

Coombe Road Primary School Resources and Compliance Committee Minutes for 09/06/2014

Governors Present:

Mo Marsh (MM), Dennis O'Sullivan (DOS), Janice Dykes (JD), Jan Hunter (JH),
Anne Meadows (AM), Jane Allen (JA)

Angie Kemaneci (AK) (Clerk)

1. Administrative matters:

a. Apologies for absence:

None

b. Declaration of Business Interest

No Governor had any business interests to declare with reference to the agenda

c. Receive and Pass Minutes of last meeting

Amendments made to previous Minutes from 18/03/2014:-

- **Page 3** – 'periodisation' amended to read 'personalisation'
- **Page 3** – 'DOS has conducted an audit of the corridors/verandas around the school and will be speaking to class teachers' – this sentence taken from Page 3 and added to Item 5 (Page 5 – Buildings/Premises).
- **Page 3** – 'plus CRS is particularly high spending on staff because many teachers are at the top of their scales' – added to Schools Financial Benchmarking Charts.
- **Page 4** - additional Action Point 'Aim to involve another member of SMT in school financial planning and review'

ACTION
1. AK to send 'final' minutes to Chair for checking then sending out.

d. Matters arising from the previous Minutes (18/03/2014):

- Scheme of Delegation: JH confirmed this has been read and signed.
- H & S Visit: AM to arrange a school visit.

ACTION
2. AM to e-mail JD to arrange H & S visit.

2. Financial:

JD distributed the relevant paperwork:

- School's Outturn Forecast Spreadsheet 2014/15
- Pupil Premium Investments
- Summary of Responses to SFVS Questionnaire

Forecast Spreadsheet:- JD distributed the Local Authority monitoring spreadsheet and explained the columns as:-

(Column 1) - allocations are as per budgets agreed by Governors.

(Column 2) - what Senior Managers are committed to spending.

(Column 3) - the 12 month forecast.

(Column 4) - actual prediction of what will be used over the year based on monthly returns with accurate presentation of staffing.

(Column 5) – Surplus figures.

Challenge: Governors queried the figure with regard to the 467,707 figure in Column 2. JD will amend as this figure relating to Admin Clerical Support Staff would be too high.

ACTION
3. JD to amend Column 2 as appropriate.

Pupil Premium Investments: - Please see additional handout - JD advised a summary report will be put on the Coombe Road website. This will be sending split into three areas: Staffing, Resources and Other Support.

JD advised the handout was taken from a sample of another school and went through the headings:

- How does Pupil Premium Impact on Learning
- How is accountability managed
- Teacher Accountability
- SMT Accountability
- Governors Accountability

Challenge: Governors discussed 'How Accountability is managed' and planning for the children who need it. JD advised provision and planning will be in place before the Autumn term starts. Data from SEN visits on progress is on a separate system. Governors advised evidence of progress would be a useful tool.

Challenge: Governors asked that with regard to Teacher Accountability, TA's could be added alongside the CT's.

DOS explained that the Pupil Premium responsibility ultimately lies with the class teacher and case studies will show attendance at holiday clubs/what interventions are in place and any progress made.

4. Critical Incident Plan: - circulated at meeting.

JD explained this is in draft form and everyone will need to look at it for input purposes.

Challenge: Governors asked if anyone from the Senior Management Team could act up. Governors discussed calling the Critical Incident Team line as a test to see if the system is properly in place.

Challenge: Governors asked how the Critical Incident Plan links across to school visits. There are sub-policies in place for visits.

Challenge: Governors asked where the assembly point is for this. The assembly point is at Meadow View, well away from school grounds.

ACTION
4. JD to finalise the Critical Incident Plan and distribute.

5. Staff/Personnel Update: - circulated at meeting.

DOS advised the SENco Julia Coe is retiring in the autumn term. The interview process began before half term but despite a potential candidate, the role has not been appointed to. Therefore the autumn term will start without appointment to this role and will be readvertised in January 2015.

Challenge: Governors discussed the importance of the SENco role within the school and asked how the role is changing. The workload has increased and therefore, a new SENco would be full-time with Senior Learning Mentors organising CAF's and co-ordinating other learning mentors. DOS explained this will give the opportunity to look at the structure required at the school. The SENco role has changed with Pupil Welfare Meetings and far tighter assessments in place across the school

DOS advised the management arrangements for next term are crucial and the process of recruitment to the SENco role will be broadened with a view to advertising nationally as well as locally. JD will act up as SENco for the autumn term overseeing the line management of the CTAS and a review of her own workload undertaken. There will be a detailed handover from the current SENco and most importantly this will ensure all legal requirements and statementing processes are completed.

ACTION
5. Review of Deputy Head workload to be undertaken with SEN timetable agreed and distributed to all Governors by the autumn term.

Challenge: Governors asked if the SENco role was classroom based before. This is a stand alone role.

Challenge: Governors asked who will be responsible for the recruitment process for the new SENco role. DOS advised he has spoken in detail to Julia Coe and will be putting together an appropriate package to advertise in September with interviews early October. The diary of key SEN points needs to be in place by the autumn term.

Challenge: Governors discussed any child protection issues being at Headteacher and Deputy Headteacher level. This will be a major focus for staff training in the autumn term. MM asked if she could take on the Governor Child Protection role until this is ratified.

DOS advised that the most important issue for the autumn term is that children with SEN input will have this up and running. The SEN role will become more focused in classroom and how interventions work will be looked at. Cluster working together with Bevendean, Moulscomb and Coldean Schools will be looked at with the possibility of Corporate training.

DOS explained that the current Year 1's have a high level of SEN. Therefore, an additional part-time teacher post has been advertised to accommodate their complex needs. The ICT suite will be used for an additional classroom enabling literacy and

numeracy to be targeted and the classes to be split three ways. Whilst the rest of the school are settled and well balanced the current Year 1's have not been mixed for two years and DOS will be writing to parents explaining why the classes will be mixed.

Challenge Governors asked whether it would be easy to replace the Every Child Counts Teacher. DOS advised that a replacement will be in place by September. This will be with Maths focus and will give the opportunity to review the types of maths interventions which run across school.

6. Buildings/Premises:

Governors discussed the provisional plans being made for works around the school. The school kitchen is being completely refurbished along with the replacement of all classroom doors and roof improvements above the staff room and Year 3. The repointing of the cast iron tower will not be going ahead and other options looked at.

Challenge: Governors asked if the building works will impact on planned summer activities. DOS advised that the activities will be impacted on, however days out can be planned rather than on-site activities. One or two events per week can be planned and Kate Edwards/Emma Farrell will be discussing at the staffing meeting tomorrow.

The current Year 5 will also have the opportunity to come into school for a week of work before school starts in September.

7. Policies Review:

DOS/JD advised there is nothing due for review at the present time.

8. Any Other Business:

- (i) JH – advised with regard to the proposed changes to Governing Body and the reconstitution by September 2015.
- (ii) Analysis of the staff survey will be fed back at the Full Governing Body Meeting on 18th June. Laura Read will be taking this forward. 42 results have been analysed.
- (iii) Peter Freeman will be attending the Full Governing Body Meeting on 18th June for appointment as LA Governor.

9. Next Meeting: Tuesday 21st October 2014 at 3.30 p.m.

These Minutes are an accurate reflection of the meeting.

Signed:

Date: