

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Resources Committee

Minutes of the meeting held on Tuesday 26 January 2016 at 6.15 pm

PRESENT: Peter Gruen – Chair (PG) Sheena Critchley – Acting Head (SC)
Tammy Best (TB) Katie Coates (KC)
Graham Curling (GC) Rachael Grimes (RG)
Debbie Hillerby (DH) David Wisnia (DW)

IN ATTENDANCE: Barbara Walker (Clerk – Governor Support Service)
Kate Dove (LA – HR) – for item 2.0
Mavis Wilkinson (SIA) – for item 2.0

1.0 APOLOGIES

Apologies for absence were received and accepted from Tony Wildgoose.

ACTION

2.0 HEADTEACHER RECRUITMENT

2.1 Prior to the meeting a visioning exercise took place to outline the steps that need to be taken to recruit a new Head also views on the attributes needed. It was agreed that G Curling would circulate the notes from the visioning meeting. The full governing body would be asked confirm to the chair and clerk their agreement with the visioning statement.

Chair

2.2 **Stage 1 meeting** – Kate Dove explained that at this meeting the following needed to be agreed.

- Formally minute the need to recruit a Headteacher
- Agree the salary range to be used in the advert
- Select the recruitment panel
- Delegate the recruitment process to the panel
- Vising for governing body not on the panel
- Decide whether to buy the services of HR to administer the process

2.3 Governors agreed that there was a need to recruit a new Headteacher.

2.4 Governors agreed to buy in the services of HR to support the Head recruitment process. The services provided were detailed including helping to prepare an advert, recruitment packs, requesting references plus general HR advice during the process.

2.5 K Dove explained that the Individual school range was determined by factors including the number of pupils, Fieldhead Carr Primary was a Group 2 school and the range was between points L8 to L21. A seven point scale was recommended under the LA Pay policy which the governing body had adopted. Governors discussed the ideal range in order to attract the right candidate and allowing flexibility to increase if required also the range for other schools. Governors were made aware that there were currently 20 headteacher vacancies across the city. The potential school expansion would be included in the recruitment literature. The ISR would need to be reviewed when the expansion was fully completed. It was noted that there needed to be a three point gap between the top of the Deputy Head's salary and the bottom point of

the Headteacher salary. A debate took place on the relevant ISR for the new Head.

Resolved:

- That governors agreed that the ISR for the new Head should be L13 – L19.

- 2.6 Governors discussed the composition of the recruitment panel. The recommendation of the Resources committee was to delegate powers to the panel to undertake the recruitment process for a new Headteacher. A discussion took place on whether the panel should be 3 or 5 governors. The general view expressed was that 3 were needed, with other governors being involved in the interview process in other ways. The proposal was to have David Wisnia input into the teaching element of the assessment day. This point would be clarified with the senior HR adviser. The SIA and the HR adviser would be part of the process in an advisory capacity. A three person panel would include T Best, G Curling and P Gruen, if a 5 person panel had to be put in place then D Wisnia and one of T Wildgoose or R Grimes would be added. G Curling agreed to email all governors the next day with the advice received and governors would be asked confirm to the chair and clerk their agreement with the recruitment panel. The two day assessment process would take place on 30 and 31 March 2016. (Following advice received from the Team Leader of School's HR it was agreed for a three person panel with other governors to be part of a stakeholder group. The report from the stakeholder groups would be feedback into the panel).
- 2.7 **Stage 2 meeting** – This would take place on Tuesday 2 February 2016 at 4.15pm. This meeting would be for governors to agree the job advert, job description and pack to go to applicants. It was agreed that the information could be prepared in advance of the meeting with examples available. D Wisnia circulated an example of a recruitment pack used at another school. K Dove agreed to circulate a copy of the LA Recruitment and Selection Policy. There were examples available for the assessment tasks including a bank of questions. In response to a question raised regarding the same questions being used on candidates it was explained that certain tasks and questions were expected and these can be altered if needed.
- 2.8 **Stage 3 meeting** –This would include shortlisting, design and agree the assessment and agree feedback for unsuccessful candidates. Governors discussed possible dates and availability of the SIA. It was proposed to hold the meeting on either Wednesday 9 March 2016 at 4pm or Monday 14 March 2016 at 4pm. The Acting Head agreed to contact Mavis (SIA) to check her availability. The Chair would inform governors when the date had been confirmed.
- 2.9 A point was raised on carrying out exit interviews. It was suggested that the Chair met with the current Head to carry out an exit interview. G Curling reported that he had received formal resignation from the Head with effect from 31 August 2016. A formal letter would be sent to accept the resignation. G Curling agreed to write to thank the Head for all the work done for the school. D Hillerby would complete the necessary forms to submit to HR for them to carry out the formal process. A comment was made on engaging with staff during the process. It was noted that the responses from a recent staff survey

