

**Eastburn Junior & Infant School Governing Body
Resources Committee
Minutes of meeting of held on 08 March 2018**

The meeting opened at 5.33pm

Present: Ann Craggs, Bryan Harrison (Executive Head), Graham Sheard

In Attendance: Iain Bester (observer), Helen Osman (Clerk – BC/SGS¹), Sarah Teal (observer), Heather Toner (School Business Manager – SBM), Joanna Waterhouse (Head of School and Associate Member)

Governors noted that Sarah Teal's term of office as a Parent Governor had expired on 20 February 2018. She intended to stand for re-election and was attending this meeting as an observer, as was Iain Bester, potential Co-opted Governor.

Action

Res 36/17 Elect Committee Chair

Item deferred because the withdrawal of any governor who might be nominated would leave the meeting without a quorum.

Governors noted that it had been unable to elect a chair so far this year and **recommended** that the Governing Body appoint more members to this Committee.

The Committee agreed that Ann Craggs should chair this meeting.

Res 37/17 Apologies for absence and their acceptance

All members were present.

Res 38/17 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 39/17 Declarations of interest for items on this agenda

There were no declarations of interest.

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

Signed _____

Date: _____

Res 40/17 **Minutes of meeting held on 25 January 2018 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.***

Item Res 31/17 – The Executive Headteacher (ExecHT) said that he proposed to conduct an invacuation drill at Miriam Lord² prior to Eastburn: the Eastburn drill would be carried out in time to report to the next meeting. Bryan, Jo

Replying to questions, the Head of School (HoS) explained that invacuation referred to keeping people safely in school, for example in case of an intruder or bomb threat. The most likely cause of an invacuation at Eastburn was an industrial fire in the area giving rise to toxic fumes.

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

Res 41/17 **Review budget position**

Paper: Untitled budget monitoring sheet, 07 March 2018 – tabled at meeting and attached as Annex A (signed minutes only)

The School Business Manager (SBM) explained the main changes to the budget:

Income

The additional funding of £59k at budget heading I01 (*Funds delegated by the LA*³) was the Schools in Financial Difficulty funding that Andrew Redding, Head of Bradford Council's School Funding Team (BC/SFT) had agreed to allocate to the school towards the costs of restructuring, as previously reported to governors.

An additional £5k income had been received from Funzone, as shown at I08 (*Income from facilities and services*), and an additional £1.5k in parent contributions to High Adventure, school visits and clubs (I12, *Income from contributions to visits etc*).

Expenditure

Expenditure on *teaching staff* (E01) had increased by £3.8k due to staffing changes. Minor additional spending on other staffing costs (E04 to E07) related to other staffing changes and payment of overtime: the HoS said that the school was paying overtime for support staff to attend training. The impact was high, and governors noted that the additional cost (around £150) was minimal.

[Comment – just so you know, you don't really need to report changes of this kind of size to governors. With a budget of £0.8m, they aren't (or shouldn't be!) really interested in anything less than about £5k, and certainly not in anything less than £1k unless the school has doubts about the propriety of the expenditure (eg the school wants to spend £600 on consultancy, but the consultant is Jo's sister-in-law).]

An additional £0.6k had been spent at E08 (*Indirect employee expenses*) on the advertisement for a substantive Headteacher and a top up of the West Yorkshire Pension Fund. A further additional £0.6k had been spent on diagnosing and addressing issues with the burglar alarm.

The additional £6.5k at E26 (*Agency supply teaching staff*) related to the long term absence in Reception, and the additional £3.6k at E28 (*Bought-in professional services, other*) to the PACT HR support package for Headteacher recruitment.

Overall

² Miriam Lord – Miriam Lord Primary School, the home school of the Executive Headteacher.

³ LA – Local Authority, City of Bradford Metropolitan District Council

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Date: _____

The SBM reported that the overall forecast outturn was an in-year deficit of £53k, offset by £20k brought forward from 2017-18, leaving a cumulative deficit of £33k, or 3.6% of budget.

