



MINUTES

Committee	Development and Resources
Date/Time:	16 th November 4.00 pm
Location:	Carden School
For:	Governors, Kevin Cunningham
Distribution:	Development and Resources Committee Website
Quorum:	3
Attendees:	Governors: Jeff Nixon (JN) Chair of Committee Helen Longton-Howarth (HLH) Headteacher Margaret Garrard (MG) Paul Smith (PS) Karen Wicker (KW) Pete Sandeman (PSD) Other: Lisa Perrins (LP) Nicki Buttress (NB) Bursar Janet Johnson (JJ) Clerk

	DISCUSSION and DECISIONS	ACTIONS
1	Welcome and apologies for absence JN opened the meeting. The full committee was in attendance.	
2	Declaration of Interest in items on the agenda No declarations were made when invited. No withdrawals would be required.	
3	Minutes The minutes from the previous meeting of the committee were approved as an accurate record and signed accordingly. The pay panel committee had met on 16 th July 2015 and would be discussed at item 7.	
4	Matters Arising if not covered elsewhere There were no matters arising.	
5	Terms of Reference No changes were put forward for these and they would be reviewed in September.	
6	Ensuring financing is effective in improving learning and achieving value for money 6.1 Evaluation of pupil premium. LP tabled the evaluation for last year and rationale for this as well as the Early Year's pupil premium. A verbal summary was given: <ul style="list-style-type: none"> • There had been a lot of changes this year to bring it in line with the new vision and give more support to the Speech and Language 	



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	<p>pupils to enable them to access more of the in-school resources. The children who were already getting high impact one to one support needed enrichment activities. As a school the decision had been made that the pupil premium was for the most vulnerable and least achieving, and to get pupils ready for learning. When the disrupters are being dealt with, pupil premium children and others were able to learn.</p> <ul style="list-style-type: none"> • After RAISEonline the focus has to be KS2. The approach is about the early provision and trying to be more specific about the intervention programmes, so we can use the data very specifically. It was done this year but we have tried to make it clearer. • The Early Years' pupil premium is for the nursery. It is difficult to work out how much will be received as some funds come in arrears and we don't know which ones <p>Do all the parents know about it now? Yes, through various means. We will keep pushing it.</p> <p>Governors would consider the documents outside of the meeting and raise questions by email to LP. Acceptance of the report would be deferred until the next meeting.</p> <p>LP leaves 16.25</p> <p>6.2 Is funding being spent as planned? <i>Note, this item was taken before 6.1.</i></p> <p>Governors had already examined the report on expenditure compared with the budget.</p> <p>Have there been any changes? There was an unplanned for staffing change that has had an impact. NB confirmed spending was according to plan but that the budget was very tight. It was being monitored. The forecast outturn of £16k had just been reduced by £4k and it was likely some premises repairs would arise.</p> <p>What are the nursery adjustments? Numbers on roll were short by 5. Some funds may be returned.</p> <p>A governor commented that some of the expenditure was predictable e.g. PAT and CPOMS. NB agreed. It was local knowledge that had not been handed over to her. It would be clearer next year.</p> <p>Why haven't we got a cleaning contract? It was pursued; however, the contractor was going to charge £4k without any guarantee they would take on the cleaners and it seemed to be very convoluted. The school has, therefore, taken on their own cleaners. Governors supported HLH in complaining about the advice received from HR.</p> <p>Was the school paying the pension? Yes, payroll does it.</p> <p>Why was the UPS scale increase unexpected? This was explained to governors' satisfaction.</p> <p>Why did you advertise twice for the role- lack of take up? Yes.</p> <p>There were no further questions; the report was accepted with thanks and NB left 16.14.</p> <p>The school fund was deferred until FGB</p>	<p>D&R</p>
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<p>6.3 Are finance system improvements (SFVS) on track? KW gave an interim report on progress.</p> <ul style="list-style-type: none"> • She recommended more financial reporting on the website and it was agreed that the information to be provided would be decided in the summer term. • The pupil premium has been costed, is there anything else in the single plan that can be costed? HLH I think it would be very time-consuming. • The capital plan money has now been used. HLH confirmed only £9k had been received this year and it had been spent on reception and the numbers on roll are increasing. • The insurance has been completed. • Standardising of tendering. No work was in course so it was now only the LA who were procuring work e.g. partnership working, HR, utilities. HLH advised for utilities we have found the estimates have not been useful as we cannot negotiate elsewhere anyway. Reduced water. <p>It was agreed the full report would be drawn up in February. A group would meet with NB.</p> <p>It was agreed the Business Continuity Plan was to be presented at the next meeting.</p> <p>6.4 Are our data management and protection systems secure?</p> <ul style="list-style-type: none"> • Freedom of Information • Data Protection and Security • Staff Acceptable Use Policy <p>Governors had already considered a report drawn up by a governor with experience in this field who had spent considerable time reviewing the various policies.</p> <p>Are the school staff having training? Yes HLH has given a training session to all and individual members of staff most involved have had a one to one. The health check commissioned by the previous headteacher has been followed up and HLH was following up contingency matters. All ex members of staff have been removed and they were in the process of reformatting the share drive.</p> <p>Tablets and mobile phones cause problems. HLH at the beginning of every year each member signs the acceptable use policy.</p> <p>Do staff find they have freedom to use IT or scary? No, they know what to use and they take it seriously.</p> <p>Governors accepted the report and recommendations with thanks to PS and the deputy headteacher. They noted the policy included the positive uses, read well and were pleased to see it had all been brought up-to-date. Governors would sign to confirm reading and understanding of the policy at the next FGB and at the first FGB of the year thereafter. Monitoring would continue to be by way of focus governor with an annual report to D&R and HSW committees. The policy was approved.</p>	<p>D&R</p> <p>HLH</p> <p>JJ</p>
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	<p>6.5 Are procedures for whistleblowing effective? A new policy had been circulated for consideration. This now included a clear mechanism for members of the public and governors to raise concerns. The policy was agreed for review in 3 years or upon review by the Local Authority if before. Monitoring would continue to be by Safeguarding governor and the Local authority.</p> <p>6.6 Have we got the right school meal contractor? Recommendation for FGB required. The LA contract was falling due for review. In discussion there had been some issues with Health and Safety and demarcation of responsibility for staff behaviour and it was decided JN and KW would meet and provide feedback.</p>	JN KW HLH
7	<p>Ensuring teachers are paid in accordance with performance and equalities</p> <p>7.1 Staff pay progression. PSD and HLH to take questions Governors had already considered the report from PSD. HLH now added</p> <ul style="list-style-type: none"> • Due to illness she had taken on more appraiser work. • There were a lot more specific targets. They were tighter and next year it would be likely not all would achieve progression. • The Venn diagrams for Age Related had been completed and those that are off-track are the focus children. • A focus was making sure getting proper professional development for their teaching. • There was confidence the evidence would be good. • Targets are tighter and it was likely not all would get through this year. <p>PSD confirmed he had been impressed with the process, was confident it was fair and that all knew and have agreed the objectives. Will there be surprises? No, there is an interim review in March and any I am concerned about now are already being helped. Are staff aware of the increased robustness? PSD yes, maybe too aware. HLH this is a good reason for the interim review.</p> <p>JN reported that at the meeting in July the main considerations were the recommendations. All recommendations were confirmed and all achieved progression. The paper trail had been evidenced.</p> <p>To what extent are they their own targets? They know 85% children need to be achieving at Age Related or Age Related + : it is not negotiable. That said if you come in to year 1 at 51% you cannot then achieve 85% but averaged should have gone up by 15 percentage points. This year we know year 6 have massive gaps in the knowledge required as they have not been taught under this new regime and in addition there is a high level or pupil premium, a high percentage of girls and they haven't got long to accelerate the progress. They are unlikely to hit Age Related. You can't penalise the</p>	



