



## GOVERNING BODY MINUTES

<b>Meeting of:</b>	<b>RESOURCES COMMITTEE</b>
<b>Date/Time:</b>	29 <sup>th</sup> September 2016 6.30 pm
<b>Location:</b>	Patcham Junior School – Learning Support Room
<b>Distribution:</b>	All Governors, Website, Business Manager
<b>Present:</b>	Governors (voting) Trevor Howson (TH) Chair Danny Simpson (DS) Vice chair Ashley Seymour-Williams (ASW) Headteacher Derrick Davis (DD) Andrew Saunders (ASD) Other (non voting) Janet Johnson (JJ) Clerk Sue Blackman (SB) School Business Manager
<b>Apologies:</b>	Iseult Hull-Flower (IHF) accepted

	<b>DISCUSSION and DECISION</b>	<b>ACTIONS</b>
1	<b>INTRODUCTION</b> TH opened the meeting and thanked all for attending. IHF had submitted her apologies (ill) which were accepted.	
2	<b>DECLARATION</b> of Interest of items on agenda DS declared his spouse worked at the school. Governors agreed all could take full part in this meeting. JJ reported that following the review of the annual declaration of interests of each of the governors, no new declarations had been made. The consolidated register would be displayed on the website. TH confirmed the review.	JJ
3	<b>MINUTES OF LAST MEETING and MATTERS ARISING</b> The minutes were agreed to be an accurate record of the meeting and TH signed them accordingly. There were no matters arising not covered elsewhere at this meeting.	
4	<b>ANNUAL WORK PLAN</b> 4.1 The draft terms of reference were considered. In discussion it was agreed to amend <ul style="list-style-type: none"> <li>• the date</li> <li>• delete paragraphs 4,5 and 6 of section 2</li> <li>• the budget sentence to read ‘agree the budget’. The last clause in that bullet point to be deleted</li> <li>• the quorum to be 3 including the headteacher. Following advice from JJ it was noted it would not be acceptable for the quorum to comprise a majority of staff; however, it was considered this situation would not arise. TH would amend and take to FGB in November.</li> </ul>	TH



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	<p>4.2 The annual work plan. The draft was reviewed in discussion and a number of changes made. It was agreed the staffing structure options and benchmarking would be discussed prior to the indicative budget being received in March. A governor would provide the benchmarking report. JJ would revert to TH with some further suggestions for the plan. It was agreed insurances could be reviewed biennially.</p> <p>4.3 Governor training requirements TH would oversee the training requirements</p>	<p>TH JJ TH  TH</p>
<p>5</p>	<p><b>BUDGET MONITORING 2015/16</b> <i>Is spending going according to plan?</i></p> <p>5.1 Governors had already received the outturn forecast for 2016/17 with a separate report from SB on anomalies. SB now gave further information.</p> <ul style="list-style-type: none"> <li>• Spending was largely going to plan and the outturn forecast had improved slightly to £35k</li> <li>• Changes related mainly to experienced staff leaving and being replaced by newly qualified teachers (NQT)</li> <li>• Supply costs had reduced; however, as recruitment of a music teacher had failed this was being covered by agency staff</li> </ul> <p><i>Is maternity cover by agency or NQTs?</i> NQT.</p> <p><i>What have you done re the 1% pay rise?</i> This is included as an estimate.</p> <p><i>What is the air quality test?</i> That is the funds from the local authority for checking re possible carcinogens. Governors recalled the findings had been discussed previously.</p> <p><i>What is the position re the SEN top up funding?</i> We had assumed funds would be received of £7.5k; however, as there were now EHCPs in place only £2.5k was received. This is being contested and the virtual school have agreed to send some funds but the exact amount has not yet been advised. ASW to update Committee once funds have been confirmed. The reports were accepted.</p> <p>5.2 Chart of accounts – cost centres. These had been considered and were now accepted.</p> <p>5.3 Chart of Ledger codes. These had been considered and were now accepted and agreed. These would be required annually.</p> <p>5.4 The list of virements had already been circulated along with an explanation. These had been made in accordance with governors' policy and were now agreed. TH signed the list of variations (£1274, £900, £500 and £9414).</p>	<p>ASW</p>
<p>6</p>	<p><b>CONSISTENT FINANCIAL REPORTING (CFR)</b></p> <p>These reports had been considered and were now accepted. The carry forward figure was confirmed to match. The report was required annually. SB was thanked for the map which helpfully showed which codes comprised the ledger codes.</p>	