The HoS said that the deficit was a little higher than had been expected but that it would be difficult to put in place a firm recovery plan until the HCSS⁴ software had been updated with staff costs for 2018-19 and beyond – the revised software was expected at the end of March 2018. The ExecHT said that, without the one-off costs of restructuring, the budget would have been close to balancing in 2017-18. Although the indicative allocation for 2018-19 included an additional £29k funding, increases in pay and pension costs were expected to be significant.

Governors noted that, although the school's financial position had been greatly helped by the £59k LA contribution to the costs of restructuring and the work done by leadership to manage costs, the school was not yet out of the woods. The ExecHT said that BC/SFT took the view that there was no scope for further staffing reductions without rendering the school unviable. Schools that had been judged as Requires Improvement had to spend: improvement was not without cost. The HoS said that the school now had a sustainable structure that would be kept under review by governors and leadership. There were some tensions in the new structure: for example, cover supervisors were heavily loaded. Nevertheless, she believed that, with continuing tight control of costs and wise decisions on expenditure, the school would be able to eliminate the deficit within a reasonable timeframe. Governors noted that the budget included no element of contingency: the HoS agreed and said that expenditure on supply staff was starting to increase: this would need to be monitored closely.

The acting Chair said that, at a recent course she had attended on Effective Financial Governance, BC/SFT had set out the measures that schools were having to take to manage within reducing budgets. She had found that Eastburn had taken all the steps described.

Replying to questions from an observer, the SBM said that the school monitored the budget monthly and reported to the LA quarterly. School budgets ran on the financial rather than academic year.

Res 42/17 Approve Schools Financial Value Standard (SFVS)

Agenda paper

The acting Chair said that she had been given a copy of the SFVS form when she had attended the course on Effective Financial Governance. She had completed the form before seeing the agenda paper and had been pleased to find that her answers were largely the same as those in the agenda paper.

Governors thanked the school for preparing the draft SFVS response but commented that they would like to be more involved in preparing it in future years. They asked that this be a substantial item on the Spring 1 agenda. **Me Noted**

- **The Committee unanimously approved** the Schools Financial Value Standard.

The HoS would circulate dates on which governors who wanted to familiarise themselves further with the systems that underpinned the SFVS could do so. **Jo**

[I've worded it this way so it doesn't look as if governors have approved something they don't understand!]

⁴ HCSS - financial planning software for schools

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Date: _____

Res 43/17 Review school action in preparation for the implementation of GDPR⁵ in May 2018

Agenda paper

Replying to questions, the HoS confirmed that the introduction of the GDPR had significant implications and represented a great deal of work for schools. The agenda paper set out the steps that the school was taking to ensure that it was compliant by the time the GDPR came into force on 25 May 2018. The SBM was liaising with the LA and the companies with which the school shared information to ensure that they had appropriate protections in place.

The school was required to identify a Data Protection Officer who needed to be highly trained and independent of the staff who managed data in school. The HoS had some ideas that she was pursuing, but the school might need a governor to take on this role.

Asked whether the school had identified all its data, the HoS said that it had. It had been necessary to do this in several stages, because consideration of one set of information had often led to identification of others. **Replying to questions**, she said that staff had not yet received training on the GDPR but that they were aware of it and would undertake online training in due course. Work was in hand to ensure that they cleared out all old data that was no longer needed. One issue that had arisen was the practice of posting in the staff room photographs of pupils who needed epipens. The school was considering how best to ensure that staff continued to be aware of such children while complying with GDPR requirements.

Asked how the GDPR would be enforced on schools, leadership said that, while rigorous checking was unlikely in light of public sector resource constraints, if a data protection issue arose and the school was not compliant with the Regulations, it could expect to be sanctioned.

Asked how the school would know if its information had been compromised, the HoS said that staff were required to notify school of issues such as the loss of a laptop so that school could report it to the Data Commissioner. **Asked** whether the school used pen drives, she said that encrypted memory sticks were used. The school was changing communication practices: for example, instead of e-mailing data to a staff member, the HoS now saved it to the secure system and e-mailed the staff member to tell them where to find it.

