



**Eastburn Junior & Infant School Governing Body
Resources Committee
Minutes of meeting of held on 26 April 2018**

The meeting opened at 5.30pm

Present: Ann Craggs, Bryan Harrison (Executive Head), Sarah Teal

In Attendance: Helen Osman (Clerk – BC/SGS¹)

Action

Res 52/17 Elect Committee Chair

The Clerk advised that, though the meeting was quorate, the withdrawal of a nominated chair would leave it inquorate. Governors noted that this issue had prevented the election of a chair at each meeting since the start of the year, despite the appointment of more governors to the Committee.

- **The Committee agreed** that Ann Craggs should chair this meeting.
- **The Committee recommended** that the Governing Body appoint Ann Craggs as its permanent chair. **Noted for FGB agenda**

Res 53/17 Apologies for absence and their acceptance

Apologies had been received, and were accepted, from governors Ian Bester and Graham Sheard; Joanna Waterhouse (Head of School and Associate Member); Michelle Hudson (BM/ML²) and Heather Toner (School Business Manager – SBM).

The absence of Rebecca Reynolds, without apology was noted.

Res 54/17 Notification of other urgent business and requests to vary the agenda order

The Committee agreed to take as other business the consideration of quotes for furniture for the new library.

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

² BM/ML – Business Manager at Miriam Lord Primary School, the home school of the Executive Headteacher

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Res 55/17 Declarations of interest for items on this agenda

There were no declarations of interest.

Res 56/17 Minutes of meeting held on 08 March 2018 and matters arising

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

Item Res 42/17 – Ann Craggs confirmed that the Head of School (HoS) had circulated a date for governors to visit school to examine the systems that underpinned the Schools Financial Values Standard (SFVS). As she had been the only governor to respond, and as she had recently attended the Effective Financial Governance training course, the planned date had been cancelled.

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

Governors noted their appreciation of the willingness of Graham Sheard to participate in the appointment of a Deputy Headteacher: they recognised that this was time-consuming.

Res 57/17 Receive Quarter 4 (end 2017-18) Budget Monitor

Agenda paper

The Executive Headteacher (ExecHT) explained the reasons for the main changes to the 2017-18 end-year outturn compared with the forecast at the end of Quarter 3:

Teaching staff (budget heading E01) – an increase of £5.7k because the school had appointed two staff at higher pay points than had been anticipated.

Education support staff (E03) – negligible change since Quarter 3. The ExecHT confirmed that the outturn included the cost of redundancies.

Energy (E16) – a reduction of £2.6k reflecting the amount billed. The ExecHT said that Miriam Lord³ had also experienced a significant reduction in expenditure under this budget heading. No doubt this reflected the installation of new boilers in the schools and improvements to doors and windows. Provision for energy in 2018-19 and beyond had been reduced accordingly.

Agency supply teaching staff (E26) – A reduction in expenditure of £1.4k, reflecting lower staff absence in Quarter 4 than had been anticipated.

The end-year position was an in-year deficit of £34k. This had been partially offset by a brought forward balance of £20k, leaving a carryforward sum of £14k for 2018-19. Governors asked that the ExecHT pass on to the Business Managers of both this school and Miriam Lord their appreciation for their prudent budget management, which had reduced the end-year deficit from the £70k expected at the beginning of the financial year.

Replying to questions, the ExecHT said that he would be happy for Miriam Lord's Business Manager (BM/ML) to continue to support the school after the Executive Headteachership arrangement ended in August 2018, subject to the willingness of BM/ML herself. This could be done under a consultancy arrangement. The ExecHT himself would be happy to act as a sounding board for the new Headteacher on an informal basis.

³ Miriam Lord – Miriam Lord Primary School, the home school of the Executive Headteacher

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Governors noted that it would continue to be important to monitor staffing and supply costs closely in 2018-19. The ExecHT agreed. While it was not unusual for schools undergoing significant change to spend a lot on supply staff, the £46.5k spent in 2017-18 was very high for a school of this size. As a comparison, the supply budget for Miriam Lord, a larger school, was £28k. **Asked** whether there would be merit in employing a teacher specifically to cover absences, the ExecHT said that there would, if the school could afford to do so.

