

Shirley Community Primary School Governing Body

Minutes of the meeting of the Governing Body's Resources Committee held at school on Wednesday 22 November 2017 at 6.00pm

Members of the Committee:

Dr Mark Abbas
Martin Campbell
Heather Cook
Karl Grenz (Chair of Committee)
Hannah Kidney/Angela Leach (Co-Head)
Mark Lewis
Angela Mason-Bell (Vice Chair of Committee)
Iain Smith

Clerk: Harriet Owen

Invited attendees (non voting):

*Suzanne Wernham (Deputy Head): Claire Fonseka (Acting DH)
Joanne Bouttell (School Business Manager: SBM)*

Present: Mark Abbas, Heather Cook, Karl Grenz, Hannah Kidney, Angela Leach, Iain Smith.

Invited attendees: Suzanne Wernham (Deputy Head), Claire Fonseka (Acting DH), Joanne Bouttell (SBM)

In attendance: Harriet Owen (Clerk)

1. Statutory responsibility

- **Apologies:** Angela Mason-Bell, Martin Campbell, Mark Lewis (work commitments).
Proposed for acceptance by Mr Grenz, seconded by Mr Smith. Agreed by all.

- **Declaration of interest in the agenda**
None declared.

- **Approve minutes of last meetings: 18 October 2017, 1 November 2017**

The minutes of the 18 October 2017 were proposed for acceptance by Mr Smith, seconded by Dr Abbas. Agreed by all.

The Chair noted the confidential note of the meeting of 18 October 2017 and the minutes of 1 November 2017 (restricted to non-staff Governors) will be approved later in the meeting.

- **Actions arising**
None reported.

2. Finance Monitoring

Mrs Bouttell reported she had now worked through the BCR, making corrections and recoding adjustments where needed. This year's budget includes expenditure from 2016/17, relating to invoices that were not processed. All invoices have now been paid. Ray Byford has advised Mrs Bouttell that Governors need a full BCR report as well as a summary. A new toolkit, Orovia, will be available in the New Year and will provide schools with the function to produce more tailored reports.

Mrs Bouttell noted adjustments to income: UIFSM has been moved to its own funding line (£36,708); Early Years (Pre School) funding has been split between autumn and spring terms, so that monitoring is straightforward.

Levels of funding for Pupil Premium and Pre School pupils were noted. Contributions miscellaneous income is currently £10,790.

Changes within the staffing budget toolkit were discussed by the Committee. Governors noted an overspend on supply teachers pay £7,659, and higher than profiled development and training costs. If development and training costs continue at their current level, this will lead to an overspend of £4,078. The meeting discussed the checking mechanisms for entering staff onto the staffing budget toolkit, to ensure the toolkit is accurate and all staff are included in the staffing profile. Changes in contracts must be checked on the toolkit against the EPM lists. Mrs Bouttell noted there are 155 contracts assigned to members of staff in school e.g. where some staff have more than one role. In answer to the Chair's question, Mrs Bouttell said whilst recording some contract changes had led to a decrease in the predicted carry forward, she is confident the budget presented is now accurate. The predicted carry forward forecast is £13,093.

6.30pm Mrs Wernham arrived

In answer to a Governor's question, Mrs Bouttell said the overspend on supply teachers pay is partly offset by an under spend on teacher salaries. The meeting discussed other staffing areas where an overspend is forecast: these include other categories of support staff. Mrs Bouttell explained the reasons why these overspends have occurred. Areas with underspends were also discussed: these include teachers pay, INSET supply and cleaners. The Chair asked Mrs Bouttell to be stringent in monitoring the budget.

The meeting discussed the decrease in the carry forward from £31,000 to £13,000. Mrs Leach said she and Mrs Bouttell met with Ray Byford. Mrs Leach then met with Mrs Kidney and Mrs Bouttell to scrutinise costs. Whilst some costs cannot be predicted accurately, e.g. supply, other costs can be restricted for the remainder of this budget. The Chair said he would not want to see cut backs in spending and asked what size of carry forward the school felt appropriate. Mrs Leach said that ideally, a school of this size should have a carry forward of £30,000, to buffer against unforeseen emergencies.

