

**FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY
BUSINESS AND RESOURCES COMMITTEE**

Minutes of the meeting held on Monday 12 March 2018 at 8.00am.

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

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

| 1.0 APOLOGIES AND DECLARATION OF INTERESTS | ACTION |
|--|---------------|
| 1.1 There were no apologies as all members of the committee were present. | |
| 1.2 There were no new interests declared. | |
| 2.0 MINUTES OF THE LAST MEETING | |
| 2.1 Resolved: | |
| <ul style="list-style-type: none"> • That the minutes of the meeting held on 17 October 2017 were agreed as a correct record. | |
| <ul style="list-style-type: none"> • That the Chair was authorised to sign the minutes. | |
| 3.0 MATTERS ARISING | |
| 3.1 Item 2.1 – Terms of reference | |
| Governors had been sent the relevant section of the terms of reference document. | |
| 3.2 Item 4.1 – Fence – hoarding | |
| Nick Kilsby reported that the issue of the hoarding on the fence had been resolved. | |
| 3.3 Item 5.1.2 – Pupil Premium (PP) strategy | |
| The title of the document had been amended to PP Spend Strategy. | |
| 3.4 Item 13.1 – Bollards in car park | |
| It was reported that there was now a key for the bollard. | |
| 3.5 Item 14.5 – Pay Policy | |
| The policy had been agreed by the full governing body. | |
| 4.0 CONSIDER AND MONITOR THE RESOURCING OF PRIORITIES IN THE SCHOOL DEVELOPMENT PLAN | |
| 4.1 This item was deferred to the full governing body | FGB |
| 5.0 SCHOOLS FINANCIAL VALUE STANDARD (SFVS) | |
| 5.1 Governors had been circulated with a copy of the proposed SFVS assessment form. Debbie Hillerby (School Business Manager) and Rachael Grimes had discussed the document and assessed each of | |

the questions. It was pointed out that there were a couple of items that were in part met and needed to be completed. One of the items included the use of Parent Pay which had reduced the cash flow in the office. There was a problem with miscoding of expenditure into the budget which had caused inconsistencies. This was still under review and been worked on to resolve.

5.2 Q) Were all qualifying families claiming the Free School Meals?

A) Not all parents were claiming the benefit. Parents were encouraged to claim and explained the benefits to the school.

5.3 The statement was considered accurate and a strategy which reflect the governing body involvement in the financial management of the school. Governors approved the SFVS and that the chair should sign the completed form. Rachael Grimes was thanked for her involvement in the process.

6.0 REVIEW EXTRA TIME PROVISION TO OTHER SCHOOLS

6.1 Governors had been circulated with a proposal to give notice to Whinmoor St Paul's (WSP) families that the school would no longer be offering before and after school child care from September 2018.

6.2 The number of WSP families accessing the Extra Time had decreased during the term from 11 to 3 families (5 children). This was a direct result of WSP now having their own provision. There was an impact of the school with the staffing implications having to take and collect children. The school expansion was envisaged to increase the demand for Extra Time and staffing would be needed accommodate this.

6.3 It was proposed to still offer the holiday child care to the wider community. Governors agreed the proposal to give notice to WSP families that Extra Time provision would not be offered from September 2018.

Governors agreed to take agenda items out of sequence at this point.

7.0 REVIEW MONTHLY BUDGETS REPORTS

7.1 Governors had been circulated with the main budget report at Month 10 and extended school budget report. The following points and questions were raised.

7.2 The school was predicted to gain from the new funding formula. This would be reduced due to the estimated fall in Funding for Inclusion.

7.3 In response to a query raised on amending the budget report it was explained that the report could not be altered as a LCC form.

8.0 FOUNDATION STAGE 2 (FS2) – SCHOOL EXPANSION UPDATE

8.1 It was reported that the new building was now fit to be viewed internally. There was a slight delay in the programme which was hoped could be made up. The handover date was expected to be the 6 August 2018 of which staff had been made aware. There were plans being put in place for the resources needed for the new classrooms.