Governors noted the need to ensure that staff job descriptions properly reflected their pay points and TLR allowances: this was part of the duty of the Governing Body (GB) to ensure that the school secured value for money.

➤ **The Committee unanimously approved** the 2017-18 end-year outturn report.

Res 58/17 Review charges from September 2018

Agenda paper

The ExecHT said that the HoS had asked for this item to be on the agenda to give governors early notice of an issue that would need further discussion at the next meeting: decisions were not requested at this meeting.

- a) Before and after school clubs – The ExecHT said that parents were asked to pay £2 for before and after school clubs. The whole of this sum was paid to the provider of the activity (eg football club). By contrast, the charge for Fun Zone was £4.60 per session. The HoS would like to invite governors to consider whether the charge for before and after school clubs should be increased to include a small element of revenue for the school and to bring the charge more into line with that for Funzone.
- b) Funzone (including charging of staff) – The ExecHT said that staff who worked in Funzone paid the charge of £4.60 per session if their child attended. Other staff who brought their children into school at 8.30am allowed them to play in the Funzone area, where they were supervised by Funzone staff, but were not charged. This raised a question of equity and fairness. The HoS would like to invite governors to make a policy decision on the charging of staff for the use of Funzone. Options included:
 - All staff to be charged the £4.60 Funzone charge if their child attended any part of a Funzone session.
 - The children of all staff to be allowed to attend Funzone free of charge.
 - A discounted rate be charged to all staff whose child attended any part of a Funzone session.

The Committee thanked leadership for giving prior notice of these issues and agreed to consider them at the next meeting. **Noted for agenda**

Res 59/17 Recommend staffing structure for 2018-19 to Governing Body

Agenda paper

Replying to questions, the ExecHT clarified the following points on the agenda paper:

- The Deputy Headteacher (DHT) post had a teaching commitment of 0.5fte⁴.

⁴ fte – full time equivalent. A full-time staff member counts as 1.0 fte; someone working 3 days per week counts as 0.6 fte etc.

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- The posts shown in the three boxes under the DHT post were middle leadership posts with TLRs⁵.

The ExecHT said that the posts of DHT and Reception teacher had been advertised. The advertisement of a part time Year 6 teacher vacancy awaited the outcome of the DHT recruitment and a decision by the Year 2 teacher, who currently worked under two separate part time teaching contracts, on whether she wished to revert to a single part time contract in September 2018 or to move to a permanent full time contract.

As agreed at the last meeting, the part time Year 1 teacher had been offered, and had accepted, a move to full time hours – governors welcomed this. Asked when the Year 2 teacher was expected to decide whether to work 0.6fte or 1.0fte from September 2018, the ExecHT said that this was unknown.

Replying to questions, the ExecHT confirmed that the school bought in cleaning and catering services rather than employing staff direct for these purposes. He expected that the school would be fully staffed for September 2018.

Replying to questions, the ExecHT confirmed that, if the school was able to appoint to the two advertised posts (DHT and Reception teacher), consequential decisions could be taken in time to present a final staffing structure to the Governing Body for approval at its meeting on 14 May 2018. **Bryan** – I think you're making this unnecessarily complicated as far as the staffing structure is concerned. As far as I can tell, none of the "ifs and buts" affect the structure itself: you will still need 1.0fte DHT, and 1.0fte teachers in Reception, Year 1, Year 2 and Year 6. The uncertainties (I think) are about the warm bodies that you put into those posts – and while that's important to the school, it doesn't affect the structure that you're asking governors to approve. Just saying, in case it helps when presenting the structure to the FGB!

- **On this basis, the Committee unanimously recommended** that the Governing Body approve the staffing structure for 2018-19.

