



MINUTES

Type:	RESOURCES PAY & PERFORMANCE COMMITTEE
Date/Time:	18 th May 2017 6.00 pm
Location:	Patcham Junior School – Classroom
Distribution:	All Governors, Business Manager, Website (following approval)
Present:	Governors (voting) Danny Simpson (DS) Chair of Committee Ashley Seymour-Williams (ASW) Headteacher Iseult Hull-Flower (IHF) Chair of Governors Derrick Davis (DD) Other (non-voting) Sue Blackman (SB) School business Manager Janet Johnson (JJ) clerk
Apologies:	Tamsin Hinton-Smith (THS) – accepted Rebecca Stevens (RS) - accepted
Quorum:	3 governors required to be present for decisions to be binding

	DISCUSSION AND DECISIONS	ACTIONS
1	WELCOME and APOLOGIES DS opened the meeting and apologies were considered. JJ informed THS had advised she had attended training on disadvantaged pupils would report back on pupil premium following a planned visit to the school.	THS
2	DECLARATION of Interest of items on agenda DS reminded his spouse worked at the school as a teaching assistant and JJ informed a friend had just been employed as a teaching assistant. All governors could take full part and vote throughout the meeting.	
3	MINUTES of last Meeting and MATTERS ARISING Subject to the deletion at item 4, after the word allocated, of 'to staffing expenses in 2017/18' and at item 7, the removal of 7.2 and subsequent renumbering of item 7.3 to 7.2, the minutes were agreed to be an accurate record and the alterations and minutes signed by the chair accordingly. DD would take over the action at item 3.2 previously allotted to a governor that had since stepped down. All other actions had either been completed or were no longer required.	DD
4	BUDGET 2016/17 Governors had already received and considered the Chart of Accounts Review by cost Centre, notes for budget outturn 2016-17 and outturn 2016-17 showing a final outturn of £62,200. SB had circulated a late paper and talked to this which explained the reasons for changes to the final carry forward which was £8-10k	



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	<p>more than expected. This was due mainly to premises services and receipt of £3k from the local authority (LA) as a rebate on school meals which was to part offset the first year's apprenticeship levy that this LA had charged the school.</p> <p>Have all schools got that rebate? Yes</p> <p>The sums for premises would be carried forward and the final utilities bills had been less than forecast. Some of the PE money had not been spent.</p> <p>Will the school be allowed to carry the sports premium forward? Yes and we have planned expenditure.</p> <p>What happened with the utilities? We go by the Council forecast and we think they got it wrong this time as it was a mild winter.</p> <p>❖ The outturn 2016/17 was confirmed with thanks to SB.</p>																
5	<p>BUDGET 2017 / 20</p> <p>Governors had already received and considered draft 5 of the budget and recently draft 6 as a late paper including management information, along with detailed commentary and a note from the local authority (LA) Children's Services Finance confirming the outturn 2016/17 and budget share 2017/18.</p> <table border="1" data-bbox="320 949 1182 1193"> <thead> <tr> <th colspan="3">Budget Forecast 2017/2020</th> </tr> <tr> <th>Year</th> <th>Year's forecast surplus/deficit</th> <th>Forecast cumulative position surplus/ deficit</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>£30852</td> <td>£31,348</td> </tr> <tr> <td>2018/19</td> <td>£3981</td> <td>£27367</td> </tr> <tr> <td>2019/20</td> <td>£27367</td> <td>-zero-</td> </tr> </tbody> </table> <p>SB now confirmed:</p> <ul style="list-style-type: none"> • Draft 6 incorporated the changes to the high needs funding. • The LA's comments on the 2017/18 budget had been received and there had been no issues. • Staff costs accounted for 87% of the budget. <p>ASW informed the school was committing to temporary contracts with the Teaching Assistants for next year. They were expecting budget deficits in the future to be addressed by natural wastage. SB informed schools had requested the additional reason of 'budget' to be included on the LA list for being the reason why only temporary contracts had been given.</p> <p>DS requested that staffing be kept under review due to the structural deficit.</p> <p>How will we manage the numbers of high needs pupils? We have had more of these pupils but these were still much lower than some schools. We have children that need support for which no extra funding is given.</p> <p>Governors agreed that they would need to continue reviewing staffing structure both annually and upon movements of staff.</p> <p>❖ The budget was agreed in the sum of £1,322,680</p>	Budget Forecast 2017/2020			Year	Year's forecast surplus/deficit	Forecast cumulative position surplus/ deficit	2017/18	£30852	£31,348	2018/19	£3981	£27367	2019/20	£27367	-zero-	
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6	<p>DEBT WRITE OFF</p>																