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7	<p><b>School Financial Value Standard</b> review</p> <p>7.1 Current action plan ASW gave a brief up-date on progress on question 10 (costing the improvement plan). Governors acknowledged the difficulties due to the unsynchronised financial periods remained but it was useful to enable comparison of alternatives. They knew when the school priorities were set funding was in place and welcomed the planned evaluation section comments. The committee would monitor. SB advised re question 15 (invoicing) the position had improved. DS would liaise with SB.</p> <p>7.2 Preparing for full review The committee agreed to focus on Questions 8 and 9 (performance management/pay/appraisal) – DD and TH Question 21 - DS. Question 17 and 25 DD Question 18 – TH and ASW would meet to review. <b>Can we apply for support/ make subscriptions as a partnership rather than each school?</b> There may be more scope for this now the partnership is a charity. All parties would report back in time to contribute to the spring review.</p>	<p>TH DS SB</p> <p>DD TH</p> <p>DS DD TH ASW</p>
8	<p><b>ANNUAL PUPIL PREMIUM REPORT</b></p> <p>It was agreed this was to be a standing agenda item for this committee with a report being provided by the deputy headteacher. Items for inclusion in the report were discussed.</p> <p>Governors noted that although the funds to be received were yet to be confirmed the sum of £70k now being received has increased from just a few years ago. They were concerned that it was likely not all those eligible had signed up due to the impact of universal free school meals in key stage 1. ASW confirmed work, particularly with year 3 families to identify those eligible was continuing. <b>Is there a timescale that matters?</b> The census is in January for pupil premium. A governor could confirm that with reference to the Fischer Family trust report the outcomes for the disadvantaged at the school were positive and improving over the last three years.</p>	<p>ASW</p> <p>IHF</p>
9	<p><b>STAFFING REPORT</b></p> <p>9.1 Pay Policy Governors had already received the model local authority pay policy and now agreed the changes to the policy as outlined in the adoption of the policy agenda paper. Existing local amendments were to be carried forward to the new policy and ASW was directed to make the amendments, circulate to the committee and bring the policy to the full governing body for final approval. SB leaves 19.42</p> <p>9.2 Staffing structures Governors had received the staffing structure and staffing reports which</p>	<p>ASW</p>



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	<p>were now accepted. The only change at present was the additional individual needs assistant. In discussion it was agreed that it would be beneficial to compare different structures at the spring meeting. Advice would be taken on recruitment methods for any new posts.</p> <p>9.3 Governors as <b>pay committee</b> had already received and considered the pay report. They had already visited the school and were very satisfied with the way the appraisal system operated. The pay report included statistics on progression and examples of objectives. This was accepted with thanks and confirmation it was a good way of showing a summary.</p> <p>The number of increases was clarified and it was confirmed objectives had been met in all cases. JJ reminded governors their vision was that trends would show equality across specific groups over time and it was agreed to consider how to evidence this.</p> <p><b>Is it likely that there will be any increases in the coming year?</b> The main scale is likely to go up and moving to upper pay scale will be discussed at performance management reviews as a lot of extra work needs to be undertaken and ability proved.</p> <p>The pay report was accepted.</p> <p>9.4 DS reported that the headteacher performance management group had met with the external advisor, Linda McMillan and following a thorough review a point increase was recommended. This was agreed.</p>	TH and DD
10	<p><b>PREMISES REPORT</b></p> <p>ASW provided the report and governors were pleased to note the scaffolding had gone and the school was now watertight. They sought clarification as to the timing, funding and safety of the improvements to the toilets and were satisfied with the response. ASW warned that the new funding arrangements would likely mean that following the toilet block refurbishment there would be no more funds coming from the Local Authority.</p> <p>Governors supported ASW in not pursuing further repainting, rebranding and investment in large artworks due to budget constraints.</p>	
11	<p><b>HEALTH &amp; SAFETY MATTERS</b></p> <p>In discussion it was agreed ASW would take matters forward regarding traffic on the approach road to the High School.</p> <p>The health and safety policy, already considered by governors and recommended by the health and safety link governor, was agreed.</p>	
12	<p><b>ANY OTHER BUSINESS</b></p> <p>Governors were pleased to note the fundraising group had been reinvigorated.</p> <p>There being no further business the meeting closed at 20.30</p>	



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### ACTION SUMMARY

	OWNER	ACTIONS	DUE BY
2	<b>JJ</b>	Up-date website and consolidated register	29.10.16
4	<b>TH</b>	Amend terms of reference, circulate to committee for email confirmation then take to FGB	14.10.16
4	<b>TH</b>	Take forward arranging the benchmarking report	29.11.16
4	<b>TH JJ</b>	Finalise annual work plan and advise report writers	07.11.16
4	<b>TH</b>	Oversee committee training requirements	Ongoing
5	<b>ASW</b>	To update committee on virtual School funds	29.10.16
7	<b>TH</b>	Take forward SFVS question 10 improvements	Ongoing
7	<b>DS SB</b>	Liaise re SFVS question 15.	Nov meeting
7	<b>DD TH</b>	SFVS – take forward Q8 and 9	13.02.17
7	<b>DS</b>	SFVS – take forward Q 21	13.02.17
7	<b>DD</b>	SFVS – take forward Q 17 and 25	13.02.17
7	<b>TH ASW</b>	Meet to review SFVS Q18 as appropriate	Ongoing
8	<b>ASW</b>	Confirm with MRD the headings and timings of the report, liaising TH if required.	29.10.16
8	<b>IHF</b>	To confirm that the outcomes for the disadvantaged at the School were positive and improving over the last 3 years (Pupil Premium)	07.11.16
9	<b>ASW</b>	Complete amendments to pay policy as required and circulate to committee.	07.11.16
9	<b>TH DD</b>	Liaise re how to evidence equality in progression over time and take forward	07.11.16
10	<b>TH DD</b>	Liaise re monitoring and reporting re H&S (and welfare) policy – note requirements of policy.	07.11.16