Res 60/17 **Recommend opening budget for 2018-19 and three year budget plan to Governing Body**

Agenda paper

The ExecHT said that the budget plan set out the school's current budget projection. Minor changes might be required before the budget was put to the GB for approval on 14 May 2018. For example, depending on the pay point at which a new DHT was appointed, the budget for the costs of teaching staff (budget heading E01) might need to be adjusted. **Replying to questions**, the ExecHT said that the assumption in the current figures assumed that the DHT would be appointed at the middle of the advertised pay range.

Highlighting the inclusion of provision of £14.5k in 2018-19 for buildings maintenance and development (E12), the ExecHT said that this included the costs of fitting out the library. Provision of £22k had also been made for learning resources (E19). He reminded governors that Andrew Redding, Head of Bradford Council's School Funding Team (BC/SFT) had made clear his recognition that, despite budget constraints and the need for the painful decisions that governors had been obliged to take on staffing, schools needed to spend a certain amount to provide an appropriate learning environment and resources for pupils. Governors accepted this.

⁵ TLR – Teaching and Learning Responsibility: an additional allowance paid to teaching staff with leadership responsibility in a specific area (eg a Key Stage, SEN, Numeracy, Literacy), and the first step on the leadership ladder.

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The proposed 2018-19 budget showed an in-year deficit of £6k. With the £14k deficit brought forward from 2017-18, this would give a cumulative deficit of £20k to carry forward into 2019-10. Governors noted that the in-year and cumulative deficits increased sharply in 2019-10 and 2020-21.

Replying to questions, the ExecHT confirmed that BC/SFT was fully aware that the school would be submitting a deficit budget for all three years. He could be expected to ring the school to discuss the matter, but he had already acknowledged that governors and leadership had taken the necessary decisions and all possible steps to minimise the deficit. While the ExecHT did not believe that the £20k cumulative deficit could be eliminated in 2018-19, he considered that it should be possible to reduce it to £10k, so reducing the pressure in 2019-20.

The school would review the budget and make any necessary amendments once the DHT and Reception teacher had been appointed.

- **On this basis, the Committee unanimously recommended** that the Governing Body approve the opening budget for 2018-19 and the three year budget plan.

Res 61/17 Update on any other staffing issues arising since previous meeting

Governors were pleased to learn that a good field of candidates had applied for the position of Early Years teacher in Reception.

Res 62/17 Update on building works

- a) **Fire safety measures** – The ExecHT said that work to the cloakroom doors had started on the day of this meeting and would be followed by the planned work to the fire detection systems and fire breaks in the ceiling voids.
- b) **Library/ICT suite** – Work to the library and ICT site was underway and looking good: governors had visited the area immediately before this meeting. The ExecHT said that the contractor was undertaking some additional decorating work that was not specified in the contract.

The ExecHT said that the Site Manager was carrying out related work that was not required by his job description, including the laying of carpet and plastering. More generally, the Site Manager worked with an mentored pupils – he was a trained mentor, though this was not part of his job description. Governors noted that they had seen him out at the end of the road in the snow ensuring that snow was cleared away and that pupils, staff and parents were able to reach the school safely.

Governors asked that the ExecHT pass on to the Site Manager the Governing Body's great appreciation of his hard work and willingness to go above and beyond the requirements of his job. **Bryan**

- c) **Replacement of boiler** – The ExecHT reported that the replacement of the boiler had been completed. There had been an initial teething problem, which had left the school without heating or the ability to provide meals. BC's contractors had come in and resolved the issue by 9.30am, meaning that the school had not had to close. Governors were grateful to BC both for providing the new boiler at minimal cost to the school and for the helpful approach of its contractors. They looked forward to seeing the impact of the new boiler on energy costs.

Res 63/17 Update on any other premises issues arising since previous meeting

The ExecHT said that the school had experienced a number of alarm call-outs. It was unclear what was causing the false alarms, but the system was elderly and it was

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possible that it might need to be replaced in the coming year. **Replying to questions**, the Head said that such systems typically cost around £1k to £2k. This was well within the delegated financial authority of the Headteacher but, as a non-routine item of expenditure, he or the HoS would discuss such a purchase with the Chair of this Committee or the Chair of Governors and subsequently report it to this Committee.

