

MINUTES

Committee	Development and Resources
Date/Time:	4.00 pm 4 th October 2017
Location:	Carden Primary School
For:	Development and Resources Committee
Distribution:	Website The Governing Body Rachel Crombie
Chair of Committee	Pete Sandeman (PSD)
Present:	Governors (voting) Helen Longton-Howorth (HLH) Headteacher Jeff Nixon (JN) Chair of Governors Amanda Mortensen (AM) Other (non-voting) Nicki Buttress (NB) Janet Johnson (JJ) Clerk
Quorum:	3 excluding headteacher 3 present including headteacher. The meeting was not quorate. No decisions could be made. Recommendations to be considered by full governing body.
Apologies:	Paul Smith (PS) - Accepted

	DISCUSSION AND DECISION	ACTION
1	Welcome and apologies for absence PSD's absence was noted. JN chaired the meeting in his absence and welcomed AM to her first meeting of the committee. The lack of a quorum was noted and it was confirmed decisions would need to be ratified by the full governing body to be binding.	
2	Declaration of Interest in items on the agenda No declarations were made when invited and discussion turned to item 8.	
	Governor organisation	
3	What work is to be completed this year and what information is needed? Governors had already considered the school improvement plan, the terms of reference of the committee and the Ofsted descriptor of leadership and management. A governor commented that the financial prudence of staff had been very satisfactorily evidenced by the completion of the restructuring.	JN AM
4	Who will do what and when? This was not discussed.	JN
5	Review Governor Interests JJ reported Sam Beal, Kevin Cunningham, PSD, Sophie Wadleigh and PS had yet to complete the annual declarations, which included the	SB KC PSD SW PS

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	<p>register of interests. The form had been updated as far as possible including previous declarations and there were no items of concern. JJ would continue to follow up outstanding items. AM would clarify the position regarding the acceptability of her existing DBS certificate.</p>	
	<p>School improvement</p>	
6	<p>Minutes from last Meeting The minutes from the last meeting had already been approved by the full governing body. They were now signed as representing an accurate record of the meeting by JN.</p>	#
7	<p>Matters Arising if not covered elsewhere There were no matters arising.</p>	
8	<p>Ensuring financing is effective in improving learning and achieving value for money The full governing body had already received the current projected outturn of expenditure against budget on the different heads along with notes on anomalies and JN now signed the document. The Chart of Accounts was not available for this meeting but would be provided for each meeting in future. The budget 2018-2020 had not been provided.</p> <p>8.1 Is budget spending going to plan? The outturn was showing an underspend of £62k and NB confirmed whilst this included the redundancy figures, additional expenses encountered during the winter months would reduce the figure significantly. What is the £966k dr figure? It is 12 months expenditure assuming it continues at the same rate. Governors congratulated the school on being on target. Is the autumn budget likely to affect us? It is looking likely the new funding formula is coming in and whilst before it looked like we would lose out we should now be at least unchanged. We cannot work out the formula as it doesn't seem to be related to school size or pupil numbers but it should be somewhere between $\pm 0.5\%$ change. The budget has improved slightly as we have gained more children in reception than we lost from year 6. Continuing to increase roll numbers was still important and the school was thinking about prospective parents' evenings and advertising them widely. Governors were pleased to note that following pressure from schools the local authority had amended the algorithm for calculating the payments for Human Resources assistance and this would result in a reduction for next year. ❖ The outturn projection was accepted.</p> <p>8.2 Budget 18/19 on what basis should this be planned? ❖ In discussion it was agreed it would on the same basis as the previous year by looking at the commitments and calculating expenses forward. No action was required at present.</p> <p>8.3 Benchmarking The Consistent Financial Reporting (CFR) report had not been provided and the Brighton and Hove Comparisons had not been received from the local authority. It was suggested the Chart of Accounts would enable accounts to be</p>	<p>NB JN</p>

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<p>reconciled and NB informed benchmarking was now carried out by discussion by collaborating with other schools' business managers and headteachers. Governors had already seen good results from this approach. NB would investigate producing the CFR report for the next meeting.</p> <p>8.4 Asset management plan for premises and equipment A plan was not presented. HLH informed no significant expenditure was forecast.</p> <p>8.5 Job Share and Flexible working HLH gave a verbal update. The school continued to consider requests; however, there were now no spare teaching staff and a Higher Level Teaching Assistant now covered teacher absence where possible.</p> <p>8.6 Scheme of delegation ❖ No amendments to the scheme were recommended for 2017/18</p> <p>8.7 School Fund audit <i>for approval</i> ❖ The Audited School Fund had been tabled. It was agreed this should be recommended for full governing body approval.</p> <p>8.8 Charging Policy <i>review of effectiveness and consider any recommendations for change</i> The report had not been received. NB informed no changes to the policy were recommended.</p> <p>8.9 Voluntary Contributions HLH sought governor opinion on requesting voluntary contributions from parents. In discussion it was suggested this would be acceptable for enrichment activities and recommended for discussion at the parents' forum. HLH would advise date of the forum and a governor would attend.</p> <p>8.10 Lettings Income NB informed governors of the proposed letting fees which included some modest increases for those clubs that charged participants. An increase in storage fees to £5 per square foot was also recommended. Are the fees fair and comparable? Yes we have checked with other providers. The increase will cover our costs and remains comparatively good value. ❖ Governors present agreed with the proposed fees and requested the spreadsheet with the information be sent to the governing body for consideration by email in view of the short timescale required to give the required notice.</p> <p>8.11 Consistent Financial Reporting See item 8.3</p> <p>8.12 Up-date on Critical incident/emergency planning</p> <p>HLH informed the counter terrorism expert advisor been in to the school</p>	<p>JN</p> <p>NB JN</p> <p>HLH - ALL</p> <p>NB ALL Governors</p>
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	<p>and a learning walk with the caretaker had been completed. An inset day session to do the Griffin training would follow. Governors were invited on 2nd January in the afternoon.</p> <p>The lockdown and critical incident policy is also being reviewed and this includes updating CCTV and some premises items.</p> <p>NB was thanked for her work and left 16.35. Discussion turned to item 3.</p>	JJ ALL GOVERNORS
9	<p>Sports Premium Review – Is it effective?</p> <p>Governors had already received and considered the sports premium impact statement 2016/17, the budget project and the action plan 2017/18.</p> <p>HLH gave further information:</p> <ul style="list-style-type: none"> • The application for the platinum award had just been completed. • Rachel Crombie, the sports lead had been voted national PE teacher of the year. • The premium was used for low cost/free accessibility for all children in a wide range of sports. <p>The reports were accepted. It was clear the sports premium was used effectively. It was noted the premium would be doubled next year and JN would make a further visit to the school.</p> <p>It was likely the swimming pool could be revamped for a year's trial. Rachel Crombie's excellent contribution was noted and thanks were requested to be extended to her for the useful reports and all the very successful work she does for Carden.</p>	JN JJ
10	<p>Ensuring teachers and others are paid in accordance with performance and equalities.</p> <p>10.1 Headteacher</p> <ul style="list-style-type: none"> ❖ JN informed a number of meetings had taken place since the last committee meeting to assess both the headteacher's and teacher's performance. A meeting with the school partnership adviser had taken place and the 2016/17 targets had all been fully met with the exception of Early Years and Foundation Stage which was partly met and an ongoing priority. The necessary pay adjustments would be made. <p>10.2 Teaching and other staff</p> <p>The model pay policy with approval from the unions was still awaited from the local authority. The report including equalities data had yet to be received.</p> <p>10.3 Pay, appraisal and training, is it fair, is it effective?</p> <p>It was agreed PSD would be requested to provide a report after 31.10.17</p> <p>10.4 Capability policy – <i>review of effectiveness and consider extension of existing LA policy</i></p> <ul style="list-style-type: none"> ❖ HLH gave a brief verbal report confirming it was useful and recommended the existing policy continue without amendment. This was agreed subject to full governing body confirmation, for a further 3 years. Amendments to be considered if suggested by the local authority. 	JN/PSD JN PSD
11	<p>Governor Allowances</p> <ul style="list-style-type: none"> ❖ The policy had not been used. It was still concerned relevant 	

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	and was recommended to continue unchanged for a further 3 years.	
12	Virtual attendance policy A draft policy had been considered. In discussion it was felt input from other governors, including one with IT skills would be needed as well as input from ICT staff. PS to discuss with ICT.	PS JJ
13	Agenda for next time: What information is needed and from whom. In addition to the items above further information was identified Is input required from stakeholders? This was not discussed Governor induction/training Local Financial Procedures NB/JN Write-offs NB Budget development NB Staffing structure HLH SFVS - JN would attend at school with NB Whistleblowing – annual statement – This was to be moved to HSW committee School information on website Delegation Planner – An example had been given and it was agreed it would be a useful exercise. There being no further business, the meeting closed 17.00	NB/JN NB NB HLH JN NB HLH JJ ?

Signed minutes held with meeting papers

Agenda item	Owner	Action	Due date
Purple	JN	FGB to consider approval	
3 and 4	JN AM	Allot work of committee – How will effectiveness be judged?	
5	All	Contact JJ if not completed forms	
3,5,6	JJ	Update records and website	
8, 8.3	NB	Note for future re Chart of Account review and investigate if CFR still needed	
8	JN	Take forward longer-term budget planning, liaise as required	
8.4	JN	Take forward asset management plan as required	
8.8	JN NB	Take forward charging policy review as required, and update JJ	
8.9	HLH ALL	Advise date of parents' forum Inform if you can attend	
8.10	ALL	Consider proposed letting fee schedule and email comments/recommendation	13.10.17
8.12	ALL	Inform if you can attend training 2.1.18 – Yes schools are back then	
9	JN	Visit to review sports premium and report back	Autumn 2018
10.2 10.3	JN PSD	Liaise and oversee provision of the required reports.	
12	PS	Take virtual attendance policy further – liaise with Carden's ICT re technical requirements & JJ re legalities	
13	Committee	To Note , JN to oversee what is needed	