



GOVERNING BODY MEETING MINUTES

Type:	RESOURCES COMMITTEE
Date/Time:	19 th May 2016 6.30 pm
Location:	Patcham Junior School
For:	Resources and Pay & Performance Committee
Distribution:	All governors, Business Manager, Website following approval at next meeting
Attendees:	Governors: Adam Smith (AS) Ashley Seymour Williams (ASW) Headteacher Trevor Howson (TH) Vice Chair of Resources committee Iseult Hull-flower (IHF) Chair of Governors Danny Simpson (DS) Chair of Resources committee Derrick Davis (DD) Other: Janet Johnson (JJ) Clerk Sue Blackman (SB) School Business Manager

	DISCUSSION AND DECISION	ACTION
1	Welcome and apologies for absence TH opened this meeting of the full committee which for good practice and training purposes it was his turn to chair.	
2	Declaration of Interest of items on agenda DS declared his spouse worked at the school. No new declarations were made when invited. No withdrawals from the discussion were required.	
3	Minutes of last Meeting 26.02.16 Subject to amending clubs to lets and external coaches in item 11 this was agreed as an accurate record and signed by TH accordingly.	
4	Final outturn 2015 / 16 Governors had already received and considered the final outturn figures along with commentary from SB on any anomalies. Have all accruals been taken into account? Certain things the local authority (LA) says have to be in the same year, e.g. trips. It applies to clubs where funds are received in a different year. We advise the LA and they adjust it. The only other thing is the LA hygienist. It has all been done and agreed with the LA. So all purchases that the school ordered have been accounted for e.g. if invoice not received for goods ordered? Yes, it has been carried forward. We have a cut off for ordering late Feb/Mar unless it is something desperate so it comes through in time. Is the breakfast club still popular – it seems to be? Yes Have any savings been realised on any recent procurements e.g kitchen? The cooking on the premises is going to affect this year's budget as we are now on a more expensive tariff. The LA has	



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	<p>suggested £2.2k and any not spent will be reclaimed. We don't know how much and we think it will probably be overstated, especially as there are water heaters on site.</p> <p>When will it take effect from? When we started cooking.</p> <p>Are the Admin assistant hours fixed at 12? Yes.</p> <p>Governors were appreciated of SB comprehensive notes and had no further questions.</p> <ul style="list-style-type: none"> • The outturn was confirmed as a surplus of £41,854. 	
5	<p>Budget 2016 / 17</p> <p>Governors had already received and considered the forecast budget for 2016/17 and indicative budgets for 2017/18 and 2018/19.</p> <p>Does it take into account the teacher pay increases, pension and National Insurance? Yes. We are budgeting on the basis that everyone will get a pay award.</p> <p>There is nothing under. No, the projected surplus will be entered into the accounting system as contingency.</p> <p>How did agency spending compare to last year? It has been done on the basis of 5 supply days per teacher and we have added in extra to cover maternity and sick leave.</p> <p>It includes utilities and photocopying; are we happy it is covered? Yes; however, the water may differ as the meter has been changed.</p> <p>Re the sports funding: where is spending shown? Partly through staffing and partly through curriculum.</p> <p>Governors noted pupil premium funding had increased significantly. ASW advised numbers had increased from 30 to just under 50 and essentially it paid for the numbers counts teacher, staff wages enrichment and access to clubs. Governors would continue to monitor and evaluate spending.</p> <p>Is it a rise in take up or change in demographics? We don't know. We have always thought more qualified than took it up.</p> <p>Are cleaners continuing to be employed direct with school? Yes, it was similar in price and we have a good team.</p> <p>The caretaker's overtime appears to be increasing. Yes, but this code also includes other staff and there is more weekend work. The caretaker did not consider it onerous.</p> <p>We have 20% more teachers than classes, is it sustainable?</p> <p>With best outcomes in view we have invested in specialist teachers rather than teaching assistants and been rigorous in evaluating interventions. We do not need to look at staffing reductions but we do need to continue to be careful with contracts.</p> <p>Do we look at temporary contracts going forward? Traditionally have used fixed term contracts however Yes, there is still uncertainty with the national funding formula still remains and this may take a few years to become clear. Therefore we will be looking at utilising temporary contracts more in the future We have been using fixed term contracts for a while.</p> <p>AS had attended the Chairs' and Vice Chairs' forum where current thinking was that the effect on Brighton and Hove would be neutral.</p> <p style="text-align: center;">❖ The committee approved the budget in the sum of £1,298,948,</p>	