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	<p>teachers for that. So we need to cross reference that, with marking, moderation and data. Teachers know it isn't only about the data and the appraisal booklet makes this triangulation very clear.</p> <p>7.2 2015/16 arrangements. The pay committee would be drawn from D&R and would comprise PS PSD and JN. Each would up-date their training as appropriate. The Pay policy would be circulated for consideration by FGB.</p> <p>7.3 Staff group: Job Share and Flexible working. The deputy headteacher had reviewed the policy which she had originally drawn up and was now used by some other schools. Governors were informed of some of the technical distinctions between part-time and job-share working. There were no job-shares at Carden at the moment but many working part-time or flexibly. Governors wished to continue to monitor this and it would be by annual headteacher report for review in 3 years.</p> <p>7.4 Appraisal. It was agreed this would meet 14th July to consider the HT annual report and consider pay progression and also after the interim review in March.</p>	<p>Pay comm HLH</p> <p>HLH</p> <p>JN</p>
8	<p>Agenda for next time: Reports required and from whom: Governors decided to allocate a Key Stage each for the PP – PS:KS1; KW:EYFS; MG:KS2. They recalled they would need to check the pupil premium audit, the notes from the training session with Clive Bolton and RAISEonline. Overarching theme for the meeting would be continued professional development. Is the CPD ensuring equitable progression? PSD and MG to produce a report to also include effectiveness of EDISON</p> <p>There being no further business the meeting closed at 17.33</p>	

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	OWNER	ACTIONS	DUE BY
3	JJ	Up-load minutes to website	
6.3	JN/D&R	Meet to consider SFVS – JN to co-ordinate, enabling reporting back by next meeting	4 .2.16
6.4	HLH	Present Business Continuity Plan	4.2.16
6	JJ	Up-date records re policies and set up arrangements for annual signature of acceptable use.	9.12.15
6.6	JN KW HLH	Respond to tender review consultation	
7	HLH	Provide pay policy and note diary for report on job-share	ASAP 1.12.15
7.2	JN PS PSD	Arrange interim meeting of pay committee – liaise HLH	