid for using the £19,000 in the budget.
- 6.02.23 **Overall Expenditure**
At budget setting this had been £2.852m and at review £2.899m, a difference of £46,000.
- 6.02.24 **Balance**
Previous carry forward had been £91,000 with an in year deficit of £33,000 leading to a balance to be brought forward of £58,000 at the end of 23/24.
- 6.02.25 **Three Year Projection**
In year deficit this year of £33,000, surplus of £94,000 on 2024/25, surplus of £36,000 in 2025/26 and deficit of £99,000 in 2026/27, however this could change.
- 6.02.26 **Q.** A governor questioned what would be in place for inflation.
A. The Head explained that no increases from other services had been assumed with LA SLAs increasing.
If curriculum and YPO prices increased then use would be reduced.
The SBM explained that the teachers each had a budget and would be mindful on spending.

| | | |
|--------------|---|---------------|
| 6.02.27 | Governors discussed the possibility of increases with the SBM explaining what would be in place including using DfE preferred suppliers to keep costs down. | |
| 6.02.28 | The Head would sign the virement form and sent to Sarah Gardner, Chair of the Governing Board, to sign and send before January 2024. | Head/ SG |
| 6.02.29 | The Head would send a report on worst case scenario to governors. | Head |
| 6.02.30 | Resolved: Governors approved the budget review, as delegated by the FGB. | |
| 7.00 | AUDIT OF UNOFFICIAL SCHOOL FUNDS Presently there was nobody available to complete the audit so Sarah Gardener would speak to accountants that she knows. | SG |
| 8.00 | AGREE THE ALLOCATION OF GOVERNMENT GRANT FUNDING Discussed in agenda item 6.00 | |
| 9.00 | POLICIES FOR APPROVAL (TOR 2.04, 3.05) | |
| 9.01 | <ul style="list-style-type: none"> • Staff Attendance Policy (and guidance) • Staff Disciplinary Policy • Staff Probationary Policy • Leave of Absence and Annual Leave policy • Staff Expenses Policy • Staff Maternity, Paternity, Birth and Adoption Leave Policy | |
| 9.01.1 | Resolved: Governors approved all policies, being local authority and union agreed. | |
| 9.02 | Sarah Gardner, Chair of the Governing Board, explained the need to allocate one person from each committee to review policies, to be discussed and agreed at the FGB meeting tomorrow. | FGB Agenda |
| 10.00 | STAFFING AND RECRUITMENT, INCLUDING WELLBEING | |
| 10.01 | The Head had previously circulated information about staffing 'Staffing Update' to governors. | |
| 10.01.1 | <p>Q. A governor questioned whether those on red in years 4-6 were improving with actions and a plan in place.</p> <p>A. The Head explained that pupils in years 4,5 and 6 had been finding it more difficult to adapt to the changes in the Behaviour Policy and therefore there were low scores for Teaching Assistants (TAs). The Head went on to inform governors that they were also the year groups with the most staff absence when TAs had needed to cover.</p> | |
| 10.01.2 | <p>Q. A governor questioned whether those scoring low were aware of the reasons and the policy and process and whether attendance had improved.</p> <p>A. Governors were told that all staff were aware of the return to work policy and the processes.</p> | |

Some staff absence had been due to family bereavement but also low morale due to the pressure in those year groups. However, there would be continuing support available for staff.

The Head went on to explain the changes to the Behaviour Policy as explained in detail at the Teaching and Learning Committee meeting and reflected in the minutes.

10.01.3 A governor stated that scores should improve over time and the Head agreed they should by the end of the year.

10.01.4 A governor suggesting costing subscription charges for the Employee Assistance Programme (EAP) to support staff as this could replace other counselling and therapy costs.
The Head agreed to question this before the next Resources Committee meeting.

10.02 **Early Career Teachers (ECTs)**

There were five ECTs in school, each with a mentor and the mentors having a mentor.

11.00 **HEADTEACHER'S APPRAISAL**

11.01 The Head informed governors that the appraisal went well with Sarah Gardner stating that all objectives had been met and new ones set for next year.

The SBM left the meeting at 6.30pm.

Jon Hairsine left the meeting at 6.30pm and Sarah Gardener chaired.

12.00 **TEACHERS' PERFORMANCE MANAGEMENT**

12.01 The teachers had met all their targets with three targets set linked to the Head's targets: Attendance, Whole School linked and an individual target.
The Head explained the process.

12.01.1 Presently there would be free training through the government for National Professional Qualifications (NPQs) and some teachers were completing the courses.

