



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of the meeting of the Resources Committee held at 6.30 p.m. on Wednesday 17th October 2018 at Shirley Primary School

Present: Mark Abbas (MA), John Cattermole (JC - Headteacher), Mark Lewis (ML - Chair), Iain Smith (IS - Chair), Jo Bouttell (JB – School Business Manager and Acting Clerk).

The meeting was quorate.

Visiting (non-voting): Claire Fonseca (CF), Hannah Kidney (HK), (Deputy Headteachers)

Actions

1 Standing Items

1.1 Apologies for absence

There were no apologies for absence.

1.2 Declaration of interests

There were no declarations of interests pertaining to items on the agenda for this meeting.

2 Procedural items for the beginning of the academic year 2018-2019

2.1

Election of Chair and Vice Chair

The Clerk had not received any nominations for the positions of Chair and Vice Chair in advance of the meeting, therefore invitations were invited from those present. Iain Smith proposed that Mark Lewis be elected Chair, this was seconded by Mark Abbas and agreed unanimously. It was agreed to defer the election of Vice Chair until such a time as there were more committee members.

3 Minutes of the last meeting (20th June 2018)

The minutes of the Resources Committee meeting held on 20th June 2018 were considered and approved as being a true and correct record. Proposed MA, Seconded IS and agreed unanimously.

3.1 Matters Arising

There were no matters arising that did not appear on the agenda for this meeting.

4 Headteacher's Report

JC added the following comments to his written report:

Staffing

- The new front office team was moving forward positively and staff were developing in their new roles.
- An advert was now running for a Teaching Assistant/Play Worker.

English and Maths Leader Roles

These roles had previously been undertaken by Hannah Kidney and Claire Fonseca. Internal adverts had been posted and it was hoped to make appointments after half term. Taking up

the new roles will mean that the teachers appointed will need release time for half a day each week and this will be covered by Deputy Headteachers.

Maternity Leave

Libby Walmsley will commence maternity leave after half term and her teaching commitment will be covered by Deputy Headteachers and a long term supply teacher. Claire Fonseca will commence her maternity leave in December (not January as in written report). It is possible that Hannah Kidney may increase her working days to four per week to cover, or that phase leaders will step up. Arrangements to be confirmed.

JC

Primary Adviser

Anne Fisher, Primary Adviser, had met with three phase leaders, she had asked challenging questions of them, which they had responded to well.

Appraisals

There was some discussion regarding different approaches to staff appraisal/performance management and JC talked through the changes being implemented, as detailed in his written report. Discussion saw governors debating and challenging the best way to motivate and monitor performance, with healthy discussion regarding the pros and cons of formal performance appraisal while avoiding the issues associated with imposed annual targets. Governors asked JC to share the research behind the appraisal policy i.e. why the standard DfE template has been used as opposed to a more recent NAHT template? JC noted that it is hoped that by making changes to the appraisal process staff will be motivated and able to see their progression. It is important that the appraisal process is consistent and links to the pay policy and whole school improvement and the changes to the process should help ensure that this happens.

JC

Teachers Pay 2018/19

The proposed increases were in line with DfE and LA recommendations. These were 3.5% to main pay and unqualified teacher pay scales, 2% to upper pay ranges and 1.5% to leadership pay ranges, to be backdated to 1st September 2018. JB had prepared a cost analysis, which assumed that all teachers who could progress to the next pay point would do so (this is not necessarily the case, but provided a worst case scenario) and which used pupil numbers from the autumn term census to calculate the DfE grant (it is yet to be confirmed where this number will be taken from). The cost impact to the school in this case would be £4,055.84.

Iain Smith proposed that the teachers' pay award as detailed above be adopted. This was seconded by Mark Lewis and agreed unanimously.

Governors were advised that support staff pay increases are implemented in April each year and are non-negotiable, with support staff being paid accordingly to Cambridgeshire County Council's agreed support staff scales.

SLT

Safeguarding

An internal safeguarding audit was being carried out and the SLT would meet after half term to discuss this and feedback to governors.

School Premises

The kitchen is in need of strategic improvements. It is over 30 years old and located in the oldest part of the building. It was only partially altered when the new school was built, and is now in need of works to the ventilation and heating system. This will be costly and governors briefly discussed funding options, including approaching local businesses and making the Friends of Shirley School group a charity.

Appraisal Policy

Amendments to the policy were highlighted in yellow and included altering the appraisal cycle for teachers to run from September to July in order to help with pay progression decisions and target setting. The amended policy added clarity to objective setting and notes classroom observation, learning walks and drop ins will form part of the appraisal process for support staff.

Governors noted that the appraisal process should link with improving outcomes for pupils.

Iain Smith proposed that the revised policy be approved and adopted. This was seconded by Mark Lewis and agreed unanimously.

5 Strategy

To be considered when the School Improvement Plan has been finalised. SIP to link to school budget.

6 Finance Report

JB summarised her written report and advised governors that the school budget was generally running as planned and the end of year carryforward was slightly higher than originally predicted. As this point in the year it was not possible to give accurate predictions of end of year outturn as reports only included one month of the new academic year.

Shirley Centre Report

Governors were pleased to see that the school was being well used with a number of regular hirers as well as an increasing number of ad hoc bookings. Governors noted that a number of bookings were taking place for community purposes (consultations, local resident liaison groups) and were pleased that it was becoming a local community hub for such events.

7 Premises

Governors noted the written report submitted by JB. Governors asked that the summary of works completed by split to identify those which form part of statutory inspections and those which were reactive/planned maintenance.

JB

The main item of concern regarding premises is the heating system. JB to report back at the next meeting when there should be further news from the Local Authority regarding support with financing the installation of an additional boiler.

JB

There are a number of high cost maintenance works which remain in need to attention, and these were all raised with the Local Authority. Governors noted that priority needs to be given to those which could compromise the school's ability to function e.g. heating.

8 Safeguarding Report

This had been covered within the Headteacher's Report.

9 Statutory Responsibilities

10 Any Other Business

Mark Broadbent will be invited to attend the next Resources Committee meeting, with a view to being elected to the governing body at the next full meeting in December.

11 Date of Next Meeting

Thursday 1st November 2018 at 6.00 p.m. – special meeting to consider teacher appraisal outcomes and pay progression.

Wednesday 21st November 2018 – next Resources Committee meeting.

Summary of action points

Agenda item	Summary of action	By whom
4	Arrangements for maternity leave cover to be finalised and reported to governors at next meeting.	JC
4	JC to share the research behind the appraisal policy i.e. why the standard DfE template has been used as opposed to a more recent NAHT template?	JC
4	SLT to undertake internal safeguarding audit. JC to report back to governors at next meeting.	SLT/JC
7	Premises report to indicate works which form part of statutory inspections separate from those which are reactive/planned.	JB

7	JB to report back to governors when more information about heating/boiler installation works available.	JB
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Glossary

DfE	Department for Education
LA	Local Authority (Cambridgeshire County Council)
NAHT	National Association of Head Teachers
SLT	Senior Leadership Team

I confirm that at a meeting of the Resources Committee held on _____ these minutes were approved and agreed as being a true and correct record.

Signed _____

Position _____

Date _____