Res 64/17 Update on implementation of the GDPR⁶

The HoS had asked him to inform governors that preparations for the implementation of the GDPR from 25 May 2018 were fully in hand. It was likely that the school would buy in support jointly with Carr Manor Primary School, with which it was working on preparations for GDPR, though only if the price were right for Eastburn. Governors agreed that, subject to price, it would be worth buying support to ensure that the school got this right.

The ExecHT said that, like safeguarding or school improvement, the GDPR was not something that could ever be ticked off as “done”: continuing effort would be required to ensure that the school remained compliant and up to date with best practice. **Replying to questions**, he said that he believed that GBs were required to appoint a Named Governor for this area – and if it were not an absolute requirement, considered that it would be a useful move in any case.

- **The Committee recommended** that the Governing Body appoint a Named Governor for Data Protection. **Noted for agenda**

Res 65/17 Review policies and other key documents:

Agenda papers

- **Finance policy** – Governors noted that this policy had been discussed at the previous meeting and that they had asked that the school seek advice from BC/SFT on powers to view monies between budget headings and reflect that advice in the policy. This had been done.
 - **The Governing Body unanimously approved** the Finance policy.
- **Prospectus for 2018-19** – Governors considered the document to be clear, well-set out and to contain the information that parents needed at the start of the school year. They agreed that the school’s financial position did not allow for the Prospectus to be printed in glossy format this year. They asked that references to the Head of School be amended to refer instead to the Headteacher: the ExecHT said that all policy and similar documents would need to be reviewed over the summer to amend references both the HoS and the Executive Head.
 - Subject to this amendment **the Governing Body unanimously approved** the Prospectus for 2018-19.

Res 66/17 Urgent other business referred from Item Res 54/17 above

The ExecHT apologised for bringing quotes to the Committee as other business: both he and the HoS sought to avoid doing this where possible.

⁶ GDPR – General Data Protection Regulation: due to be implemented on 25 May 2018, replacing the Data Protection Act 1998

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Three quotes had been received for furniture and soft furnishings for the library, from:

Gresswell (through Demco)

YPO (through Demco)

OSI

The ExecHT said that the HoS recommended that the school purchase as follows:

Purchase	Company	Cost
Furniture	YPO/Demco	£4,121.35
Soft furnishings	OSI	£3,873

Replying to questions, the ExecHT said that Gresswell had also quoted for provision of furniture at a cost of £5182.35 for exactly the same furniture – both Gresswell and YPO would work through Demco. The HoS would like to place the order for the furniture as soon as possible, as it could take some time for such orders to be fulfilled.

The ExecHT said that OSI was a family business and its practice was to allocate a full week to fulfilling an order such as the school's – the work might not take that long, but the company was available to the school for that week if necessary. **Replying to questions**, the ExecHT said that there were no comparable bids from the other two companies, which did not offer the same bespoke furnishings as OSI.

- **The Committee unanimously approved** the two quotes set out in the table above and authorised the school to proceed with the purchases.

The ExecHT said that the HoS had made a bid to the Foyle Foundation⁷ for £17k to provide books, furniture and furnishings for the library. Governors asked to be informed when the school heard the outcome of the bid. **Bryan** If the bid were successful, the ExecHT said that part of the funding would be used to pay for the furniture and furnishings, which would otherwise be funded from the school's hard-pressed budget. The remainder would be used to purchase:

- the purchase of approximately 1,280 from Madeleine Lindley⁸; and
- various small items included in the quotes for furniture and furnishings (eg leaflet holders etc).

Res 67/17 Date of next meeting

The next meeting would be held at **5.30pm** on **Thursday 28 June 2018**.

The meeting closed at 6.30pm

⁷ Foyle Foundation - an independent grant-making trust that distributes grants to UK charities. The majority of its funding for schools is directed to its flagship programme, The Foyle School Library Scheme, which gives priority to primary schools. [Website](#)

⁸ Madeleine Lindley Ltd – a supplier of books for children and schools.

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Date: _____