Governors concluded that the school was implementing a comprehensive action plan, eliminating unnecessary data and establishing good habits and routines among staff. The Committee would monitor the position over the next few months. [I suggest we take this as a standing item in the summer term and autumn 1 half term and then take it again in the summer 2019 term to review how the first year has gone. Let me know if you disagree – if not, I've noted it for future agendas, though we can adapt as necessary]

Res 44/17 Receive report on progress of, and support for, NQTs⁶

The HoS confirmed that the school continued not to employ NQTs.

Res 45/17 Update on any other staffing issues arising since previous meeting

⁵ GDPR – General Data Protection Regulation: due to be implemented on 25 May 2018, replacing the Data Protection Act 1998.

⁶ 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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Date: _____

The Head said that a part time Year 1 teacher had resigned and moved to another school. The other part time Year 1 teacher had agreed to work full time until the end of the summer term. The position would be reviewed in May 2018.

Replying to questions, the HoS confirmed that Reception continued to be taught by a supply teacher. The supply teacher was content to continue to work four days per week and was making a valuable contribution to the school in terms of implementing change and providing high quality teaching and learning. The acting Chair said that she had been impressed when she had visited Reception, which now felt like a purposeful area. The one day per week that this supply teacher did not work was being covered by another supply teacher.

The HoS said that a part time Year 6 teacher, who worked 2.5 days per week, had resigned due to personal reasons and was due to leave at Easter. The post would be covered by the supply teacher who had provided cover in 2016-17, giving some degree of continuity. The supply teacher would be paid for 2.5 days per week plus staff training time.

The ExecHT said that, once the Headteacher recruitment had been completed, work could be done on the staffing structure for 2018-19 and staff deployed in the way that best fit the needs of pupils and the skills and development of staff.

Res 46/17 **Update on building works:**

- a) Fire safety measures (cloakroom doors, fire detection systems, fire breaks in ceiling voids) – The HoS said that the school was liaising with the LA and hoped to have new doors for the Key Stage 2 cloakrooms with glass panels, perhaps by Easter.
- b) Library/ICT suite – Work would be carried out during the Easter break to create a new wall, remove two windows and address the issue of the ceiling voids. Much of this fell within the fire safety work. The Site Manager was costing other work on the floors, windows and general decoration and would undertake much of the work himself, making use of the scaffolding put in place by contractors.

Asked when the work to the library would be complete, the HoS said that the works would be carried out in the Easter break. Snagging issues would be addressed, and the space decorated, furnished and supplied with books, during the summer term ready for a grand opening in September 2018.

- c) Replacement of boiler – The school was seeking quotes to install heating in the Cube (Nurture Room) and to replace elderly temperature valves on the radiators.

The Head said that this was all covered in the school's rolling programme of building works. **The Committee asked** that Graham Sheard, as Named Governor for Health and Safety (NG/HS) review these works during his next visit. **Graham**

Res 47/17 **Update on any other premises issues arising since previous meeting**

The HoS said that the school was reviewing the fire alarm system and considering how to sound an evacuation alarm.

Res 48/17 **Reports from Named Governor Learning Walks**

Agenda paper

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Date: _____

- a) Health and Safety – Governors noted that the agenda paper had been considered at the last Governing Body meeting. The visit had included checking the fire records etc. NG/HS said that, if he had children of school age, he would be happy for them to be educated at this school.
- b) Safeguarding – Sarah Teal, Named Governor for Safeguarding (NG/SG) until the expiry of her term as a Parent Governor on 20 February 2018, said that she had reviewed the Single Central Record and had found it to be in order. During her learning walk she had checked the doors: she had found the Reception outside door unlocked. She had also found PE equipment just outside a fire door. The HoS said that these points had been addressed by clarifying requirements with staff at a business meeting. NG/SG had found all other areas of the school to be calm and tidy.

NG/SG had interviewed the School Council using the kinds of questions asked by Ofsted. Pupils had been very chatty and the older ones had been able to answer all the questions. Some of the younger pupils had been confused by one or two of the questions: for example, not all had understood what was meant by “can I be myself in school?”. NG/SG noted that a project was due to be undertaken with Barnardo’s⁷ on identity. One Year 1 child had not been sure about being safe in school: on being asked about this, the child had said that they had never been in school when there was a fire, so couldn’t tell whether they would be safe. The discussions had raised one or two matters to be pursued by the school: the HoS confirmed that they had been addressed.

