

**STORMONT HOUSE RESOURCES COMMITTEE**

**Monday 9<sup>TH</sup> October 2017**

ITEM	FOCUS/NOTES	Lead	Action
1	<p><b>ATTENDANCE: BH(Chair) KM (HT),CW (Business Manager), FJ (DHT), AH,CN.</b>  <b>APOLOGIES: HH</b></p>	BH	
2	<p>Appointment of Committee Chair:            Despite agreement at the June GB meeting that there should be a rotation of committee chairs there being no other volunteer, BH was appointed Chair</p>	BH	
3	<p><b>Review and Approval of Committee Terms of Reference:</b>            The Terms of Reference were reviewed and approved. It was noted that the schools' Financial Procedures Manual and the Schools' Delegated Authorised Expenditure Limits should also be reviewed annually.            The Terms of Reference to be reviewed again in the Autumn of 2018</p>	BH	<p><b>CW to circulate the links to the Financial Procedures Manual and Delegated Authorised Expenditure Limits to committee members</b></p>
4	<p><b>Minutes of the meeting held on 15<sup>th</sup> May 2017:</b>            The minutes were approved without alteration</p>	BH	
5	<p><b>Matters arising not on the agenda:</b>  <b>Benchmarking:</b>            CW reported that she had not found any other special schools in London of a similar size and pupil/staff structure and therefore found it difficult to benchmark Stormont with similar schools. It was agreed that expenditure should be benchmarked to ensure good " Value for Money" was being achieved  <b>TA Recruitment:</b>            FJ reported that revised procedures for the recruitment of TA's were nearing agreement. Specific tasks within the classroom had been identified and were being included in position descriptions. Sources from which candidates were sort were being compared with other schools. It was the norm to appoint temporary TA's through agency sources and then to invest in those whose skills matched those required by the school. Some TA positions could be of a short term nature i.e.</p>	CW	<p><b>CW to continue to source a reliable benchmark resource to ensure good "Value for Money" is being achieved.</b></p> <p><b>FJ to update the committee at the next meeting</b></p>

	<p>1:1 requirements for Yr 7 pupils.</p> <p><b>IT 5 Year Plan:</b></p> <p>CW reported that the IT Director had been given a deadline of Monday 16<sup>th</sup> October for a draft plan. It was agreed that CW would circulate the draft plan to BH shortly after half-term</p>		<p><b>CW to circulate the draft IT 5 Year Plan to BH shortly after half-term</b></p>
<p><b>6</b></p>	<p><b>Finance:</b></p> <p><b>Review of Financial Reports to 31<sup>st</sup> August 2017:</b></p> <p>CW had circulated the reports prior to the meeting. BH had reviewed the reports and raised some question which CW tabled answers (see attached document)</p> <p>Answers to questions:</p> <p>B/fwd balance was agreed as £222,727</p> <p>Funding – increased costs of TA 1:1 support will be charged to and paid by HLT.</p> <p>Earned Income- Year-end accrue, £20,000, for additional place funding now paid</p> <p>Apprentice Levy- If total salary cost less than £3M no charge. Staff employed by HLT therefore levy 0.5% of salary costs i.e. £10,000</p> <p>Teaching staff –Other Absence/Cover- relates to Maternity cover.</p> <p>Admin Absence Cover- relates to cover of a member of staff recovering from an operation</p> <p>CW stated the FM contract was running well and that there were no issues to report.</p> <p>Water &amp; Sewerage – invoice for 6 months consumption not accrued at year-end.</p> <p>Additional Speech &amp; Language- commitment for the rest of the academic year.</p> <p><b>Revised Budget for 2017/18:</b></p> <p>CW had circulated a revised budget before the meeting.</p> <p>Discussion took place about Pupil Funding. Place Led Funding for Yrs 7-11 had increased by £30k as a result of additional pupil numbers. Although pupil numbers for Yr 12 had increased particularly from Sept it was unclear if the funding was correct. An additional payment of £14,958 to the Yr 12 course provider looked as if the school received no additional income for these students. Additional SEN Funding (1:1) had increased but the cost reported under TA Staff Costs had decreased. Was this correct?</p> <p>Curriculum- Yr 12 provider costs had been increased by £14958 but cost for the Minibus had been removed. Was this correct?</p> <p>All other revisions were accepted</p> <p><b>Financial Ratios:</b></p> <p>CW reported that she was meeting with HH on Thursday to produce a template for a High Level</p>	<p><b>CW</b></p>	<p><b>CW prepare revised budget for 1<sup>st</sup> Nov and circulated to BH covering:</b></p> <ul style="list-style-type: none"> <li>• <b>YR 12 income</b></li> <li>• <b>SEN 1:1 Income and Costs</b></li> <li>• <b>Curriculum costs</b></li> </ul> <p><b>CW to circulate draft report for</b></p>

