

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY BUSINESS AND RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 17 October 2017 at 8.00am.

PRESENT: Cllr Peter Gruen (Chair) Beki Vargassoff (Headteacher)
Katie Coates Debbie Hillerby
Nick Kilsby Alan Scorfield

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

1.0	APOLOGIES AND DECLARATION OF INTERESTS	ACTION
1.1	Apologies were received and accepted from Rachael Grimes.	
1.2	There were no new interests declared.	
2.0	AGREE TERMS OF REFERENCE FOR COMMITTEE	
2.1	The terms of reference had been agreed by the full governing body at their meeting on 25 September 2017. The Clerk agreed to forward governors the relevant section of the document.	Clerk (sent)
3.0	MINUTES OF THE LAST MEETING	
3.1	Resolved: <ul style="list-style-type: none"> • That the minutes of the meeting held on 16 May 2017 were agreed as a correct record. • That the Chair was authorised to sign the minutes. 	
4.0	MATTERS ARISING	
4.1	Item 3.1 – Health and Safety walk Governors had been circulated with a copy of the report produced following the health and safety tour undertaken by Nick Kilsby, H&S governor. It was noted that any points had been actioned where needed. It was explained that in respect of risk assessments for cleaners the school did not employ the staff. An issue was raised regarding the hoarding on the fence which kept coming away, N Kilsby agreed to look into this matter.	NK
4.2	Item 3.5 – Pay Committee Governors were informed that the pay committee meeting would be taking place on 19 October 2017.	
4.3	Item 3.6 – Charging and Remissions It had been confirmed that payments can now be made in advance for meals using live kitchen.	
4.4	Item 8.0 – Staffing structure	
4.4.1	The staffing structure had been shared at the full governing body meeting in September 2017. The Headteacher reported that a TA had been promoted and replaced internally a further TA had	

resigned and recruitment process carried out with a male TA appointed to Year 5/6. Governors were also informed that Mr Waring would be leaving as gained a promotion. There was praised expressed for the staff that would be leaving the school.

4.4.2 The Headteacher explained there was a need to strengthen staffing in Year 5 and an additional adult needed to support the cohort. The Headteacher explained that other models were being discussed including appointing an additional TA for January 2018.

4.4.3 The Headteacher reported that the unions were currently meeting with staff regarding the school club restructuring proposals. It was agreed that the Headteacher and chair would discuss this matter.

4.4.4 Governors were given reassurance that a recent CP issue had been dealt with following the necessary protocols. It was also considered that in this particular case there were no lessons that need to be learnt.

4.5 Item 13.0 – Governance statement

The information was included in the Governors' handbook.

5.0 MONITOR IMPACT OF GOVERNMENT FUNDING

5.1 PUPIL PREMIUM (PP)

5.1.1 Governors had been circulated with a report on the PP strategy for 2017/18. It was pointed out that the interventions used were across school not just for individual pupils. The Headteacher explained that there was evidence to show that the intervention have an impact across the class not just the PP child.

5.1.2 It was noted that N Carroll had been into school and discussed PP with the Headteacher to review all the related documents. A report on the visit would be provided to the full governing body. There had been no points raised and felt that progress was being made with the gap closing for PP children. It was suggested that the title of the report should be PP Spend Strategy. The Headteacher agreed to make this change. The report would be included on the school website.

Alan Scorfield declared an interest in the next item due to his involvement with the Leeds United Foundation.

5.2 PE / SPORTS PREMIUM

5.2.1 Governors had been circulated with a report on the PE and Sport Premium funding an impact report 2017/18. The report would be added to the website. Governors were informed that the funding had increased this year to £16,000 plus £10 per pupil. It was explained that the money could not be used to fund PPA and was used for planning and staff to access CPD.

Head/Chair

Head

5.2.2 **Q) Was the funding enough to cover all the activities?**

A) The school spent more on PE than the funding allocated. It was hoped that the allocated time of the Leeds United Foundation could be increased in the future with different options being explored. There was also a proposal to invest in developing the playground.