had been very positive. G Curling agreed to come into school and speak informally to staff.

2.10 A ratification meeting would need to take place on 31 March 2016 to agree the recommendation of the recruitment panel.

3.0 MINUTES AND MATTERS ARISING

3.1 Resolved:

- That the minutes of the meeting held on 20 October 2015 were agreed as a correct record.
- That the chair be authorised to sign the minutes.

3.2 Item 2.5 – Disqualification by Association

This item had been feedback to the main governing body.

3.3 Item 6.0 – Near misses

A book to record near misses had been put up in the staff room.

3.4 Item 7.0 – List of staff and their responsibilities

The list had now been included on the school website.

3.5 Item 9.2 – Sports Premium Funding

Q) When would details of the impact be measured? A) An end of year report would be provided to governors at the end of the summer term.

3.6 Item 11.2 – Policy on signing in and out of the building

Q) Were staff adhering to the policy? A) Yes staff were following the policy

4.0 BUILDING MATTERS

4.1 School expansion

It was agreed that when formal confirmation was received on the building proposal a letter would be sent to parents. It was noted that a number of positive meetings had been held and a proposal would be presented to the next Executive Board meeting. The statutory process would then begin when a formal decision was made to proceed to consultation. The final decision would be made in June 2016 with a likely opening of September 2018. A possible bulge year may be needed for September 2017, this had not yet been confirmed. It was agreed to review the draft plans at the next main governors meeting.

4.2 Buildings condition survey

A copy of the survey had been circulated to governors. There was concern raised at the length of time taken for the report to be received. It was suggested that a complaint be made on this issue. It was felt that concerns had already been raised with those involved. An item was raised relating to the lightning conductor and whether this should be erected now or when the proposed extension was built. The costs were expected to be in the region of £1,000. It was agreed that the lightning conductor should be put in place now rather than waiting. D Hillerby agreed to action this item.

Q) What was the position on the Legionella and 'dead legs' issue identified in the report? A) This work would shortly be carried out.

Q) Were there any urgent items to tackle? A) The electrical testing was

overdue which the LA had agreed to fund.

Q) What had been done on the fire protection for the boiler and gas supply? A) This work had now been done.

4.3 **Fire stopping work**

Governors were informed that the school was now at the top of the list for the work to be carried out, a final decision would be known by February half term. A project was due to cost £220,000 which the school would not need to fund.

Q) When would the work be done? A) The work was expected to take place over the summer break. Governors expressed their thanks to T Wildgoose for his time in pursuing this matter for the school.

4.4 **Asbestos survey**

A copy of the report had been received. This matter would be dealt with as part of the fire stopping work.

5.0 **SCHOOL IMPROVEMENT PLAN (SIP) – update**

Governors went through each of the areas being covered by the committee in the SIP and reviewed the rag rating given. The following points were made.

Priority 2 Action 6 – Q) How did the school know whether the induction package and support had been effective and how was it monitored?

A) The new staff would be closely monitored by the mentor with formal and informal observations taking place any issues would be addressed if required. Stays at amber.