The meeting discussed Premises issues. Mrs Bouttell reported that only half-year water rates and sewerage charges have been received so far. Water hygiene is also coded into this funding and Mrs Bouttell will also check whether the budget includes an

allowance for the water hygiene risk assessment. Work to the CCTV systems has incurred higher expenditure than anticipated. Costs of the fire equipment are likely to be overspent, as the school has had to call engineers in to work on problems with the automatic monitoring of the system. Other occupation costs in the budget of £39,725 for rents/leases are understood to be an amount that is payable to the Diocese, for part of the land on which the school sits. Mrs Bouttell said it is anticipated that all subject area budgets will be fully spent by the end of the financial year. There is a budget for General Curriculum Contingency of £14,430, which includes the big lottery fund contribution that will be spent. A total of £15,304 is expected for the PE/Sports Grant as total income for this year.

There is a predicted year-end of £10,517 for the After School Club from parental contributions. Whilst staffing costs are running higher than budget, there should be slight year-end credit when offset by income. Income from the Shirley Centre is currently forecast to be £9,341 more than the budgeted figure at year-end.

The Chair asked about maintenance issues and costs that the school was aware of at this time. ACTION: Mrs Bouttell said outside lighting was an area that needed attention; she would work on a premises plan for the next meeting, which will include recommendations from PCM (the school's Property Manager).

The Chair thanked Mrs Bouttell for her report.

4. Staffing (Co-Heads Report)

Mrs Kidney reported there are currently 419 pupils on roll. The meeting discussed adjustments to the staffing profile, concerning changes to Year 5 teachers and the implications for the budget. Arrangements for the cleaning team were also noted.

Staffing training sessions for this term were discussed and content noted. CPD courses for staff are attached to the Co-Heads' Report and highlighted areas indicate if an in-house training session is to be delivered, following a member of staff attending training. Appraisals observations are underway for the TA team and appraisal meetings are taking place – these are due to be completed by the end of term.

The meeting noted the staff absence figures to date. The informal process of absence monitoring has been held for several members of staff, who have had meetings with members of the SLT so that support can be offered if needed. In answer to a Governor's question, Mrs Kidney said the figures presented in the Co-Heads' report are realistic, as they do not include any long-term absence (over 10 days) of individual employees, as the figures would be skewed if long term absences were included. ACTION: A full breakdown of this term's staff absence will come to the next meeting; this will include long-term absences.

The meeting discussed the overview of the priorities in the SDIP, noting the priority of reducing workload. Mrs Kidney explained that subject leaders have been asked to submit targets only instead of full action plans this year. Full action plans/ RAPs will still be written for Maths, English, ICT and Curriculum as these areas are given additional release time. Miss Fonseca is producing an overview of ideas from staff for reducing workload; with the plan to revisit it with staff, on either 4 December or the training day in January. The Chair asked if staff are aware of the proactivity being undertaken in this area. In answer to a Governor's question, Mrs Kidney said this priority is to address reducing staff workload, it is not connected with a work life balance. A national awareness of reducing workload had become prominent in the summer and the SLT had discussed what the school's leaders could do to reduce workload. In answer to a Governor's question, Mrs Leach said workload is an issue for some teachers, particularly those with young families. The school is supportive towards teachers who wish to work part-time. The meeting discussed working conditions for Primary teachers nationally. Mrs Kidney said a national survey had said that teachers work, on average, 50-55 hours a week; however, staff at this school worked longer hours than these. The Chair said if there any ways in which Governors could support with reducing workload, the SLT must inform the GB. Miss Fonseca said teachers have given good, practicable ideas of how to approach their workload that are not detrimental to children's education. Mrs Leach said the wider implications of these suggestions would need to be factored into the next budget. The meeting agreed that suggestions from the next staff well-being questionnaire must come from the SLT and the GB must be approached to help fund any suggestions. The GB Chair said the GB is sensitive to this issue and would want to work to improve the workload of staff. An open focus on this area is a positive action and the GB is open to support any ideas put forward.

The meeting noted the updates to SEND. Mrs Wernham said three EHCPs are being applied for this term, with a further two applications in the Spring term. In answer to a Governor's question, Mrs Wernham said each EHCP attracts approximately £10,000 of funding into the budget. However, the application process is lengthy, so it is unlikely this funding will not come into the current budget but should come through in time for the next budget. The GB Chair asked if the school was meeting the needs of these pupils whilst waiting for funding. Mrs Wernham assured the meeting that adults are in place already to provide support.