5.2.3 **Q) What were the pupils view on the PE/ Sports provision?**

A) The views of pupils were obtained at pupil voice sessions which were due take place later in the term. Governors were made aware that as the lead for PE and Sports was leaving a new lead person would be needed. In answer to a question raised on exit interviews the Headteacher agreed to look into this suggestion further.

Head

5.3 SEND

5.3.1 Governors had been circulated with a SEND summary for 2017/18. It was explained that the school was proactive in applying for SEN funding. The amount of time taken to complete the forms required as also outlined. The school was considered to be very inclusive and cater well for the various needs of pupils which was felt to enrich everyone in the school. Governors endorsed the holistic approach being taken by the school.

5.3.2 **Q) The numbers had increased and the funding had decreased what were the reasons for this?**

A) The tariff of the pupils had changed and each child generated different funding depending on the need. There had also been pupils that had left the school on a high tariff of need.

5.3.3 The Headteacher explained that the use of the additional space next year would be considered for the benefit of all pupils not just SEND. It was also felt that the existing building needed to be updated and funding allocated to improve this part of the school.

6.0 MID-YEAR BUDGET REVIEW

6.1 Governors had been circulated with the current budget report. The following points and questions were raised.

6.2 Governors noted that £12,500 savings had been made with staffing changes. It was explained that there was a voluntary bank of skills and support from parents. Alan Scorfield offered his support in respect of providing materials that may be needed. In response to a query raised it was confirmed that there were no financial issues with most areas in line with allocation.

6.3 **Q) Severance Pay – who did this relate to, was the level of pay in line with the LA guidance and was LCC HR used?**

A) This was due after the restructure of support staff. This process started following guidance from Leeds HR, we were wrongly advised

by them on the process therefore Leeds HR agreed to pay additional expenses incurred. The school was now using Carr Manor HR team.

6.4 **Q) Increase in catering expenditure – Has the costs of ingredients gone up or has there been an increase in the take up? Also how much of the cost is being offset by what parents pay and the money the school receives form the government to cover KS1?**

A) There has been an increase in the uptake of free school meals and school was also providing a free meal to all nursery pupils who stay for a full day, this is approximately 15 meals per day. The school are receiving some income towards this.

6.5 **Q) Drop in pupil premium – is this because we have less children who attract this funding or to do with how the funding is allocated?**

A) There was unusually large cohort of PPG entitlement in the previous year 6; 12 pupils were entitled and this has been replaced with only 5 new pupils entitled. Parent have been reminded on the importance of still claiming free school meal entitlement even though they have automatically received a universal free school meal. The school offers a free £20 shopping voucher if anyone claims and qualifies There is still no-one extra taking this up.

6.6 Governors were informed that as an alliance of schools ways of making savings were considered including value for money. The School Business Managers from the 6 schools were each working on a particular contract.

6.7 Governors had been circulated with a document which detailed the changes made to the approved budget following the budget review by the school finance officer. It was agreed that the Chair could sign the budget review virement form.

6.8 **Q) Was the school still expected to lose money under the proposed new national funding formula?**

A) The school was forecast to lose £12,000 which was less than previously predicted. The amount changed on a regular basis and school not expected to gain from the changes.

6.9 Governors were reminded that the 2-year provision was expected to make a loss in the first year. The provision was being promoted at every opportunity with an open day planned after half term and other local adverts placed. The Headteacher also mentioned the issue of children not gaining a place at the school even when put the school as first choice.

7.0 APPROVE EXTENDED SCHOOL BUDGET

7.1 A copy of the extended school budget had been circulated. The following questions were raised.

7.2 Q) Direct employee costs – have some posts been coded differently now?

A) We have re-coded posts in line with consistent financial reporting, the actual amounts of expenditure are in line with the previous year, just different budget headings for staff members.

7.3 Q) Severance payment – There is nothing in this field when it does appear that the school has spent £1800 on this?

A) There are no severance payments to be made from the extended school budget. The severance payment related to a member of staff employed through the main budget.

7.4 Resolved:

- That governors approved the extended school budget for 2017/18 and chair agreed to sign the relevant form

8.0 UPDATE ON CATERING CONTRACT

It was reported that there were no issues with the contract. It was pointed out that Free School Meals had been promoted within the reception class. Governors were informed that all nursery children had taken up the free meal offer.