Priority 2 Action 7 – Stays at amber.

Priority 2 Action 8 – Q) What was the progress on recruiting a new superintendent?

A) The shortlisting had taken place earlier that day with 5 applicants being interviewed on 8/9 February 2016 also involvement of school council. It was considered that there was a strong set of candidates and hoped an appointment could be made. The job description had been adapted to include the current needs of the school. Stays at amber.

Priority 2 Action 17 – Stays at amber.

Priority 2 Action 18 – Stays at amber

Priority 2 Action 26 – Stays at green

Priority 2 Action 27 – Stays at green

Priority 2 Action 28 – Stays at amber

Priority 2 Action 31 – Stays at amber

Priority 2 Action 32 – In response to a query raised it was explained that the sports network with John Smeaton school would be reviewed at the end of the year. A decision would then be made on whether to continue. Stays at amber.

Priority 2 Action 33 – Q) How did the take up of schools meals in KS2 compare to other schools?

A) The take up was considered low compared to other local schools. The uptake of FSM entitlement was felt to be good

Q) What was being done to attract KS2 pupils to have a school meal?

A) There had been taster sessions held and food ambassadors in place. It was suggested to provide parents with information on the 'sugar in food' app. It was proposed to invite a representative from the Healthy Schools section to come to the next parents evening to provide information on healthy eating. A comment was made that the cost impact could still be an issue for some parents. It was suggested to signpost parents to get financial support towards paying for

SC

school meals. Stays at green.

Priority 2 Action 34 – Stays at amber

Priority 2 Action 35 – Stays at amber

Priority 2 Action 36 – Q) Who would carry out the risk assessment when unauthorised staff use the main kitchen? A) It would be the responsibility of those organising the event to carry out a risk assessment. Stays at amber.

Priority 2 Action 37 – Stays at amber

A proposal was made that information be included on each priority to indicate the ways the action would be completed and whether on track. It was suggested to add a percentage still required to get the action to green.

SC

6.0 **SCHOOLS FINANCIAL VALUE STANDARD (SFVS)**

6.1 **Governors financial competency matrix**

The competency matrix had been completed by members of the Resources Committee. It was suggested to consider the developing areas and any training requirements. An input would then be looked into to cover the particular competency.

6.2 **Benchmarking data**

Governors had been circulated with benchmarking data and discussed the information. **Q) What were the reasons for the higher gas charges?**

A) The gas figure was expected to reduce this year with savings made.

Q) Why were admin staff costs larger than other schools? A) The school received extended services funding which covered part of these costs. It was pointed out that the Learning Support costs were higher because of our high level of children that required one to one support. D Hillerby offered to check the reason for one school having significantly lower insurance costs.

Q) Was the school receiving enough income including that expected?

A) Yes it was considered that as much income as possible was received. Governors discussed the contract for the superintendent and payment for lettings outside of the allocated hours. D Hillerby offered to check the position on overtime and terms and conditions of service for the superintendent. The Clerk was asked to check whether there were any recent changes in the rules for superintendents. It was felt that the cost of having lettings would be higher than any income generated.

DH

DH

Clerk

6.3 **Review of value for money**

A value for money report was circulated which covered the FS1 refurbishment and phase 2 window replacement work. There were significant savings made for both projects. There were also further savings beginning to be seen on electricity and gas due to low energy LED light fittings in more areas in school.

Q) Were there any staff resource costs which needed to be considered?

A) There were no additional costs expected.

7.0 **BUDGET**

7.1 **Main School Budget**

A copy of the financial position as at Month 9 had been circulated. The energy unit had been involved in looking at savings that could be made with electricity, gas and water.

Q) What were the security costs? A) This was the cost involved with call outs for the intruder and access controls.

Q) Why were the other employee costs low? A) This was due to only 5/12th of

insurance premiums being paid to date. There would be the other 7/12th to be paid in due course.

Q) Were there any areas of concern at this time? A) There were a couple of budget headings which would go slightly over budget and others just under which would balance out over the year. The budget was on target for the end of the year.