The meeting discussed the outcomes of the Year 6 parent exit questionnaire (July 2017). Several parents chose to record comments. Twenty-five responses were received. The Standards Committee, at its meeting last week, had noted that 24% of parents had responded as disagree or don't know, to the question concerning the effectiveness of dealing with bullying. Mrs Kidney said the SLT are aware of this response.

Safeguarding briefings: Mrs Wernham attended the safeguarding briefing on 1 November, The information from this was fed back to Designated Persons (DPs) in the school at the in-house termly briefing for Autumn B. Safeguarding briefings are taking place with all teachers and TAs, led by the Co-Heads. This term the topics covered are use of reasonable force (2015) and half term DPs briefing. Mrs Mason-Bell visited to monitor the SCR, with Mrs Bouttell, on 18 October. Mrs Leach met with Reverend Adams and Mr Grenz on 2 November to agree the annual safeguarding programme of monitoring from Autumn B 2017 to the end of the summer term 2018.

Reverend Adams is finalising the schedule and dates have been set for most of the monitoring activities. The finalised schedule will be given to the FGB on 7 December 2017. Governor monitoring will include the following across a wide range of areas: scrutiny of school policies and procedures; safer recruitment processes and record keeping; child protection record keeping (annual audit); interviews with children; interviews with staff.

Mrs Kidney noted the school's data would be included at the next FGB. The Standards Committee had recently discussed the latest data available at its meeting last week. The meeting looked at the data within the Co-Heads report, noting disadvantaged pupils achieved a higher level at achieving expected standard, than non-disadvantaged pupils in KS1 Reading. Mrs Kidney noted this is an encouraging statistic. Mrs Kidney said this reflects a more national trend, in that pupils achieve better in Reading than in Writing. Children learn reading skills first; these are then transferred to writing skills. The Chair thanked the Co-Heads for their report.

5. Pupil Premium

Review of 2016-17 Pupil Premium Plan and the Sports Premium Plan, and 2017-18 Plans

Mrs Kidney said the confirmed Pupil premium for 2017-18 is £186,180, compared to £194,640 budgeted. The meeting discussed the areas that have been RAG rated for ease of reference. In answer to a Governor's question, Mrs Kidney said two areas have been grayed out because funding changed (contribution to TA provision and feedback). One area has been allocated to Sports Premium, as it impacts on sport in the school. Mrs Kidney listed the criteria under which pupils are allocated Pupil Premium. In answer to a Governor's question, Mrs Kidney said Yr R, 1 and 2 pupils are encouraged to complete count me in forms, even though they entitled to UIFSM, although the criteria for eligibility can change.

Sports Premium funding for 2017-18 is expected to be £19,450 (2016-17 was £9,725). The increase is due to increased funding from the 'sugar tax'. The sports company the school uses has provided a new dance teacher in KS1 at lunchtimes, and two afternoons a week; these sessions are proving very popular. This initiative increases physical activity and provides CPD time for teachers. However, all initiatives funded through Pupil Premium and Sports Premium funding must have a beneficial impact on children. In answer to a Governor's question, Mrs Leach said Blue Smile provide excellent support for children with particular needs. The Committee agreed both Plans appear to be fit for purpose and should go to the FGB for approval.

7. EPM audit

The Chair noted the EPM document had been presented at the Autumn A meeting. It acts as a self-evaluation tool and highlights any areas Governors feel they may need more advice about. ACTION: After discussion, the GB Chair agreed to complete the audit and will circulate it to Committee members.

8. Strategy

The Committee agreed that due to constraints on the budget, any urgent items should come to Governors from the SLT.

9. Safeguarding

Mrs Kidney said there were no further updates to the Safeguarding items given in the Co-Heads' Report. It is expected that reports from Safeguarding Governors will come to the FGB in December. The monitoring schedule for 2017-18 will also be given at the FGB.

10. Health and Safety Report

Mrs Cook discussed her report with the meeting. The fire alarm has sounded twice this term. All children and adults have exited safely. The fire fighting equipment is due for its annual inspection in December. Mrs Cook has discussed the need to review the school's fire policy with Mrs Bouttell; this Policy will also look into the possibility of having fire marshals.

