



**Eastburn Junior & Infant School Governing Body  
Resources Committee  
Minutes of meeting of held on 16 November 2017**

**The meeting opened at 5.34pm**

**Present:** Ann Craggs, Bryan Harrison (Executive Head), Graham Sheard (*from Item Res 05/17*)

**In Attendance:** Michelle Hudson (ML/BM), Heather Toner (EB/BM), Joanna Waterhouse (Head of School and Associate Member), Helen Osman (Clerk – BC/SGS<sup>1</sup>)

*The Clerk advised that the meeting did not have a quorum. Governors agreed to proceed with the meeting, referring any actions and decisions to the next meeting of the Governing Body.*

Governors welcomed Heather Toner, the school's Business Manager (EB/BM), who would observe this meeting for professional development purposes.

**Action**

**Res 01/17 Elect Committee Chair**

Item deferred due to lack of quorum.

*Governors agreed that Ann Craggs should chair this meeting.*

**Res 02/17 Apologies for absence and their acceptance**

Apologies had been received from Sarah Teal. Replying to questions, the Clerk said that no reason had been given.

Governors expressed concern about general levels of attendance at Committee meetings and **agreed** to recommend to the Governing Body (GB) that clear expectations be established, including that apologies should not be accepted if reasons were not given for absence. As this was not currently an established procedure, the Committee agreed to accept Sarah Teal's apologies on this occasion.

**Res 03/17 Notification of other urgent business and requests to vary the agenda order**

No other business was notified and there were no requests to vary the agenda.

**Res 04/17 Declarations of interest for items on this agenda**

<sup>1</sup> BC/SGS – Bradford Council's School governor Service

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Date: \_\_\_\_\_

There were no declarations of interest.

[Graham Sheard joined the meeting. The Clerk advised that the meeting was now quorate. However, Item Res 01/17 could still not be taken because the withdrawal of any nominated governor(s) would leave the meeting without a quorum.]

**Res 05/17 Minutes of meeting held on 04 May 2017 and matters arising**

- ***The minutes were agreed as a true record of the meeting, signed by the Chair and passed to the Head of School.***

Matters arising were in hand, had been completed or would be discussed under other items on the agenda for this meeting.

**Res 06/17 Budget review**

*Agenda paper*

*Additional paper: Budget monitor at 15-11-2017 – abled at meeting and attached as Annex A (signed minutes only)*

**Replying to questions**, the Business Manager from Miriam Lord<sup>2</sup> (ML/BM) confirmed that the date at the top of Annex A should read 15-11-2017 (not 31-03-2017).

**Income** – ML/BM said that the figure for income at budget heading I01 (Funds delegated by the Local Authority) had now been confirmed, though the element relating to SEND funding remained to be clarified by Bradford Council's School Funding Team (BC/SFT). The small increase in funding at I01 was largely offset by a reduction in Higher Needs funding at I03. Pupil Premium funding (I05) was lower than anticipated due to the departure of two eligible pupils.

The receipts from supply teacher insurance (I10) related to a long term absence and were offset by increased expenditure on supply staff at E26. Similarly, increased Income from contributions to visits (I12) was offset by the cost of the visits (included in E19).

Sports Premium funding (included in I18, Additional Grant for Schools) had increased by £17k over this financial year and the next due to the introduction of the sugar tax.

**Expenditure** – ML/BM said that expenditure under the staff headings (E01 to E07) had fluctuated due to turnover of staff – overall, it had cost approximately an additional £8k to resolve the staffing position. **Replying to questions**, she said that this was broadly within expectation.

The additional expenditure of £2k at E11 (Supply teacher insurance) represented the rectification of a past error. The additional expenditure at E19 (non-ICT learning resources) was for school visits and was largely offset by additional income at I12 as discussed above.

**Overall** – The school now predicted an in-year deficit of £85k, offset by a brought-forward balance of £20k to leave a carryforward deficit of £65k.

**Replying to questions**, ML/BM confirmed that the budget forecast took account of redundancy payments (at E03 – Education support staff). **Asked** the total cost of redundancy payments, she said that the redundancy payments themselves amounted to £14.2k, plus £23.5k pension entitlement for staff over the age of fifty-five.

**Discussion with BC/SFT**

The Executive Headteacher (ExecHT) reported that he had met the head of BC/SFT to discuss the budgets of both Eastburn and Miriam Lord. BC/SFT had welcomed the

<sup>2</sup> Miriam Lord – the home school of the Executive Headteacher

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actions taken by Eastburn to address the budget deficit and had indicated that he did not believe that the school could clear the deficit: he considered that the school had reduced expenditure to the bare minimum. He had indicated that he would put forward a case to the Schools Forum and LA to write off the deficit.

