

DRAFT

**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF ST MATTHEW'S GOVERNING BODY,
HELD AT SCHOOL ON Thursday 16th November 2017 AT 6.15 P.M.**

Present: Kevin Blencowe (Chair), Lucy Walker, Zoe Thorn, Rosa Mottershead, Debora Lucarelli,
Melissa Hatcher, Tony Davies (Head teacher)

Clerk: Zoe Thorn

1. Apologies for absence:

Apologies for absence were received from Adrian Strowger (Office Manager).

1a). Election of chair of the committee: Kevin Blencowe was elected unopposed. However, the Chair recommended that other, more recently elected/appointed governors consider standing for the post in future years, to ensure smooth succession planning.

2. Declaration of pecuniary interests:

There were no declarations of pecuniary interest relating to items on the Agenda.

3. Agree terms of reference for the resources committee:

The terms of reference for the committee were approved unanimously.

4. Minutes of the last meeting – 26th April 2017:

The minutes of the last meeting were agreed as an accurate record.

5. Matters arising and agreed actions update:

From **item 5** – the MUD project is going ahead so the money mentioned in the last meeting will be used and not needed to pay back. (A governor is involved in this history project and is running workshops with the children on archaeology) The project will run until February 2018.

From **item 6** – the science governors completed their visit and reviewed and reorganised the science resources. The science governor will be meeting with the school science coordinator in the next week to discuss the resources and also the launching of potential new science activities (such as clubs, talks, pollution monitoring) with parental involvement.

From **item 5** – Governors asked about the £2.4 K overspend on copying as a result of introducing a new colour copier. The head confirmed that budgets have been adjusted this year to take this into account – under administrative supplies.

From **item 7** – music lessons: year 5 will no longer be having weekly class guitar lessons due to budget constraints. French lessons are now being delivered in house rather than using staff from Parkside. In house is cheaper but also provides better staff continuity. Governors also asked if it would be useful to have a link governor for languages – this can be considered when the school writes the new SDP next year. The nursery is expected to be almost full at the new level of 58 children for January 2018 – this is the highest number of children who can be accommodated without increasing staffing.

6. Raise governor awareness of School Contract Regulations, Financial Regulations for Schools and Cambridgeshire's Scheme for Financing Schools

Governors understood that the school is obliged to follow the regulations. The link governor for finance will scrutinise the financial regulations for schools in more detail when they complete the link visit for finance later this term in a visit to the school business manager.

7. Review latest Budget Control Report (BCR) October 2017

The head advised governors that spending is on track for the time of year. The school has received additional SEND funding due to the discovery of underfunding for a statement for a particular child over a period of years. The TA budget is one which is important to monitor, as many children need additional support and the school has had to put in 1-1 support for certain children in order to protect their safety and that of other children and adults. The school is responsible for [the cost of alternative provision. If a child is permanently excluded the school is responsible for the cost of alternative provision up to the value of £4000 until the child finds another school place. for any excluded children up to a value of £4000.](#) The head commented that, due to [a lack of peer](#) provision for children (and particularly girls) in Cambridgeshire, there are children in mainstream school who, in other local authorities, would be placed in special schools. The head reported that the Cambridgeshire Primary Heads have put pressure on the local authority for a wider review of SEND funding and provision. Governors asked if this situation has deteriorated in recent times. The head reported that more children over the past 3-4 years have needed intervention, partly because the services available to schools are fewer, but also because wider services to support families are no longer so available. Governors asked about the safety of staff and children [and also noted that](#) last year there had been issues with getting suitable training for staff. The head reported that only one child currently posed a risk to safety and they were currently not attending school.

Governors asked if the school is making the most of facilities and lettings to maximise income and the head reported that this was the case.

Action: The link governor for science to ask the PTA about possibly resurrecting the Christmas car parking fundraising.

8. School Funding Campaign Update

The head advised the meeting that the new national funding formula has been launched. The headline figure is that every pupil will have a minimum of £3,350. Currently under this scheme a child at St. Matthew's will receive just over this amount, but even this 3.9% increase still leaves the school as one of the lowest funded in the country, and projected inflation is 8% [by 2020](#), so this is still a real terms cut. The head reported that without increasing the size of the national funding allocation, the only way to [more equally fairly](#) fund all schools will be to cut funding from some of the best resourced schools. Governors asked if the funding to St. Matthew's had triggered the minimum funding guarantee this year, which the head confirmed it did.

The head explained that the local authority are carrying out a review of spending: money can be moved between different areas of budget. Up to 1.5% of money from the Schools Block (where the bulk of St. Matthew's funding comes from) can be moved into the High Needs Block (which tops up funding for children with SEND and education healthcare plans [as well as payng for various support services and special school provision](#)). CPH have asked the schools forum within the local authority to survey head teachers about this move, as schools may be affected differently by this potential change. If the money is transferred, then schools lose [some directgeneral](#) funding, but if not, then the most vulnerable children will lose out [and some support services to schools may be cut as well as the top up funding](#).

The head reported that he had been part of a delegation of head teachers who delivered a letter to Philip Hammond, Chancellor of the exchequer, on Tuesday. He gave out copies of the letter detailing the effects of school funding cuts.

Governors asked about activity on the parent led school funding campaign and the head reported that it had been quiet since the general election in June.

9. Teaching staff appraisal

The link governor for Performance management reported that they had carried out a visit on 16/11/17, looking as in previous years, at a selection of anonymised performance management data for teachers on different pay grades throughout the school. The link governor was impressed by the thorough and rigorous nature of the process and reporting.

Over the last two years there has been a shift [in the focus of the target](#) from just numerical targets (which have been moved to the success criteria) to focus on improving aspects of performance. Governors asked staff members present what they thought of the process, and they reported that the process works well, with two (or more) observations per year; targets are set in October for the following year; books are scrutinised ~~regularly~~[twice during the](#) year and there are 3 pupil progress meetings during the year. Meeting of targets has been linked to progression on the pay scale for a few years now. This item was not discussed in any further detail until the salary committee.

10. Personnel Policies (based on EPM Models)

- **Draft St Matthew's Adoption Policy**

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Paragraph 10.2 Governors agreed that leave should be **paid**.

Paragraph 13.5 Governors agreed to change [and prescribed rate..... To [at prescribed rate.....

The policy was approved unanimously.

- **Draft Shared Parental Leave Policies – Births and Adoption**

The policy was approved unanimously.

- **Draft Recruitment and Selection Policy**

Paragraph 1.5 New data protection regulations: governors will need to understand how to ensure the school is complying with the new regulations – perhaps forming a small sub group to do so.

Paragraph 2.2 Governors asked if this referred to TAs or HLTAs as well as teachers? The head reported that model policy only involves teachers. Governors confirmed the wording to be that “the head is expected to seek to involve governors” in appointments of staff.

The chair of governors has signed up to do an online safer recruitment update course (run by the NSPCC), and other governors expressed the wish to do the course, too.

Action: chair of governors to complete online course. Other governors to do this course or the one offered by governor services. The next course is on the morning of Monday 4th December.

The policy was approved unanimously.

11. AOB

- a) Staffing update. The head teacher informed governors that, as one assistant head would be starting maternity leave shortly, two teachers had been recruited internally to cover their duties. One will be leading in reception and nursery one day per week, and the other in year 1. A supply teacher, well known to the school, has been recruited to cover these teachers' classroom roles one day per week

each. An agency teacher has been recruited to cover the two days per week teaching currently done by the assistant head.

- b) Governors asked in the light of recent news items about sexual harassment and assault, had the school policy on these matters between children been updated? The head confirmed that this was indeed the case as the school has had to deal with situations of inappropriate touching between children in the past. The policy outlines that the school does a risk assessment in each situation and uses this to assess appropriate measures to reduce risk such as putting in place ~~then puts in~~ 1-1 support for the child if that is appropriate. Whether or not the child would be removed from the class would be part of this assessment, ~~but this would not necessarily include removal of the alleged perpetrator from the class.~~

12. Date for future meeting

8th March 2017 at 6:15pm at the school.

13. Key outcomes from this meeting

- a) Governors approved the following policies:
- Draft St Matthew's Adoption Policy
 - Draft Shared Parental Leave Policies – Births and Adoption
 - Draft Recruitment and Selection Policy
- b) Governors received the latest BCR.
- c) Governors carried out a visit on performance management for staff to oversee the process and reporting procedure.
- d) Governors were made aware of the following regulations:
- School Contract Regulations
 - Financial Regulations for Schools
 - Cambridgeshire's Scheme for Financing Schools
- And will scrutinise the financial regulations further at a link governor for finance visit.

Agreed Actions:

- Chair of governors to complete online safer recruitment update course. Other governors to do this course or the one offered by governor services. The next course is on the morning of Monday 4th December.
- The link governor for science to ask the PTA about possibly resurrecting the Christmas car parking fundraising.
- The link governor for science to meet with the science coordinator to discuss future plans.
- The link governor for finance to arrange a meeting with the school business manager.