Updates on first aid training were given: currently four TAs are trained to the full level; eight TAs to paediatric level; seventeen TAs have completed the one-day emergency training. Three incidents have been reported to the LA since Mrs Cook's last report: one concerns a pupil; two concern members of staff. The flu vaccination programme took place on October 20th. This was for pupils in Yrs R-4. The uptake was better than last year.

Mrs Cook undertook a health and safety inspection of the school in October with Mr West.

ACTION: Mrs Cook will update Governors on actions taken, following discussions with Mrs Bouttell at the next meeting.

The Chair thanked Mrs Cook for her report.

11. Statutory responsibilities

No items from the CGS suggested agenda items were put forward.

Policies

Probationary Policy - to come to the Spring A meeting

Induction Policy - to come to the Spring A meeting

Internal financial procedures - to come to Spring B meeting

Appraisal and Capability Policy - to come to a future meeting

Data Collection and Retention Policy - to come to a future meeting

Pay Policy (EPM model)

The meeting discussed points within this model Policy. Annex C sets out how teachers access the UPS. Mrs Kidney confirmed that teachers should be M4 before applying for the threshold to go to UPS; however, a minimum of three years experience is needed to go through. Threshold of UPS starts at UPS1. Evidence of highly competencies is taken from a format document.

Annex D outlines recruitment and retention allowances and sets out how the school would award these allowances.

Annex E: salary points and progression on the main, upper and unqualified teachers pay ranges: a Governor asked if all teachers are aware of this information. Mrs Kidney confirmed the Policy is stored on the staff server that can be accessed by all staff.

Mrs Leach explained annual recommendations for pay progressions are brought to the Resources Committee at the beginning of November (non-staff Governors). The GB Chair suggested the sentence under the table could be removed as it superfluous. In answer to a Governor's question, Mrs Leach said UPS3 usually is found in secondary colleges, not Primary Schools, as it reflects a number of pupils a person is responsible for – usually larger than a two-form entry school. It would not be justified for this school. A Governor asked about maternity leave and how this fits within with the Policy. Mrs Leach explained this is clearly defined within the Policy and that no teacher is disadvantaged by going on maternity leave.

The meeting discussed wider issues of how to reward good teaching within the constraints of the Pay Policy and asked if multiple moves through the main scale would be appropriate. In answer to a Governor's question, Mrs Leach explained that in some cases, an excellent teacher does not want to take on wider responsibilities. This would constrain movement onto the UPS scales. The length of teaching is also a factor for consideration for application to move onto the UPS scales: it is noted that a teacher must have three years experience to apply for UPS and every element of their teaching has to be exceptional.

In conclusion, the meeting agreed the Policy was fit to go to the FGB in December for discussion and adoption. The Chair and GB Chair noted Annex F needs further consideration, prior to bringing it to the FGB in December.

The meeting discussed the criteria within Annex F with the meeting. The GB Chair said one of the criterion concerns the ISR group the school is placed within. Due to pupil numbers, the school is now placed in a group 3 ISR school range. The GB Chair said there are mitigating factors e.g. the demography of the school and numbers of SEND pupils, which could make the available salary range of a group 3 school unattractive to offer to Heads and Deputy Heads, and this should be taken into consideration. The meeting discussed whether it could enhance the formula that gives the baseline salary the GB could offer to the school's SLT. The GB Chair said the STPC document does not seem to offer any relevant flexibility. The GB needs to be able to offer a broader flexibility to the Head and Deputy Head ranges. The capacity of the SLT will be a future discussion for the GB.

After discussion, and in conclusion, the meeting agreed salary flexibility is key to responding to the changing needs of the school and asked Mrs Leach to contact EPM for advice. The Chair of Committee and GB Chair will work then together on Annex F prior to it coming to the FGB in December 2017.

12. Conclusion items

The confidential note from the minutes of 18 October 2017 was proposed for acceptance by Mr Smith, seconded by Dr Abbas. Agreed by all.

The confidential minutes of 1 November 2017 were proposed for acceptance by Mr Grenz, seconded by Mr Smith. Agreed by all.

Future actions regarding the confidential note to the minutes of 18 October 2017 were noted.

Date of the next meeting: Wednesday 24 January 2018 at 6pm.

The meeting ended at 8.20pm.

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