7.2 Extended Services Budget

A copy of the financial position as at Month 9 had been circulated. There was a forecast potential drop in income of £9,000.

G Curling declared an interested in the next item.

The expected numbers for Twigs was lower than expected which was considered only for this year due to less nursery parents buying wrap around care. The numbers in the school club were positive.

Q) Was there any impact on staffing requirements for either Twigs or the school club? A) The staffing in school club was considered appropriate. It was suggested that the prices for Twigs would need to be reviewed. This item would be discussed as part of budget setting meeting.

DH

8.0 POLICIES

8.1 Health and Safety Policy

A copy of the proposed policy had been circulated.

Q) Who was classed as the 'competent person' in school as referred to in the policy? A) There were currently no one trained other than the Head (on secondment). It was suggested that the new superintendent would be trained. It was proposed to ask relevant questions as part of the interview process.

Q) Who is the governor with responsibility for health and safety matters?

A) G Curling and T Wildgoose were the health and safety governors. The need to provide an annual report to the governing body was raised. It was also pointed out that there was a need to carry out a health and safety walk on an annual basis which had not yet taken place. It was proposed that the policy would be amended to reflect more regular reporting on health and safety matters. The policy would be amended under the audit and review section to include that any health and safety incidents needed to be reported to governors.

SC

Resolved:

- That governors agreed to adopt the Health and Safety Policy with the amendments made.

8.2 Work and Families Policy for school based staff

A copy of the proposed policy had been circulated. It was noted that this was the LA model policy.

Resolved:

- That governors agreed to adopt the Work and Families Policy

8.3 Sickness Absence Policy

A copy of the proposed policy had been circulated which was based on the LA model. It was pointed out that the policy did not include the person for staff to contact in case of sickness. It was agreed to include this information in the policy. It was agreed to put the relevant policies in a folder and ask staff to sign that they have read the policies.

SC

Resolved:

- That governors agreed to adopt the Sickness Absence Policy with the amendments made

9.0 STAFFING

9.1 Succession planning

The Head recruitment had already been covered elsewhere in the minutes. It was noted that there was a possibility of a KS2 teacher vacancy. It was proposed to carry out an exit interview should the teacher decide to leave.

9.2 Central record of recruitment and vetting checks

D Hillerby explained that the central record was reviewed on a regular basis. A DBS check was carried out for any new members of staff. There was no requirement to renew the checks with updates available on request. An item was raised regarding any potential safeguarding matters for events taking place. D Hillerby offered to contact other schools to obtain any examples of risk assessments that could be used also ask the safeguarding team for advice.

DH

9.3 Disqualification by Association

It was noted that the school complied with the statutory guidance and staff had completed the relevant declaration form.

10.0 PAY REVIEW COMMITTEE

The Acting Head reported that the PM process was progressing with most staff on track to meet targets.

11.0 HEALTH AND SAFETY

11.1 Accident recording – Governors had received details of recent accidents.

11.2 CF50 log – Governors had received a copy of the log.

12.0 ANY OTHER BUSINESS

12.1 Website

It was proposed that there was a governors area included which was password protected. The governor's area would include relevant papers for meetings. It was also proposed to have an area on the website site, also password protected, to include current documents required by Ofsted. D Wisnia agreed to organise these two separate areas on the website.

DW

13.0 ADDED VALUE THAT GOVERNORS BRING TO THE COMMITTEE

The following were considered to be areas where governors had added value including: visioning for the new Headteacher, reviewing and approval of a number of policies, reviewing the rag rating on the SIP, monitoring of the financial position and ensuring that health and safety matters were being followed. Governors asked a number of challenging questions in their role of holding the Acting Head and senior leaders to account.

14.0 DATE AND TIME OF THE NEXT MEETING

It was agreed that the Resources Committee meeting would be held on:
Tuesday 24 May 2016 at 6.15pm.

The Chair closed the meeting at 8.35pm.