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	including a surplus of £25,602, to be coded to contingency.	
6	Capital (non-debt) write offs – It was confirmed there were none.	
7	<p>Staffing Report Governors had already received and reflected on the report.</p> <ul style="list-style-type: none"> • ASW advised recruitment for teachers had been successful so far with over 50 applicants. Recruitment for one part-time position was now underway. • The results of the staff wellbeing, including stress surveys had been quite good. Staff were general happy and felt well supported. There were some areas to work on which had commenced. • The appraisal system was on track unless they were on long-term sick or maternity leave. <p>Are you aware of the LA initiatives surrounding the importance of staff and their well-being? We do this in-house and there are no recruitment or retention difficulties. SB could confirm the yoga for example and the staff wellbeing health check had been carried out a couple of times. In addition there was a staff wellbeing committee. Governors noted the good absence figures and ASW confirmed management systems were in place. The report was accepted with thanks.</p>	
8	<p>Premises Report Governors had already received the report. Apart from small adaptations which were in hand following the recent changes to the plumbing and heating system the latest detailed fire risk assessment had not shown anything new. In discussion governors acknowledged that the far corner of the class at the top corridor was half a metre over the legislation travel distance limit. From the report they considered the school took not only sufficient steps to continue to monitor a route enabling safe easy egress, but also to prevent fire. In considering the combination of events that would be required for a difficulty to arise, it was agreed that under the decided in circumstances, no other immediate action was required. The HT also acknowledged that the corridor will regularly be monitored to ensure a clear pathway is available at all times.</p> <p>Do you practise crisis management? We need to think that through as a team. This would be discussed at the next admin meeting.</p> <p>Where are the scooter racks going? At the front near existing bike sheds. Funding will come from LA travel plan.</p> <p>The Governors also noted that the LA have contributed to the refurbishment of the toilets which will be refurbished in two phases, with the toilets nearest the School entrance to commence in the summer time.</p> <p>The report was accepted with thanks. [Later the arrangements of the school when the caretaker was on holiday were checked to governors' satisfaction.]</p>	
9	<p>SEF Review TH had reviewed the governing body's last self-evaluation where training had been the main action point. JJ had provided a list of up-</p>	



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	<p>coming training and training undertaken by the governors and reminded governors that SFVS included a section on financial competence that was met at PJS. It was agreed governors should undertake training as required for their roles. TH would take this forward including the school self-evaluation.</p> <p>TH also highlighted the Schools's Self-evaluation summary dashboard which highlighted improvements made in attainment (92%) against the national average of 80% and overall improvements made of Pupil progress from 2013 to 2015.</p> <p>TH will circulate this with the other documents.</p>	
10	<p>Pay and Appraisal evaluation</p> <p>Pending receipt of a written report from the link governors a verbal update was given. ASW had provided a process map giving an overview of the system. The process and fairness of the system had been checked and governors were satisfied it was being followed and their vision of equality met. TH to forward to all Governors in the Resource Committee.</p>	
11	<p>Benchmarking</p> <p>SB was thanked for producing the benchmarking report which had been considered by governors. It included comment and graphs relating to comparisons with partnership schools and similar schools. DD leaves 19.23</p> <p>Specifically we looked at a Summary comparison of the School against national statistics as well as a City Centre benchmark on how the School compared against more local Schools.</p> <p>Governors' discussion centred on staffing, supply and premises. Staffing comprised 94% of the budget 2016/17 which was quite high in comparison but supported the vision of putting high quality teaching first. Educational support staff costs were correspondingly low. It was acknowledged differences between schools could arise as a result of differences between number of form intake, how preparation time was tackled and whether a nursery (with lower cost staffing) was attached. Benchmarking for similar schools: no 7 the high costs were for maternity.</p> <p>The school had come out as about average for staff development which was lower than expected. It was thought it might depend on how it was costed. In the partnership, SB explained, they were looking to standardise the ledger codes, but this would not help with national comparisons. DS pointed out that the ledger code for training only included the price of the course, not the cost of releasing staff to attend.</p> <p>For supply PJS was at the top which had been expected as funds had been received from the LA to upskill.</p> <p>For premises PJS had low expenditure as it employed its own staff and was coded as staffing rather than premises. It was a similar</p>	



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	<p>position for ICT.</p> <p>It was acknowledged by all that a like for like comparison is more complex than the data suggests as it will depend on how the School inputs the data. Different Schools use different ledger codes for example which may distort some of the findings.</p> <p>In addition the data relating to Teaching resource for the School was quite high, however was acknowledged that additional resource was used to improve and enhance standards at the School, for which we have seen the positive effects of to-date.</p> <p>It was decided to revisit benchmarking annually to enable better comparisons.</p>	
12	<p>Terms of Reference</p> <p>In discussion several amendments were suggested. TH would circulate a new draft.</p>	TH
13	<p>SVFS Action: Costing the Development Plan</p> <p>In discussion it was acknowledged that there were difficulties caused by the difference in accounting and school years and that the plan section of the LA budget spreadsheet did not work. Nevertheless there were advantages to being able to view the costs of actions.</p> <p>It was decided that costs would be included when evaluation of the plan took place and a section for evaluating the cost would be included in the new structure of the school development plan. Evaluation would be reported to this committee. Governors supported costs being provided. ASW and DS would discuss this further and the draft plan including costs would be circulated to all for consideration at FGB in July.</p>	ASW DS
14	<p>Training</p> <p>No reports from training undertaken had been received. SB leaves thanks 20.01</p>	
15	<p>AOB</p> <p>DS would review the Scheme of Delegation ready for FGB approval.</p>	