The Head of School (HoS) said that she and EB/BM had also met BC/SFT at a meeting for one-form entry (1FE) schools. BC/SFT had recognised that the school could not reduce staffing further and had considered that Eastburn was in a unique situation. The school was not financially sustainable unless it either expanded or joined an Academy Trust. Governors noted that this highlighted the need for decisions on future leadership arrangements to be made sooner rather than later; an extraordinary meeting of the Governing Body might be necessary.

#### Res 07/17 **Approve audited School Fund account**

Governors noted that the School fund account had been audited by an independent, qualified accountant. **The Committee approved** the account, which was signed by the Chair.

#### Res 08/17 **Receive report on progress of NQTs**

Governors were pleased to hear that the NQT<sup>3</sup> had successfully completed the qualifying year. They noted that there were now no NQTs in school.

#### Res 09/17 **Update on staffing restructure**

The ExecHT said that the restructure had been completed. No staff had appealed against redundancy, and governors were pleased to hear that most had found new positions. The school had allowed early departure to enable staff to take up these positions and release time to undertake training, attend interviews etc. The HoS said that these arrangements had been tricky to manage and had caused some disruption in school, but had seemed only fair.

The school had informed parents of the restructure and had held a parents' meeting to discuss how the school would manage with fewer staff – parents were becoming increasingly aware of the national and local pressure on school budgets.

Governors thanked leadership for managing the restructure as sensitively as it could be done. The HoS said that this had been greatly helped by the dignified approach of the staff concerned – governors thought that this reflected the ethos that the school leadership had instilled over the last year or so.

#### Res 10/17 **Update on any other staffing issues arising since previous meeting**

The ExecHT said that, as briefly mentioned under Item Res 06/17, the GB needed to make decisions on *future leadership* as soon as possible, not least because the Miriam Lord governors needed to know for their own budget planning what continuing involvement, if any, Eastburn wanted him to have. **Governors agreed** that the Katy Walsh (Chair of the GB), Ann Craggs and the Head of School should meet to review

A Craggs  
HoS

<sup>3</sup> NQT - Newly Qualified Teacher. Qualified and undergoing 1 year training post. Governors have a responsibility to ensure that NQTs are given the support and training to which they are entitled, including induction time away from the classroom as well as the usual Planning, Preparation and Assessment time to which all teaching staff are entitled.

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options with a view to holding an extraordinary FGB meeting before the end of the autumn term.

The ExecHT said that the capacity of the school was now strong: he believed that it would be in a position to move forward without an Executive Headteacher by summer of 2018. The HoS agreed: the school needed to evolve. It would be important to put in place a clear strategy for the transition to whatever leadership model governors agreed.

The HoS said that the school was seeing a rise in staff absence, perhaps reflecting the recent changes in staffing. One teacher had been absent for two weeks and remained absent, and several Teaching Assistants (TAs) were unwell. **Replying to questions**, the HoS said that staff had not yet been referred to Occupational Health but that the school was managing the absences in accordance with agreed procedures.

#### Res 11/17 Update on building works

- a) Making good following removal of train from playground – The ExecHT confirmed that this work had been completed and the area grassed over.
- b) Replacement of lighting – The ExecHT confirmed that this work had been completed apart from in the small hall and the library/ICT area, which would be done on 18 December 2017. The HoS said that the cost had been approved under the Salix scheme<sup>4</sup>.
- c) Development of small hall – The ExecHT said that the hall had been painted and re-floored. The new cupboards had been incorrectly installed and the school had therefore reduced its payment to the contractor (from £5.5k to £3.5k) and was bringing in another contractor to re-do the installation over the weekend of 18-19 November 2017..
- d) Installation of new cooking kitchen (additional sub-item, not on agenda) – Work had been completed and the new kitchen was working well.

[Bryan Harrison left the room at 6.09pm]

- e) Boiler replacement (additional sub-item, not on agenda) – The HoS said that Bradford Council (BC) had advised that the school was on its list for replacement of the boiler (July 2018). EB/BM said that BC would replace both the old and new boilers at a cost of 70% of the school's capital budget for the year. The Committee considered that this was good value for money and would also reduce future energy costs – **it therefore approved** the project.

