

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY**

MINUTES

Meeting of:	RESOURCES AND PAY & PERFORMANCE COMMITTEE
Date/Time:	23 rd February 2017 6.30 pm
Location:	Patcham Junior School –Classroom
Distribution:	All Governors, Business Manager
Present:	Governors (voting) Derrick Davis (DD) Tamsin Hinton-Smith (THS) Iseult Hull-Flower (IHF) Trevor Howson (TH) Andrew Saunders (ASD) Ashley Seymour Williams (ASW) Headteacher Danny Simpson (DS) Becky Stevens (BS) Other (non-voting) Sue Blackman (SB) School Business Manager Janet Johnson (JJ) Clerk

	DISCUSSION AND DECISIONS	ACTIONS
1	Welcome and apologies for absence TH opened the meeting of the full committee and welcomed in particular THS to her first meeting.	
2	Declaration of Interest of items on agenda DS reminded all his spouse worked at the school. No new declarations were made when invited. All could remain and contribute throughout.	
3	Minutes of last Meeting and Matters Arising 3.1 Subject to amending item 10 to read 'standard' instead of 'system' and in item 8 deleting the words "there was a deficit", the minutes of the last meeting were agreed to be an accurate record and signed accordingly. 3.2 The annual Data Protection audit had not yet been completed. ASW would email the audit to TH, indicating how any issues had been addressed. The review of systems to ensure they would be compliant with the new legal requirements would be undertaken in the summer term. 3.3 A governor confirmed there were no noteworthy outstanding issues relating to health and safety. 3.4 BS and ASD had met as part of the induction process. 3.5 All other matters had either been completed or were discussed elsewhere.	TH
4	School Finance - Budget monitoring 2016/17 4.1 Governors had already received and considered the projected outturn for 2016/17, the chart of accounts review by cost centre along with notes including on anomalies.	

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	<p>The outturn was currently showing a surplus of £54k. A few small quotes were expected to reduce this and a further £2k income was expected.</p> <p>Does this include headteacher recruitment expenses? No.</p> <p>Direct staffing – forecast of under £41k – where have the savings been achieved? This was still due to recruitment of teachers on lower pay-scales or included on agency or supply.</p> <p>The high needs figure was queried and governors were satisfied with the response.</p> <p>It was confirmed the carry forward (approximately 4%) had already been allocated.</p> <p>Why is this school in such a good position? It was considered it was due to good budgeting. It had been planned to prop up future years staffing requirements. Each cost centre was reviewed each year.</p> <p>Thanks were passed to SB for the good work.</p> <p>4.2 A virement of £2480 (refund from school meals buyback) to PBUILD from SSERVS was authorised. TH signed the virements book.</p>	
5	<p>School Finance – draft budget 2017 / 18</p> <p>5.1.1 Governors had already received and considered</p> <ul style="list-style-type: none"> • LA briefing on school funding, understanding the changes and planning for the future and approaching financial challenges in partnership • DfE apprenticeship funding • Breakfast club estimated attendance • Clubs 16/17 and letting income estimated 17/18 • Services to schools options • Draft budget for 2017/18 <p>5.2 National funding formula.</p> <p>The school was not expecting major changes overall as a result of the changes in funding. They were currently considering, along with other partnership schools, whether to return some funding to the local authority in connection with capital projects.</p> <p>5.3 The apprenticeship levy would be £4.5k. Governors expressed their dissatisfaction with the inequitable nature of this sum and supported the school in appealing to the local authority.</p> <p>Is there a benefit to the school in having an apprentice? It is good to have new keen people in school but as we pay a higher tier than the minimum wage there is not much of a saving.</p> <p>Can you have apprenticeships in the classroom instead of teaching assistants? We have learnt apprentices need a lot more input from other staff. In addition they have to work 30 hours per week so they are less flexible. We have requested one for next year.</p> <p>When will you hear about the appeal? Tomorrow. It is all the primary heads.</p> <p>A governor advised there should be room for manoeuvre in view of the method of top-slicing.</p>	

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5.4 Staffing review

The budget was still being drafted. Plans included:

- Reducing cost of staffing from 90% to 86% of budget as a result of staff changes allowing for the recruitment of less costly staff.
- Working bottom up to review the needs of the school had resulted in a new staffing structure to deliver the school improvement plan and the indications were that a balanced budget would be achievable this year.
- The creation of a new role of learning mentor was requested, taking advantage of staff movements to enable amalgamation of some leadership roles. They would work with vulnerable children and there had been an increase in complex needs at the school.
- Governors were aware some research showed teaching assistants were not always the way to improve outcomes; however, experience at the school was that they were valued, particularly in the ways they aided welfare. The school wished to retain a teaching assistant in each class; however, this was considered to be of lower priority than a learning mentor.

Is there anyone suitable from the school? Possibly but there would also be benefits of someone coming in.

What is the cost implication? We save £500 on the Teaching and Learning Responsibility allowance.

How would it function on a day to day basis? They would work under the SENCO and Deputy headteacher. Children would be assigned to them so they would have a case load. The work will depend on the child's needs and it would be time limited.

How much time do the headteacher or deputy have to spend on this? Sometimes all day. It would be an entirely new post.

How many hours? As many as possible.

What happens if pupil premium funds are reduced in amount?

It would be a fixed term contract and not funded directly through pupil premium. There would be the level of need through the school and if necessary we would reduce the level of Teaching assistant input.

