

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Resources Committee

Minutes of the meeting held on Tuesday 24 May 2016 at 6.15 pm

PRESENT: Rachael Grimes Vice-Chair (RG) Sheena Critchley – Acting Head (SC)
Graham Curling (GC) Debbie Hillerby (DH)
Lianne Kitchen (LK) Tony Wildgoose (TW)
David Wisnia (DW)

IN ATTENDANCE: Barbara Walker (Clerk – Governor Support Service)

1.0 APOLOGIES

Apologies were received and accepted from Peter Gruen (Chair), Tammy Best and Katie Coates. Rachael agreed to chair the meeting in the absence of Councillor Gruen.

ACTION

2.0 MINUTES AND MATTERS ARISING

2.1 Resolved:

- That the minutes of the meeting held on 26 January 2016 were agreed as a correct record.
- That the chair be authorised to sign the minutes.

2.2 Item 2.0 – Headteacher Recruitment

It was noted that the actions in this section had all been completed.

2.3 Item 4.2 – Lightning conductor

D Hillerby reported that the costs were now expected to be in the region of £6,000 which was felt to be too expensive and proposal was that this work would be done as part of the new building.

2.4 Item 4.2 – Electrical testing

Governors discussed whether the testing needed to be carried out now or could wait to be part of the work on the new building. A question was raised on whether any significant changes had been made since the last testing. It was confirmed that any new lighting had been checked at the time and all appliances had been recently PAT tested. A visual inspection was suggested during the next health and safety walk round school. It was pointed out that the money in the budget to pay for work. It was agreed that the School Business manager should discuss this matter with Steve Hoggart (LA) and ask that the issue be flagged up with the project manager for the new building. Governors expressed a view that the matter should be deferred and completed by May 2017.

TW

DH

2.5 Item 5.0 – Healthy schools

The Acting Head explained that the input on healthy schools at the parents evening had not been organised as not considered appropriate. The option to have 'take out' meals had helped the take up in KS2 with 139 meals being taken on one day at the highest. There was a need to order more picnic tables outside side, governors agreed that prices should be obtained or the tables and purchased as required.

2.6 Item 5.0 – SIP percentage to action

The Acting Head explained that this suggestion had been discussed with SLT

and felt to be subjective and not helpful. It was proposed to include the reasons that the action was not yet green and comments on the things left to take place or whether would not be achieved.

2.7 Item 6.2 – Benchmarking data

D Hillerby reported that she had checked with the other school and they had a 5 day excess which was not felt appropriate for Fieldhead Carr. D Hillerby explained that most lettings were during the superintendent's working hours so not an issue and could be managed. It was explained that there were changes to the overtime payments.

2.8 Item 7.2 – Extended schools budget

This issue of prices for the school club and Twigs would be discussed as part of the budget.

2.9 Item 8.1 – Health and Safety Policy

The policy had been amended to include that any health and safety incidents reported to governors.

2.10 Item 8.3 – Sickness Absence Policy

The policy had been amended to include the person for staff to contact in case of sickness.

2.11 Item 9.2 – Single central register

D Hillerby reported that she had been unable to obtain any examples of safeguarding risk assessments that could be used for checking events. A concern was raised of potential risks and the checks that were carried out for events. It was pointed out that the parent was responsible for the child at all times. It had been suggested by the safeguarding unit that a disclaimer be included on the letter advertising and the tickets issued. D Hillerby agreed to contact the safeguarding unit to ensure the correct wording was included on literature including tickets for school events.

DH

2.12 Item 12.1 – Website

Governors were informed that the website had been re vamped with a private page for governors and for Ofsted. The SEF still needed to be included on the Ofsted page.

3.0 SCHOOL IMPROVEMENT PLAN (SIP) – update

Governors briefly went through 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 – Stays at green

Priority 2 Action 7 – Stays at green

Priority 2 Action 8 – Stays at amber

Priority 2 Action 17 – Stays at amber

Priority 2 Action 18 – Stays at green

Priority 2 Action 26 – Stays at green

Priority 2 Action 27 – Stays at green

Priority 2 Action 28 – Governors had been circulated with a report from the health and safety walk around school carried out by T Wildgoose on 11 May 2016. The majority of external work had been carried out. There was still an issue with health and safety matters relating to the perimeter school fence. It

was proposed that internal and external signs be put up as a reminder of the risks involved. D Hillerby agreed to organise the necessary signs. This issue would also be raised with pupils in assembly. There would be discussions on ensuring the fire stopping work was co-ordination with the new building work. It was agreed that carry out the work at this time would have been a waste of resources. Stays at amber

Priority 2 Action 31 – Stays at green

Priority 2 Action 32 – Stays at green

Priority 2 Action 33 – The meeting had not yet taken place to focus on KS2 pupil school dinner numbers. It was not felt necessary to hold this meeting. Stays at green.

Priority 2 Action 34 – Stays at amber

Priority 2 Action 35 – Stays at green

Priority 2 Action 36 – in response to a question raised on running the Friday breakfast it was explained that there could only be an authorised member of staff in the kitchen. Stays at amber

Priority 2 Action 37 – Stays at amber

4.0 **FINANCE – review of income and expenditure**

4.1 **Main School Budget**

- A copy of the financial position as at Month 13 had been circulated governors also received a copy of a brief overview of year end balances. The following points were raised.
- D Hillerby confirmed that this was the complete year with were no further bills expected. The reasons for the changes in the balances were explained and carry forward figure was now £73,199.
- In response to a question on having enough curriculum resources, it was explained that subject leaders had been asked and indicated that there was nothing further needed. The new Headteacher had suggested a number of curriculum ideas which would be discussed as part of the new budget.
- In response to a query on effect on the budget with the increase of funded nursery hours, D Hillerby explained that there had been no further details received yet. It was suggested that the Early Years consultant could be asked when she visited school on 22 June 2016. D Hillerby agreed to give an update at main governors meeting in July.
- **Q) What were the reasons for the utility costs being under budget?**
A) The gas costs were felt to be realistic also could be due to the mild winter and fully insulated building. There had been savings made with water and bills were not received so monitoring was difficult. There were still two bills to be received for the gas charges. The new budget would include 14 months of gas charges.
- The communications budget had increased due to the costs of emailing to parents and electronic parents evening system. The educational visits costs would be put through the main budget to save on VAT costs.
- There had been a reduction in the income received as the local leader work was no longer taking place.

DH

4.2 **Extended Services Budget**

A copy of the financial position as at Month 13 had been circulated. There was

an estimate surplus of £20,300 which would be partly used for refurbishment work in the main school. It was expected that with the expansion there would be more take up from parents at the school. The space was felt to be sufficient for the current numbers, this could be an issue in the next few years. There were suggestions made for improvements in the school club area. The idea of utilising the outside space was raised and having a canopy would be looked into, D Hillerby agreed to obtain details of the costs involved.

DH

5.0 BUDGET 2016-17

5.1 Main school budget

- A copy of the proposed budget had been circulated. R Grimes and D Wisnia were thanked for attending the budget setting meeting. The following points were raised.
- The proposal for staffing included 2 assistant headteachers with one post permanent and one temporary. The temporary post proposed was initial for one year to determine if cost effect. The purpose of the proposal was to provide capacity in the leadership team and for each member to have a phase lead.
- SEN support had been reduced with the assistant head back covering part of the support. It was confirmed that there were no fixed term contracts. The Teach Direct student would be employed at the end of their contract. The budget included the Deputy Head out of class 2.7 days a week. There may need to be a review of staffing in foundation stage when all children were in nursery full-time.
- The training and recruitment budget had been increased to cover additional training required.
- The premises costs included minor items and work required as part of the legionella requirements.
- Curriculum investment was being proposed including iPads. There was discussion on whether to buy or lease and the costs involved. Following a brief debate it was agreed that to lease would be the better option as would ensure regularly updated.
- A new literacy scheme was being developed with training for staff currently taking place. Governors raised a number of points including whether the scheme would help to raise standards and interventions also was it cost effective. A request was made that the Teaching and Learning Committee was provided with feedback on how the scheme was working and the impact having. A point was made on having triangulation of the data. The data would be reviewed at the end of the autumn term.
- **Q) Were changes needed to the literacy policy?** A) It was proposed that there was a meeting just to consider curriculum policies. It was suggested that SLT / chairs of committees considering reviewing the policies. L Kitchen offered to circulate the schedule for the curriculum policies.
- Local Authority Services – all the current services were to be continuing with the exception of Music Support. There had been extra HR days included to train and support the new Headteacher.
- A sports coach was planned at a cost of £9,000. It was noted that the costs of the John Smeaton had not been paid last year with funds included in the budget.
- Cluster – It was confirmed that there were no costs involved for membership of Noctua only any training charges. The school now only

LK

had a small involvement with Noctua. It was suggested that there may be more appropriate partners to consider and other 'Learning Alliances' should be discussed.