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	<p>Governors had received a copy of an email from the LA explaining their request that a sum of £330 be written off in connection with rent not claimed from the caretaker.</p> <p>How did it come about? The rent was linked to a very old pay scale so the scale the rents were linked to was not increasing. It was not the caretakers' fault and they had not been advised. The LA advised correct procedures had now been put in place.</p> <ul style="list-style-type: none"> ❖ Governors noted the sum had not been a debt in the school books and agreed the school should not pursue it, in accordance with the LA advice. 	
7	<p>IR35</p> <p>Governors had received and considered information regarding IR35 – Inland Revenue Intermediaries legislation/Off payroll working in the public sector.</p> <p>Do we have anyone that we pay other than on payroll that might fit the criteria? In discussion these emerged to be: the football and cricket coach; occasional contractors; the occasional workshop such as history day drama; the governance facilitator and, recently, the school improvement partner. Advice had also been that agency workers should be considered but it was decided this would be for the agency to decide.</p> <p>What is the basis on which we pay them? The cricket and football coach are paid the same rate as the other club providers. They do not own their own companies.</p> <p>What do you mean? The same rate as staff that run clubs.</p> <p>Would it cause them any inconvenience to complete the forms? Yes. If we are getting anyone in to do workshops we will need to sort it out beforehand.</p> <p>What happens if they have their own company? We would have to put them on payroll and then there would be deductions. ASW informed that the school was considering using an LA handyman and electrician and that if the school did work for the university they might be taxed.</p> <p>Governors agreed it would make things more difficult particularly for ad hoc or low-level arrangements and wanted to check if it has an impact on teachers wanting someone to come in to the school.</p>	
8	<p>LETTINGS</p> <p>Governors had considered the lettings rates which were agreed at the current level with no increase as it was felt it represented a good balance between income and provision for the community.</p> <p>Is it used much on a Sunday? Not really.</p> <p>Have we had any other enquiries? We have been quite busy but we try to keep one evening in the week clear for the caretaker to have a break.</p>	
9	<p>FINANCIAL SCHEME OF DELEGATION</p> <p>Governors had already received and considered the scheme for 2017/18.</p> <p>Does anything need to be changed in view of the change of headteacher? In discussion it was agreed no changes were required in this respect.</p>	



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	<p>Minor changes were requested to item D28 and D29 regarding responsibility for maintaining and checking the inventory and to Item D34 regarding debit cards.</p> <p>What is the debit card procedure at the moment? This was explained.</p> <p>Does the Finance Officer work when you are not here? Yes</p> <p>Governors checked whether the deputy headteacher or caretaker should also have a card but in discussion it was agreed this would be kept under review.</p> <ul style="list-style-type: none"> ❖ The scheme of delegation was agreed and JJ was requested to make the amendments and circulate to all governors ready for approval by the full governing body in September. <p>Thanks were passed to SB who left 18.54.</p>	
10	<p>PUPIL PREMIUM</p> <p>ASW tabled the analysis of pupil premium data for the spring term along with recommendations for action. There were no surprises as the position had been highlighted earlier in year enabling focus on the problematic areas, which were mainly year 5 writing and maths. For year 3 it was too soon to tell if they were of concern as it had previously been found data varied until near the end of year 3. Year 5 had not closed the gap as quickly as they had hoped.</p> <p>Have those pupil premium pupils not reaching age expectations come through the school and the infant school? It is a mix. At least 4 arrived in the last year. The issue isn't that they are miles behind, just that they are slightly behind. Teachers think that in the summer the data should be more positive but there is a concern at the moment.</p> <p>From a resources point of view do we need to do anything? No, just note it and keep a watch that the actions taken are evaluated in the autumn.</p> <p>THS as pupil premium link was nominated for this and ASW would circulate the data.</p> <p>The school improvement partner would be auditing provision on 11th July.</p> <p>In year 6, is it correct that pupil premium pupils are outperforming the others? Yes. As it happens a number of them are our most able. It is different in year 5.</p> <p>Have the deputy headteacher and the SENCO been involved in the action plan? Yes.</p> <p>The report was accepted.</p>	<p>THS/DS</p> <p>ASW/DS</p>
11	<p>NEW HEADTEACHER</p> <p>Governors wanted to ensure the incoming headteacher received a good induction, training where required, support and mentoring. In discussion it was confirmed the likely training needs could be addressed by training packages for headteachers and money was in the budget for this. The LA would fund a Junior School head as a mentor. ASW advised there was also a buddying scheme and that dates had been agreed for the new headteacher to attend interviews and taking part in monitoring with the school</p>	



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	partnership advisor. He would also attend the new year 3 parents evening that would also be attended by IHF.	
12	TERMS OF REFERENCE The terms of reference were discussed and JJ directed to make the small amendments ready for circulation and approval by full governing body.	
13	GOVERNORS EXPENSES POLICY ❖ The existing policy was approved to continue for a further 3 years subject to JJ circulating it and inviting suggestions for change in the next two weeks.	
14	TRAINING/SUCCESSION/SKILLS AUDIT In discussion it was agreed a fresh skills audit was required. JJ would circulate the NGA new form and DS would collate it before the beginning of the autumn term.	JJ
15	HEADTEACHER PERFORMANCE MANAGEMENT The performance management group had had another review of progress. In discussion it was agreed a late summer review meeting would be held to set the basis for the school development plan in the autumn. This would be drafted by ASW and the deputy headteacher and ready for the next meeting of the full governing body which was to be attended by the new headteacher. The development plan would be focussed on Ofsted outstanding areas and disadvantaged pupils. There being no further business, the meeting closed at 19.23	

.....signed dated

ACTION SUMMARY

Item	Owner	Action	Due date
3	DD	Take on action from 23.2.17 "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."	Next meeting
10	ASW/DS	Circulate LM report	18.7.17
10 and 1	DS THS	DS liaise THS regarding evaluation of actions and reporting back	
10	ASW	Circulate pupil premium data	
14	JJ ALL DS	Skills survey, send with FGB papers for completion and return to JJ by end of summer, Analysis by September FGB	21.6.17 24.8.17 8.9.17