Rednal Hill Junior School Governing Body

Minutes of Governors’ Staffing and Finance Committee held on Tuesday 21st March 2017 at 5:00pm

Present:
Mr Robert Jones (Headteacher)
Ms Ruth Luck (parent governor)
Mark Eaves-Seeley (parent governor and Chair of Governors)
Charlotte Bull (parent governor)

By invitation: Ms Joanne Hall
Ms Rebecca McAnulty (DHT)
Ms Fay Tilley (DHT)

In attendance: Mrs Janice Moorhouse (clerk)

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<th>1. Welcome and apologies for absence</th>
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<td>Mr Eaves-Seeley chaired the meeting</td>
<td>The Chair welcomed governors to the meeting.</td>
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<td>Apologies for absence:</td>
<td>apologies for absence received from Emma Hughes (co-opted governor), Ms Clare Jackman (Associate governor and SBM) and Mr Paul Finnemore (LA governor and Chair)</td>
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| 2. Declaration of pecuniary interests | No changes reported |

| 3. Minutes of the previous meeting | The minutes of the meeting held on Thursday 6th October 2016 were agreed as a true and accurate record of the meeting. |

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<th>4. Matters arising</th>
<th>Pupil premium governor: HT reported Karina James had been appointed as governor responsible for pupil premium. Ms James to attend governor pupil premium training on 4th July. Ms James and Ms Hall to attend new governor induction training on 20th May.</th>
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<td>Breakdown of pupil premium spend:</td>
<td>(documents circulated before the meeting) Funding allocation: £234,960 Number of pupils eligible for PPG: 178 Amount of PPG received per pupil: £1,320</td>
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<td>HT reported the majority of funding spent on training. The report gave the details of where money had been allocated, the amount charged to PP, the rationale for that allocation and the impact of the CPD, involvement of external agencies, internal action and support and the resources purchased.</td>
<td>Governor asked about the financial viability of ‘Sweet Project’. HT reported this would not be continued due to poor impact, a lack of continuity.</td>
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with social workers and complaints from parents.
Governors noted the impact budget cuts would have on interventions, 1:1 work etc.

Interpreting progress scores: centered around 0: most schools in range of -5 to +5
A score of 0: pupils doing about as well at KS2 as those with similar prior attainment nationally.
A positive score: pupils on average do better at KS2 as those with similar prior attainment nationally.
A negative score: pupils on average do worse at KS2 as those with similar prior attainment nationally. This does not mean pupils have not made any progress but that they have made less progress that other pupils nationally with similar starting points.

Applications for EHC plans: update: HT reported Two pupils with EHC plans in place.
One to move to a special school in September ’17.
Cost to keep the child in school with a 1:1 TA: £30,000.
5% of school population autistic.
One EHC plan application submitted and one in the process of application.
One pupil’s parents applying on behalf of their child.

SENAR update: HT reported three pupils were wheelchair users. EHC plans for these pupils not available/refused and there was no additional funding.

HT’s performance management: see item 11

5. Chair’s actions
Chair of Governors reported retrospectively an action taken in order to employ a previous DHT on a self-employed basis for 34 days to the end of the academic year to fill the post of the Year 6 YGL. Someone familiar with pupils and systems was required.

6. Catering provision: tender options in conjunction with the Infant School
HT presented ‘Litmus Catering Proposal’ (circulated before the meeting)
In the current financial year, the school had contributed £50K towards catering.

Litmus Catering carries out the tendering process at a cost of £4.5k for each school. All staff would be TUPE’d over to the new caterer.
Governor asked how Litmus chose the three companies; was it a robust procedure?
Governor asked what happened if the school was not satisfied with the new company
ACTION: Chair to follow up these questions and report back at the FGB meeting

Chair

7. DRAFT budget approval
HT reported the budget for 2017/18 had been set with the following assumptions:
  • 1% pay increases
  • Increase for LGPS to 30.4%
  • Impact of the Apprenticeship Levy included
  • Pupil numbers based on October ’16 census
  • Funding to remain same for 2017/18 with a 5% reduction included in
forecasting for future years.