- Rebranding / corporate image – governors discussed this issue and general view expressed was that this was a wider issue and needed to be debated further. It was also pointed out that it was a governor's decision and should not be rushed. A comment made was that the school needed to be promoted in the area to attract pupils to the school and new school brochure needed. It was further considered that parents and pupils should have the opportunity to put forward their views on any changes. It was agreed that an input on rebranding should take place at the next main governors meeting in June 2016 and money retained in the budget.

Fgb

Governors agreed the in-year deficit of £35,200 with the temporary contacts included. It was agreed that in future years the budget would be the only item on the agenda for the meeting in May.

Resolved:

- That governors approved the main school budget for 2016-17
- That governors agreed the contingency of £38,200 for 2016-17

5.2 Extended schools budget

A copy of the proposed budget had been circulated which included the price increases. An issue was raised on the numbers using the holiday club and suggested that a questionnaire be sent to parents to ask for ideas for activities that could be considered. The Acting Head agreed to send out a questionnaire to parents asking for their suggestions. The budget was noted to be in a healthy position with a forecast contingency of £20,460.

SC

Resolved:

- That governors approved the Extended schools budget for 2016-17

6.0 POLICIES

6.1 Data Protection (DP) Policy

It was agreed to include details of the DP officer as part of addendum to the policy. D Hillerby and L Stevens had attended the relevant training required as part the responsibility for DP. An update had been provided at a staff meeting as part of an input on safer working practice. The format of the policy was raised and consistency with other policies. The policy would be signed on behalf of the governing body. It was agreed to check the point about individuals giving their consent to disclose personal information as considered that a child could not give consent. The storage of sensitive data was discussed and the policy on the length of time that the data had to be kept. The acting Head agreed to contact the LA to get guidance on retention and storage of documents. It was agreed that the policy could not be approved at this point and would be re drafted then circulated to governors. The policy would be brought to the main governors in July 2016 for approval.

SC

Fgb

6.2 Charging and Remissions Policy

The policy had been amended to include that subject to funding, the main school budget being is able to subsidise part of the travel costs. The policy also included the revised charges for the school club and Twigs.

Resolved:

- That governors agreed to adopt the Charging and Remissions Policy

6.3 Accessibility Plan

Governors were informed that the plan was now included as part of the Single Equality Scheme.

7.0 HEALTH AND SAFETY

7.1 CF50 log – Governors had received a copy of the log. It was agreed that initials and surname only would be included on the report.

7.2 Near miss reporting – There was nothing to report. Staff would be reminded that the book was there.

7.3 First Aid Book – It was agreed that the book would be reviewed by T Wildgoose or G Curling on their next visit to school.

TW/GC

8.0 PREMISES MANAGEMENT

A quote for the legionella work was still awaited. Governors were made aware that due to the absence of the superintendent there was an issue with flushing out of the water system. G Curling was due to visit school on 6 June 2016 and agreed to speak to staff on this matter and considered ways this could be covered.

GC

9.0 SCHOOL EXPANSION

G Curling gave a verbal report on the current position regarding the proposed school expansion. There had been a meeting held with the project manager for the new build. The results of the consultation process would be taken to the Executive Board with no objections made. There had been 4 responses made which were in favour of the plans.

10.0 PAY REVIEW COMMITTEE

Governors had been circulated with a mid-year report on performance management. It was noted that three members of staff were on target to progress along the main pay scale and may require the pay committee to meet.

11.0 ANY OTHER BUSINESS

There was no other business discussed.

12.0 DATE AND TIME OF THE NEXT MEETING

It was agreed that the Resources Committee meeting would be held on:

Tuesday 11 October 2016 at 6.15pm.

The Chair closed the meeting at 9.10pm.