9.0 DEALING WITH ALLEGATIONS OF ABUSE AGAINST STAFF

Governors were informed that should there be any allegations received then the necessary procedures would be followed.

10.0 STAFFING AND RECRUITMENT

This item had been covered under minute 4.4.

11.0 PAY REVIEW REPORT

This item would be covered under any other business.

12.0 EDUCATIONAL VISITS

The Headteacher reported on the success of the residential trip organised to Wales. It was reported that the risk assessments had been done for the trip and explained that the cost of the trip was expensive but considered to be a valuable experience for pupils. The parents were given several months to pay for the trip which the school subsidised. It was proposed to ask parents their views on the trip. The headteacher agreed to report back following the survey of parents. The staff would also be asked due to the previous issues relating to the cohort involved and need to carefully manage them whilst on the trip.

13.0 PREMISES UPDATE

13.1 A report on the costs of the summer buildings projects had been circulated. It was noted that the costs were slightly over the agreed estimates, this was mainly due to improve security to the side of the school. Governors agreed that the work carried out gave a positive

Head

image when entering the school. The addition of the skylights was considered to work well and had helped with overheating in a number of rooms. It was hoped to include skylights across the school. The issue of the bollards in the car park was raised, N Kilsby offered to pursue this matter if not be resolved satisfactorily.

NK

13.2 The introduction of the CCTV was felt to have been useful and working well. The issues with one of the sub-contractors was highlighted and list of all the problems had been submitted to Houlton's to address. There had not yet been a response received on the points raised.

14.0 ANY OTHER BUSINESS

14.1 Website

Governors were informed that Jane Peacock would review the website annually to check that all policies had been reviewed and new ones added. SLT would be responsible for providing the most up to date policies.

14.2 Meetings

The Chair reported that he had weekly meetings with the Headteacher to update on any resource issues.

14.3 School Improvement Plan

It was pointed out the SIP had been discussed at the main governors meeting in September 2017. The committee would monitor progress at future meetings. A one page SEF summary was being produced.

The Headteacher left the meeting at this point.

14.4 Headteacher's PM review

14.4.1 The Chair reported on the recent PM review meeting held with appraisal governors and SIA. Governors were informed that the Headteacher had met all of last year's objectives and new targets set for this year. The three targets set were outlined including to embed teaching and learning further, develop leadership and management skills and a personal development point to reflect of outstanding practice in other schools.

14.4.2 Governors discussed the current pay range for the Headteacher and need to review the range as the school would become 2 form entry from September 2018.

Resolved:

- That governors agreed to change the range to L15 – L21.

Governors noted that this would result in the Headteacher move to the bottom of this range. Governors agreed a one point incremental rise from 1 September 2017. The budget would be adjusted to take account of the increment awarded.

14.5 Pay Committee

The Pay committee were due to meet on 19 October 2017 to consider any pay requests to move up the pay scales and discussion on the revised pay policy. The issue of staff on maternity leave would need to be clarified with HR. A copy of the revised Pay Policy had been received and would need to be approved by the full governing body.

FGB

14.6 Appraisal Policy

A copy of the revised Appraisal Policy and procedures had been circulated.

Resolved:

- That governors agreed to adopt the Appraisal Policy and procedures.

15.0 DATE AND TIME OF NEXT MEETING

It was agreed that the next meeting would be held on:

Date to be confirmed

The Chair closed the meeting at 9.30am

Actions arising from the Resources Committee meeting 17 October 2017

Minute no	Subject	Details of action taken	Person responsible	Date action to be completed by	Status
2.1	Terms of reference	Clerk to send governors relevant section of the document	Clerk	30/10/17	Sent 30/10
4.1	Fence – hoarding	N Kilsby to investigate this item	NK	Asap	Open
5.1.2	Pupil Premium strategy doc	To amend title to 'PP Spend Strategy'	BV	Asap	Open
5.2.3	Exit interviews	Head to consider having exit interviews for staff leaving	BV	Next meeting	Open
13.1	Bollards in car park	N Kilsby to investigate this matter	NK	Asap	Open
14.5	Pay Policy	To be adopted by full governing body	FGB	Next meeting	Open