5.5 Other.

- Business rates. The increase on this was yet to be advised. Up to 20% was likely (£5k)
- Services to schools. The partnership heads had compared their bills with other schools. This school was low in comparison and the algorithms on which they were based were not transparent so further information had been requested. Governors agreed the services to be supplied in principle and supported the school in continuing to review suitability to change to school to school support.

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	<p>In terms of the new budget what have you considered to increase income – advertising? We haven't had to do that yet but will keep it under review.</p> <p>What about the entrance environment? We can put something in the budget for the new headteacher.</p> <p>The school was not yet in a position to do the 3 year budget. The draft budget would be presented for approval at the next appropriate meeting and work would continue on the structure in the meantime.</p>	
6	<p>School Finance – Sports Grant</p> <p>Governors had considered the impact statement and from visits could confirm they had seen the funds being spent.</p> <p>ASW informed that this year the school was buying into the partnership PE budget. A teacher would then come into the schools and work with the PE lead. 3 teachers had been trained as swimming teachers and the intention was to provide swimming for each year.</p> <p>Is it calculated on the financial or academic year? Academic. The partnership would also be carrying out the benchmarking process. The statement would be circulated again and further questions submitted by email.</p> <p>Governors considered good value was obtained from the grant.</p>	
7	<p>School Finance – Lettings / fees / After School clubs</p> <p>7.1 SB advised this year there was potential income of £10500 from the breakfast club. It had been more popular with the new year 3s. The plan was for the lunchtime and afterschool clubs to break even with any profit on some clubs to be used to enable the less popular clubs to be run. Lettings at £13,800 (before costs) may increase.</p> <p>Do children who are pupil premium or disadvantaged get the clubs free? It depends. We do it on a case by case basis.</p> <p>Do you track who attends? Yes and we analyse the data to check. The uptake is good and we also target specific pupils.</p> <p>7.2 After school provision. ASW advised it was valued by parents but there had been some problems and the profit does not cover wear and tear. This was mainly due to non PJS children not knowing the rules. It was proposed that in future the club would be just for PJS children and it was anticipated more money would be made than letting it to an outside company.</p> <p>Have you discussed it with the teachers? Teachers probably wouldn't want to take it on. It is more likely to be a teaching assistant. You don't want to be taking up lots of management time.</p> <p>A governor provided information regarding another school.</p> <p>How many PJS pupils use it? Under 10. They come from all over the town and there is provision elsewhere.</p> <p style="text-align: center;">❖ Governors agreed the school should give notice to the existing provider.</p> <p>SB was thanked for all her hard work and left 19.30.</p>	
8	<p>School Finance – Strategic review</p> <p>Governors spent some time considering whether their medium term goals would ensure they were on track in achieving the long term goal of Ofsted 'outstanding' rating.</p>	

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	<ul style="list-style-type: none"> • Examples of how they were moving on were considered. • There was a school improvement cost centre; however, costing the school improvement plan needed to be taken further. • It was noted the budget this year included the option to include more detail and link to plans and governors supported this action. • RAISEonline confirmed the school was heading in the right direction. • The pupil premium evaluation shows how outcomes for that group are improving. <p>Can we have an annual statement? We can show each of the groups and how much money is coming in for them and showing the outcome – for example English as a foreign language, the academically more able, pupil premium, sports grant.</p>	TH to take forward
9	<p>Staffing Report ASW gave a brief update and consulted with governors who gave advice and supported the creation of a new job-share.</p>	
10	<p>Premises Report ASW gave a brief update. All the cracked and damaged doors and windows have been replaced. The toilets would be refurbished in the summer. Will the local authority fund it? We anticipate they will. IHF leaves 19.48</p>	
11	<p>Pupil Premium update The annual report had been given at the previous meeting. ASW now informed by way of up-date:</p> <ul style="list-style-type: none"> • 3 new pupils joined last term. • Numbers were staying the same. • Further analysis of RAISE with a governor had shown the pupil premium pupils at PJS had performed significantly higher than pupil premium pupils nationally in both attainment and progress. Governors agreed with this from their own analysis and were confident it was a strong performance. • The current year 6 was strong. The lower years were more mixed so they were focussing on those who are off track. <p>Which years are the new pupils coming into? Year 4 mainly, one year 5 and one year 3, from London.</p>	
12	<p>School Grievance / Discipline Annual report ASW advised there had been no actions to report. No amendments were recommended and</p> <ul style="list-style-type: none"> ❖ the existing Grievance policy was recommended for FGB to ratify renewal for a further 3 years. Amendments would be made only upon the local authority or HR/legal recommendation or approval. 	TH JJ
13	<p>Health & Safety Are we doing all we can on the parking? Yes. Governors reiterated their concern for the safety of pedestrians and with the level of abuse received by the school crossing patrol</p>	

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	<p>employee and supported signage schemes and the continuation of the travel plan. See also item 3.3 A governor informed annual health and safety monitoring with a governor was planned for next term.</p>	
14	<p>Schools Financial Value Standard Governors had reported back on most of the questions. ASW would meet with DS on item 18 and TH and ASW had met regarding item 10. Remaining reports were requested to be submitted to DS by next week. It would be reviewed at the next full governing body meeting.</p>	
15	<p>AOB There being no further business the meeting closed at 20.05</p>	