13.00 **HEALTH AND SAFETY AND PREMISES**

13.01 **Premises**

The Head placed the Premises Report, from Tracy Hezelwood (Premises Manager) on screen and explained the building work listed with the number of actions completed to be updated at the next Resource Committee meeting so they could be listed in the minutes.

13.01.1 **Q.** A governor questioned what the second restorative learning room was being used for.
A. The Head replied that it was being used as a calm down area due to staffing issues. It would be used as a room to remove pupils for 20-30 minutes and then return to class when staff could be recruited.
The staffing issues had been discussed in the Teaching and Learning Committee meeting and were reflected in the minutes.

13.01.2 **Q.** A governor questioned whether the school had tried to recruit.

Head

Agenda

| | | |
|--------------|--|----------------|
| | A. The Head explained that the TA in year 6 would have been in there but had left with the year 3 TA moving to year 6 and year 3 having supply. | |
| 13.01.3 | The Rainbow Room had been completed however, after visiting, Leeds City Council (LCC) had left a list of changes needed. Sarah Gardner agreed to meet with the Head in the new year and contact LCC. | Head/SG |
| 13.01.4 | Q. A governor questioned that now the trees had been sorted, whether anything had been put in place to prevent being overgrown in the future. A. The governors were told that the tree surgeon from LCC was on a rota of 250 schools so only attended every two years therefore a tree surgeon would be paid to attend every year in the summer holidays. | |
| 13.01.5 | Q. A governor questioned whether this had been included in the budget. A. The Head stated that £1,000 had been allocated and explained further the difficulty waiting for the LCC tree surgeon. | |
| 13.02 | The Fire Risk Assessment had been completed. | |
| 13.03 | There had been no accidents or near misses. | |
| 13.04 | First Aid The Head explained that there were five paediatric trained first aiders in school after two more staff had completed training on Friday 8 December 2023. | |
| 14.00 | EDUCATIONAL VISITS | |
| 14.01 | Following a visit to XP Doncaster, an outstanding secondary school, the SLT would like to begin the academic year 2024-25 with a series of team building activities in each year group: <ul style="list-style-type: none"> • Year 6 visit Kingswood – Outward Bound – 2 night residential • Year 5 visit Greenmoon – Camping – 1 night residential • Year 4 visit Chester – Zoo and Hike – 2 night residential • Year 3 visit Chester – Zoo and Hike (these children would not sleep over) • Year 2 visit Skelton Grange or local places – stay in school until 8pm • Year 1 visit Skelton Grange or local places – stay in school until 8pm | |
| 14.01.1 | The school would like to provide all of these activities free of charge to the pupils so that cost is not a barrier to attending and £30,000 had been accounted for these in the budget. | |
| 14.01.2 | The Head would inform insurance and the fire brigade about the school being open until 8.00pm. | Head |
| 14.01.3 | The Head would discuss with Charlie Sharpe, Educational Visits Co-ordinator. | Head |

14.01.4 **Q.** A governor questioned capacity if changing dates to September.
A. The Head informed governors that dates had been booked and deposits paid.

14.01.5 **Resolved:**
Governors were in agreement with the changes and cost.

Jon Hairsine returned to the meeting at 6.45pm by phone with Sarah Gardner continuing to Chair the meeting.

15.00 ANY OTHER URGENT BUSINESS

15.01 Contracts/SLAs

A Contract List 2023-2024 had previously been circulated to governors and the Head explained that he approached three companies for comparison.

15.01.1 Information about the minibus lease to be sent to Matthew Woodcock to compare against other companies he is aware of, then a Zoom call to be arranged with Hayley Stewart, SBM, to discuss the process for contracts and SLAs.

**Head/
MW**

15.01.2 Governors discussed using Fusion HR compared to LCC HR and the issues with both, the cost being similar.

The Head informed governors that the contract renewal with Fusion HR would not be due until April 2024 with notice to be given in January 2024.

The SBM had been questioning other schools for their experience. To be discussed further before a decision would be made.

**Head/
Agenda**

15.02 Governor Annual Review

Sarah Gardner, Chair of the Governing Board, explained to governors that there were a number of questions on the review form.

15.02.1 The Clerk informed governors that usually the Chairs of the committees write a brief report that feeds into the overall governor review and future plan.

The Clerk would ask GSS whether there were any templates for the Chairs.

Clerk

16.00 DATE AND TIME OF NEXT MEETING

16.01 Thursday 2 May 2024 at 5.00pm and will be held virtually.

16.02 Prior to the next meeting the Head would arrange a meeting with Sarah Gardner at the beginning of January 2024 and would send a Zoom link.

Head

The Chair closed the meeting at 7.06pm