NG/SG had reviewed a document about vulnerable children. Such children were classed from 1 to 4; the school had no children who were classed as 4 (highest degree of vulnerability). The Safeguarding Team reviewed these pupils regularly. The HoS said that the school aimed to provide a graduated approach to early help according to the level of need. This was proving helpful in enabling the school to provide effective support to the large number of pupils on whom it was keeping an eye. **Replying to questions**, she confirmed that pupils continually moved up and down the categories, joined the list or no longer needed to be on it.

Governors considered whether governor visits should be linked to the School Improvement Plan (SIP), though they noted that the SIP focused on pupil outcomes and teaching and learning, rather than on wider issues around the management of the budget, staffing, premises, health and safety etc. There might be scope to link governor visits to the leadership and management section of the SIP, or it might be more appropriate to link them to the Governing Body Action Plan. The ExecHT would consider this further. Bryan

Res 49/17 Residential visit: risk assessments, staffing ratios

The HoS said that a residential visit to High Adventure was planned. The school had reviewed providers of residential visits and their costs. Providers that had previously been subsidised by the LA were no longer so due to lack of LA funds. The HoS was confident that High Adventure represented good value for money and provided an excellent service: she noted that the school had never received any complaint about it from a parent whose child had attended. The staff were helpful and knowledgeable, and were already working with the school on preparations for attendance in 2018-19 by a pupil with very high needs. High Adventure instructors were fully qualified to deliver the activities offered, and the centre had its own risk assessments. The school had

⁷ Barnardo's - a charity founded by Thomas John Barnardo in 1866 to care for vulnerable children and young people

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Date: _____

conducted risk assessments with respect to the transport arrangements, overnight stay, pupil flight risk etc.

The visit would start with a daytime familiarisation session that aimed to alleviate any anxieties among pupils. Including this session, the visit would run for three and a half days and two nights. Two members of staff would be present overnight and four during the day.

None of the pupils on the visit had high needs, though some had SEMH⁸ needs. The High Adventure staff were highly qualified and were excellent with such children. **Asked** whether High Adventure staff would be on-site all day, the HoS said that they would: they would be on duty until 9.00pm and available to help with evening activities. At night a member of High Adventure staff would be available on-site, though not in the building, and would be available on emergency call. Eastburn routinely booked this visit with another school so that, if anything happened in the night, staff from both schools were available.

Asked whether all pupils would attend the trip, the SBM said that three or four pupils would not. **Asked** whether this was for financial reasons or because they just did not want to attend, the SBM said that it appeared to be a mix of both. **Replying to questions**, she said that the cost of the trip was £220 per pupil and that there was now a facility that enabled parents to pay by instalments, starting in Year 5. The school would fully subsidise the cost for pupils eligible for Pupil Premium funding – governors strongly approved of this. **Replying to questions**, the HoS said that the school was doing everything possible to encourage attendance, including by encouraging them to attend the familiarisation session and offering the opportunity to attend for the days only, going home at night. The school had noticed that some pupils from some Muslim families did not attend; it was working with the families to identify whether this reflected a cultural anxiety that the school could alleviate.

➤ **The Committee unanimously approved** the residential trip to High adventure.

Res 50/17 **Review policies and other key documents:**

Agenda paper

- a) **Finance policy** – The HoS said that changes to the policy were minimal and mainly reflected changes to the Funzone. Governors noted that the policy would need to be updated once a substantive Headteacher was on place and the school was no longer supported by the Business Manager from Miriam Lord.

It emerged in discussion that there was some uncertainty about the level at which virement affected the budget and at which they had to be approved; and some discrepancies between the delegated financial limits set out in the draft policy and the Terms of Reference of this Committee. The Committee asked that these matters be resolved and the draft brought back to the next meeting for approval. **Jo Noted for agenda**

Res 51/17 **Urgent other business referred from Item Res 38/17 above**

There was no other business.

Res 52/17 **Date of next meeting**

⁸ SEMH – Social, Emotional and Mental Health

Signed _____

Date: _____

The next meeting would be held at **5.30pm** on **Thursday 26 April 2018**.

The meeting closed at 6.53pm

Signed _____

Date: _____