#### Res 12/17 Radon gas report note advice

*Agenda papers*

Governors noted the advice and that, beyond posting a notice (which EB/BM confirmed had been done) there was no further action required on this matter.

#### Res 13/17 End of 2016-17 review of accidents and incidents

*Agenda papers*

<sup>4</sup> Salix Scheme - Salix is funded by the Department for Business, Energy and Industrial Strategy, the Department for Education, the Welsh Government and the Scottish Government and was established in 2004 as an independent, publicly funded company, dedicated to providing the public sector with loans for energy efficiency projects

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Governors welcomed the downward trend in the number of accidents and incidents.

[Bryan Harrison rejoined the meeting at 6.13pm]

**Asked** what sort of incidents might be described as “near misses”, the HoS said that this heading covered matters such as a loose carpet tile, or overly how water.

**The Committee concluded** that the incidence of accidents was heading in the right direction and was not disproportionate for the size of the school. The accident report was signed by the Chair.

#### Res 14/17 **Fire Action Plan**

*Agenda paper*

The HoS said that the school had commissioned a free fire audit and had taken actions to address the findings of the audit. Governors noted that all category A (potentially life-threatening) recommendations had been addressed and all others either had been addressed or were in hand. The school had undertaken a number of drills involving the need to overcome specific difficulties, such as an exit being blocked.

The Committee agreed that an updated copy of the Fire Action Plan should be reviewed at the next meeting.

#### Res 15/17 **Update on any other staffing issues arising since previous meeting**

The HoS reported the following matters:

- The Site Manager had reviewed access to the school via Mill Yard there was a need for minor work such as marking of pedestrian routes. The budget did not allow for this work to be done at present: the school was looking into options.
- The Year 3 and Year 6 classrooms had been painted.
- New Interactive Whiteboards had been installed in all classes and in the large meeting room (for interventions).
- The emergency lighting had been upgraded in light of the fire safety audit.
- The school had secured funding from BC to deal with a leak in the new boiler house.
- The Site Manager had identified savings through control of temperature in the building.
- Pipes had been replaced in the Key Stage 2 boys’ toilets.
- Work continued to install proper fire breaks in the roof space – BC was meeting the cost.
- The fire audit had recommended that doors be installed in the cloakrooms and that the work should be undertaken and funded by BC. The work would be disruptive, but had to be done.

The HoS said that the Site Manager was making a significant contribution to the school, including by taking on additional responsibilities for health and safety and providing training for staff.

#### Res 16/17 **Review policies and other key documents:**

*Agenda papers*

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Date: \_\_\_\_\_

- a) Flexible working policy – The ExecHT said that this policy was based on a PACT HR<sup>5</sup> model which had been cleared legally and agreed with the unions.
- **The Committee unanimously approved** the Flexible Working policy.
- b) Pay policy – The ExecHT said that this policy was based in a model provided by Fusion Business Solution, which was in turn based on a PACT HR model which had been cleared legally and agreed with the unions. As Governors had previously discussed, a decision was required as to whether a 2% pay rise should be made to all staff on the Main Pay Scale (MPS) or only to those on pay points M1 and M6 all other staff would receive a 1% increase. BC/SFT had advised that BC was likely to recommend 2% for all staff on the MPS. The HoS said that, for Eastburn, the financial impact of the decision would be minimal as only two members of staff would be affected.
- **The Committee unanimously agreed** that a pay increase of 2% should be made to all staff on the MPS, with an increase of 1% for all other staff.
- The ExecHT said that governors also needed to determine which of two forms of words to use to reflect the fact that, when the school appointed new staff, it aimed to honour their previous pay point where possible. Governors discussed the two forms of words.
- **The Committee unanimously agreed** that the policy should state that “*There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school*”.
- Subject to reflecting these decisions in the document, **the Committee unanimously agreed** to recommend the Pay policy to the Governing Body.
- c) Staff attendance management policy – The ExecHT said that this policy was based on a PACT HR model which had been cleared legally and agreed with the unions.
- **The Committee unanimously approved** the Staff attendance management policy.
- d) Health and Safety policy – Item deferred to next meeting.

**Res 17/17 Urgent other business referred from Item Res 03/17 above**

There was no other business.

**Res 18/17 Date of next meeting**

The next meeting would be held at **5.30pm** on Monday **Thursday 25 January 2018..**

**The meeting closed at 6.32pm**

<sup>5</sup> PACT HR – Bradford Council's traded HR support service

Signed \_\_\_\_\_

Date: \_\_\_\_\_