**Outturn 2016/17:** report based on 14th March 2017 data
Estimated outturn: carry forward £80k.

The Chair thanked the HT and SBM for their work on the 2017/18 budget plan.
**S&F committee recommend the plan to the FGB for approval.**

HT reported the current staffing structure was not sustainable and suggested looking at the TA grade with the possibility of reducing the number of posts by two.

8. **Suppliers over £10k**
   Annotated list circulated for governors’ information.

9. **Schools Financial Values Standard**
   Items to be noted:
   Does the school have access to adequate levels of financial expertise, including when specialist finance staff are absent?
   **ACTION:** admin staff to be trained in finance tasks such as putting orders and invoices on the system. Governors noted external support would be needed for long term absence.
   Does the school benchmark its incomer and expenditure annually against that of similar schools and investigate further where any category appears to be out of line?
   **ACTION:** benchmarking report to be presented at FGB meeting 4th April ’17
   Does the school have procedures for purchasing goods and services that meet legal requirements and secure value for money?
   **ACTION:** Best Value Statement to be approved at FGB meeting 4th April ’17
   Does the school have adequate arrangements for audit of voluntary funds?
   **ACTION:** School fund to be audited and presented to governors in summer term
   **ACTION:** business continuity plan to be in place for summer term

   - Governor involvement questionnaire
   Chair reported the collated responses made by governors to the questionnaire
   Do you feel Governing Body/ Committee meetings are arranged at times that allows you to attend?  **YES**
   Do you feel that you are given the opportunity to contribute to all Governors meetings?  **YES**
   Do you feel that your views/opinions are given due consideration at Governor meetings?  **YES**
   Do you feel that there are members of the Governing Body that dominate discussions to the detriment of other Governors?  **NO 6 YES 2**
   (acknowledge had more experience; stronger personalities)
   Do you feel that the discussions and decisions taken at Governor meetings are reflected in the minutes of the meeting?  **YES**
   **ACTION: Chair: to be reported back and discussed at FGB meeting**

   - Statement of Internal Control
   Internal controls from 1st April 2016 to 31st March 2017.
   One exception: ‘Inventory should be updated and presented to the GB. All written off items should be signed off by the HT.’
   The SIC was signed by the HT and Chair of Governors.
- **Financial Skills Matrix**
  Circulated to governors for completion on 28th February 2017.
  To be followed up with SBM

10. **Personnel (confidential item)**
    One teacher left the school 31st December 2016
    One teacher (teaching and learning leader) joined the staff in January 2017. To work in year 6 until STAs and then move to year 5
    One teacher (teaching and learning leader joined the staff in January 2017. To support staff and pupils in lower KS2.
    One teacher left at February half term.
    One DHT contract expired on 31st December ’16. To continue as Y6 YGL until summer 2017 on self-employed contract.
    SENCo left December 2016 and new SENCo joined the school January 2017
    Office Manager grade 3 post to be advertised ready for a September start following the resignation of the previous post holder. Role being covered by a member of the administrative team.
    Year 4 teaching assistant on maternity leave from March 2017.
    Year 6 teaching assistant to have an operation in March. Out of school for a minimum of 6-8 weeks.
    Year 6 teacher and English lead leaving at Easter. Role to be covered by Teaching and Learning Leaders until the summer.
    Two members of staff returning from maternity leave. One requesting FT and one requesting 0.6.
    SEN TA appointed to support SEN provision

    **Governor involved reported there was a robust and thorough recruitment process**
    **Two, possible three, teachers needed for September ’17.**

    HT reported on a visit to a member of staff currently absent through ill health.
    HT stated it was unclear when/if the member of staff would be able to return to the school.

11. **Headteacher’s performance management**
    HT reported PM midterm review took place on 28th February with Richard Hornsby. An interim report to be prepared for the Chair of Governors. A meeting with Chair of governors and Richard Hornsby booked for 26th April.

    All midterm reviews had been completed.

12. **Any Other Business**
    No items

    Thursday 15th June 5pm

    The meeting closed at 6.20pm