8.2 A request had been made for three closure days being proposed at the end of the summer term and the other at the start of September 2018. The extra days would be used to pack up all the resources and set up classes. It was agreed that parents needed to be given as much notice as possible with a brief explanation of the reasons the closure days. In response to a query on any impact on the closure it was explained that the holiday club would be affected. It was suggested that a trip could be organised at the end of August which would take the children off site. Alan Scorfield offered that Leeds United could help with the trip.

Governors gave their support for the three closure days.

8.3 There were quotes being obtained for the FS2 playground estimated in the region of £18,000. It was noted that the work was not part of the expansion and was considered a priority to improve outdoor learning. It was proposed that PE / Sports funding could be used for part of the cost.

Q) Can the school budget cover the remaining costs and would this affect spending in other areas?

A) There would be no effect on other areas and the development of the area would also help to attract families to the school and increase pupil number.

Governors approved the spending on the FS2 playground.

8.4 The school was to receive £30,000 to use on furnishing 8 new classrooms, FS2 area and IT provision in the new building with most already spent. It was considered that an extra £20,000 was required to complete all the work needed. The Headteacher agreed to speak to the project manager on this matter.

Head

9.0 SCHOOL FUND

9.1 Debbie Hillerby reported that the unofficial school fund had been audited. Governors noted that the money raised by the PTA were included in the fund. The balance in the school fund was currently £2,258.41

9.2 The Headteacher explained that a review of the PTA structure was being proposed. The involvement of the governing body was raised also it was proposed that SLT would have an input in the future

including Lianne Jackson (AHT) when she returned to school. Katie Coates offered to work with Lianne on this item.

KC

10.0 REVIEW OF THE STAFFING BUDGET

10.1 DBS checks

Governors were informed that the central record of recruitment and vetting checks was up to date and checked on a regular basis. It was noted that the central register was a key document considered by Ofsted. An issue was raised on checking the DBS, it was explained that there was not a requirement to renew these every three years. It was suggested that a cycle of checks for staff took place. It was agreed that this was done and staff checked with list 99 on a rolling programme. It was confirmed that the DfE Edubase system had been update with governor's details.

Governors were informed that there was also a list of staff qualifications which was regularly updated.

10.2 Disqualification by Association

It was confirmed that the school did comply with the statutory guidance on this issue, and a check carried out annually.

10.3 Learning lessons review – Ann McGuire murder

It was agreed that the full governing body would discuss this at their next meeting.

FGB

10.4 Assistant Headteacher (AHT) positions

10.4.1 The Headteacher reported on the current position regarding the AHT positions. There were currently 3 AHT with no Deputy Headteacher. Lianne Jackson (AHT) was due to return to work 3 days in the first instance then 4 days. The position on Lianne returning full-time was not yet clear.

10.4.2 The proposal was to retain Rebecca Thompson as acting AHT until January 2019 then a decision take on the senior leadership structure. The Headteacher explained that this would allow for clear accountability across the school with the key roles being covered.

10.4.3 Q) Was it normal practice not to have a Deputy Head?

A) There were different models used by schools, there was no requirement to have a Deputy Head. A number of schools have a non-teaching Deputy Head.

10.4.4 It was agreed to recommend these arrangements for 3.5 AHT's to the full governing body and that they should be reviewed in the autumn term. The Headteacher, Chair of Governors and Vice-Chair would work on a development model for the leadership structure.

FGB

**Head/
PG**

11.0 ADMISSIONS

11.1 Governors had been circulated with information on the current indicators for admissions in September. The final places had not yet been allocated and actual numbers were not known. Governors were informed that 4 nursery families had not yet applied for reception, these would be chased. The Headteacher explained that positive marketing of the school was needed to ensure numbers increased, as 52 had been included in the budget. It was proposed not to make appointments until the numbers were confirmed.

12.0 POLICY REVIEW

12.1 Health and Safety Policy

A copy of the policy had been circulated which was based on the LCC model. The date on the signature section had been changed to 2018. There were no further changes made.

Resolved:

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

12.2 Governor Visits Policy

12.2.1 A copy of the updated policy had been circulated which included a revised governor visit report form. Governors were reminded to complete a form after each visit to school.

12.2.2 The Chair offered to visit school and meet with the school council also check the Single Central Register. Nick Kilsby agreed to undertaken a health and safety visit and Alan Scorfield a visit to monitor PE/Sports premium spending.

12.2.3 It was suggested that a sample of children's books could be looked at by governors as part of the monitoring process. The Headteacher offered to give a short training input at the next full governors meeting to explain the purpose of book scrutiny and monitoring process.

Resolved:

- That governors agreed to adopt the Governor Visits Policy.

12.3 Providing a Reference Policy

Governors had been circulated with a copy of the draft policy which following the LCC recommendations. The Headteacher explained that the policy had been written following an issue raised. It was proposed that only factual information would be given. It was suggested that the Headteacher should be the only person to issue a school reference. This point would be added to the policy. It was pointed out that a reference request can be declined, this would also be added to the policy. Katie Coates offered to go through the policy and make suggestions for the wording. Governors would be circulate with a copy for their comments.

**PG
NK**

AS

**Head/
FGB**

KC

Post meeting note: governors confirmed the amended policy.

Resolved:

- That governors agreed to adopt the providing a Reference Policy.

12.4 Work and Families Policy for school based staff

Governors had been circulated with a copy of the policy which was based on the LCC model, there were no proposed changes. A brief summary of the document had been produced for staff.

Resolved:

- That governors agreed to adopt the Work and Families Policy.

12.5 Sickness absence management policy

Governors had been circulated with a copy of the policy with no changes proposed. A query was raised on staff having any protective characteristics that may need to be taken into consideration. In answer to a query it was confirmed that staff had to declare any particular characteristics they had which may affect attendance. It was explained that any requests for absence were taken on a case by case basis. In response to a question raised on the situation regarding the recent snow days the Headteacher explained the expectations for staff.

Resolved:

- That governors agreed to adopt the Sickness Absence Management Policy.

13.0 PREMISES UPDATE

13.1 Expansion update

This had been covered elsewhere in the minutes.

13.2 Annual asbestos report, invacuation drill update

An inspection had taken place with small items to address. The work would be done over the Easter holidays. The invacuation drill had taken place with no issues raised.

13.3 Boiler issues

Governors were informed that a repair was needed to the boiler due to an issue with the pressure. The cost was expected to be £5,700 and hoped to be funded by the LA.

14.0 GOVERNING BODY MEMBERSHIP MATTERS

14.1

Governors noted that Nichola Carroll's term of office had ended in February 2018 and an election had taken place with no other nominations received. Nichola had therefore been re-elected as parent governor. Racheal Grimes' term of office ended in April 2018. A further election was not deemed necessary and Racheal would be confirmed as parent governor.

15.0 ANY OTHER BUSINESS

There were no other items of business to be discussed.

16.0 DATE AND TIME OF NEXT MEETING

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

Tuesday 22 May 2018 at 8am – 10am

The Chair closed the meeting at 9.35am

**Actions arising from the Resources Committee meeting
Monday 12 March 2018**

| Minute no | Subject | Details of action taken | Person responsible | Date action to be completed by | Status |
|-----------|---|---|---|--|------------------------------|
| 4.1 | School Improvement Priorities - resources | To be discussed by the full governing body. | FGB | Next FGB meeting | Open |
| 8.4 | IT provision – school expansion | Headteacher to speak to the project manager on additional IT funding. | BV | Next meeting | Open |
| 9.2 | PTA structure | Katie Coates to work with Lianne Jackson on this item. | KC/ LJ | Next meeting | Open |
| 10.3 | Learning Lesson Review | To be discussed by the full governing body. | FGB | Next FGB meeting | Open |
| 10.4.4 | Leadership staffing | To be discussed by the full governing body. Headteacher and Chair of Governors to work on a development model for the leadership structure. | FGB BV/PG | Next FGB meeting Next meeting | Open Open |
| 12.2.2 | Governor visits | Chair offered to meet with the school council and check the single Central Register. Nick Kilsby to undertake a health and safety visit. Alan Scorfield to monitor PE/Sports premium. | PG NK AS | Next meeting Next meeting Next meeting | Open Open Open |
| 12.2.3 | Book scrutiny / monitoring | Headteacher to give a short input to governor to explain the purpose of book scrutiny. | BV | Next FGB meeting | Open |
| 12.3 | Providing a Reference Policy | Katie Coates to review the wording of the policy. | KC | Asap | Closed |