	<p>Financial report for governors which would include useful financial ratios</p> <p><b>Future Funding of Hackney Special Schools:</b>  KM reported that although a draft Funding proposal had been submitted to Schools Forum and Council members no formal discussion had been held with Heads of the Hackney Special Schools. KM was pursuing this unacceptable situation with HLT personnel and Councillor Bramble, Education Lead. Current proposal is to have a single Top-up value of £13,200 across all Special Schools. What this will mean to Stormont is unclear at the present time.</p>	KM	<p><b>comment before the next meeting</b></p> <p><b>KM to keep members abreast of developments</b></p>
7	<p><b>Human Resources:</b>  <b>Current Staffing Position:</b>  A staffing report had been circulated by CW. The only reported change in the staffing structure from that reported in April was an increase of 2.1 in TA headcount. This increase was mainly because of the additional support required by Yr7 pupils.</p> <p><b>Summer Recruitment:</b>  The recruitment campaign in the summer term had successfully recruited a Maths teacher and a full time SEN Leader.</p> <p><b>Pastoral Support Team:</b>  FJ reported that the 2 team members for the Pastoral Support Team had been recruited to commence after the October half-term. One was an internal candidate and the other was recruited externally. The position of Team Leader remained unfilled but an individual was being trained to fill the position</p> <p><b>Teacher Cover Position:</b>  KM reported that no progress had been made in recruiting for this position. It was planned to advertise the position after the October half-term.</p> <p><b>Catering Staff Structure:</b>  CW reported that mediation at the end of the summer term had improved the situation. Position descriptions, recruitment and implementation documentation was now with HLT HR for review.</p>	CW	<p><b>FJ to report on the Team Leader position at the next meeting.</b></p> <p><b>KM to give a progress report at the next meeting</b></p> <p><b>CW to report progress at the next meeting.</b></p>
8	<p><b>Whole School Priorities- Improved Efficiency and Effectiveness:</b>  CW reported that little progress had been made on the following priorities:</p> <ul style="list-style-type: none"> <li>• Stabilise student income streams</li> <li>• Rationalise additional funded support and intervention programmes into a sustainable</li> </ul>	CW	

	<p>structure</p> <ul style="list-style-type: none"> <li>• Develop additional income streams</li> </ul> <p><b>Review and develop staffing roles and structures.</b>  CW reported that the new Admin Staffing Structure had been in place for several months and was bedding down slowly. However there were still several areas that had been identified for improvement. Operating methods were being reviewed for improvement and staff performance reviews and targets had yet to be implemented. It was intended to hold individual appraisals in Spring 2018.</p>		
9	<p><b>Premises:</b>  CW had circulated a report detailing the accommodation changes made during the summer holidays. These were:</p> <ul style="list-style-type: none"> <li>• Relocation of sick bay into “old” inclusion room on the ground floor</li> <li>• Incorporate “old” sick bay into reception office</li> <li>• Deputy Head teachers sharing a room on 1<sup>st</sup> floor with adjacent inclusion room</li> <li>• Office for SEN lead on the 2<sup>nd</sup> floor.</li> </ul> <p>All works were completed on time and within budget.  CW reported that a Fire Safety Inspection was completed by HLT H&amp;S Adviser but the report had not been received</p>	CW	<b>BH to include the Fire Safety Report as an agenda item for the next meeting.</b>
10	<p><b>Health &amp; Safety:</b>  CW reported that HLT H&amp;S Advisor will complete an Inspection /Audit in November</p>		<b>BH to include Inspection/Audit as an agenda item for the next meeting.</b>
11	<p><b>A.O.B.</b>  No A.O.B Notified</p>	BH	
12	<p><b>Dates of Future Meetings:</b>  Monday 27<sup>th</sup> March 2017  Monday 19<sup>th</sup> June 2017</p>	ALL	

Premises