



**Eastburn Junior & Infant School Governing Body
Resources Committee
Minutes of meeting of held on 28 June 2018**

The meeting opened at 5.32pm

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

In Attendance: Helen Osman (Clerk – BC/SGS¹), Joanna Waterhouse (Head of School and Associate Member)

Res 68/17 Apologies for absence and their acceptance

Apologies had been received, and were accepted, from Rebecca Reynolds. The absence of Graham Sheard without apology was noted.

Res 69/17 Notification of other urgent business and requests to vary the agenda order

In view of the need for an urgent transition, the Committee agreed to consider the appropriate limit for the school credit card as other business.

Res 70/17 Declarations of interest for items on this agenda

There were no declarations of interest.

Res 71/17 Minutes of meeting held on 26 April 2018 and matters arising

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

Item Res 66/17 – Asked whether the school yet knew the outcome of its bid to the Foyle Foundation² for £17k to provide books, furniture and furnishings for the library, the Head

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

² 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](#)

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Date: _____

Action

of School (HoS) said that it did not: the outcome was not expected until mid-July. The bid had been reduced to £11k because the school had funded the furniture from within the school budget so that the library could open in September 2018 irrespective of the outcome of the bid. The £11k would include £10k on books and include labels and shelving systems.

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

Res 72/17 Receive Quarter 1 (end-June) Budget Monitor

Agenda paper

The Executive Headteacher (ExecHT) reported that income and expenditure in the first quarter had been broadly as expected, with the following exceptions:

Income

An additional £0.9k income was forecast at budget heading I12 (Income from contributions to visits etc): this would be offset by additional expenditure.

At I13 (Donations and/or Private Funds), an additional £6k had been received from Friends of Eastburn for the library and the purchase of Read Write Inc.

Expenditure

The ExecHT said that, since the agenda paper had been circulated, a number of staff had been appointed. The costs of the posts had been based on the appointment of staff at pay range M3. In fact, the strongest candidates had proved to be NQTs³, and this had led to a forecast saving of some £10k, reducing the budgeted in-year deficit from £19k to £9k.

Outlook

Although the projected in-year deficit had at one stage been as high as £60k and had now been reduced to £9k, it was expected to increase in future years. Andrew Redding, head of Bradford Council's School Funding Team (BC/SFT), therefore continued to work with the school and had visited again to discuss what more might be done. He had concluded that, regarded as a purely financial exercise, it might be possible to eliminate the deficit but that to do so would be to the detriment of the school's core purpose. Staffing was as tight as it could be: further reduction would be to the detriment of pupils. Thus, the school had a structural deficit, and he would consult within the LA on possible structural solutions such as expansion, federation, moving to academy status. He had also alerted the School Improvement team that if there were a significant decline in standards at Eastburn, it might well reflect the school's financial position.

The ExecHT said that the HoS had strongly urged BC/SFT to press colleagues dealing with birthrate and school places to ensure that Eastburn was fully involved in discussions about the possible expansion of local schools: Eastburn could not afford to lose potential pupils to expanding local schools. The ExecHT reminded governors that expansion at Eastburn was not necessarily the solution to all the school's problems: additional spaces had to be filled.

³ NQT - Newly Qualified Teacher. Qualified and undergoing 1 year training post. Governors have a responsibility to ensure that NQTs are given the support and training to which they are entitled, including induction time away from the classroom as well as the usual Planning, Preparation and Assessment time to which all teaching staff are entitled.

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Questions

Asked why the full costs of some annual contracts were paid up front in Quarter 1, the ExecHT and Clerk said that this was not uncommon in the public sector. LA services, for example (eg for cleaning) were charged up front and, because much of the public sector continued to account on a cash as opposed to accruals basis, the full cost was recorded in the month that it was paid.

Asked about the monies owed to the school in respect of supply teacher insurance, the HoS confirmed that the Business Manager, supported by her opposite number from Miriam Lord, was pursuing this. The sum in question was around £10k and related to a long term staff absence.

Res 73/17 Consider funding for Read Write Inc

Bearing in mind the urgent need to introduce a systematic programme such as Read Write Inc⁴ to support Phonics and wider reading and writing, as discussed at the Governing Body meeting on 14 May 2018, the HoS said that the school had approached the provider to ask whether staff training could start this term instead of waiting to the autumn term. The provider had been able to accommodate this, but this had meant that the school had needed to pay for the programme and purchase the resources immediately. Governors accepted this: the need to have an effective programme in place at the start of 2018-19 was pressing.

The HoS said that the first Read Write Inc training day would be held in July. Staff had unanimously given up the first day of their summer holiday for this purpose. **Replying to questions**, she confirmed that new staff would also participate. Governors greatly appreciated the dedication and goodwill shown by staff in giving up a day's leave for this purpose.

Res 74/17 Review charges for before and after school clubs from September 2018

Agenda papers

- a) **Charging for use of Funzone by staff** – The ExecHT reminded governors that the GB had decided that staff whose children attended Funzone should pay for their attendance. This included staff who worked specifically in Funzone. The charge to staff had been phased in: they were currently paying 50% of the standard charge of £4.60 per session, and from September 2018 would be charged 100%. Thus there had been ample notice of the charges.

A question had arisen as to whether staff who voluntarily came into school early and whose children were therefore present in school with their parents for, typically, fifteen to twenty minutes, should pay the session charge – at present they did not. **Replying to questions**, the ExecHT said that these children were supervised by Funzone staff, but did not participate in Funzone provision or share in the meal provided. **Replying to further questions**, he said that these children remained the responsibility of their parents, as opposed to Funzone staff, until their parents' work hours started.

Governors considered the following options:

⁴ Read Write Inc – a series of four literacy programmes, developed by Ruth Miskin, for children of various ages from 3-11 covering Phonics, Literacy & Language and Spelling.

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- (1) All staff to pay full price (£4.60) if their children were on the premises for any period of time outside school hours.
- (2) All staff to pay half price (£2.30) if their children were on the premises for any period of time outside school hours.
- (3) All staff able to make use of Funzone without charge.
- (4) Continue as at present.

Asked whether the ten-to-fifteen minute attendance of the child of a staff member, including a staff member who worked in Funzone, took a place that might otherwise be available to a parent who would be charged the full session charge, the ExecHT confirmed that it would: places were limited by staffing ratios. **Replying to questions**, he confirmed that Funzone sessions were typically oversubscribed, especially the morning sessions.

Asked whether staff contracts included any reference to use of the Funzone, the HoS said that they did not.

Governors considered that the school's financial position meant that they were not in a position to offer staff free or continuing reduced cost use of Funzone. Ample notice had been given of the initial reduced charge and the move to full-price charging from September 2018, giving staff the opportunity to identify an alternative childcare provider: the HoS said that some Funzone staff had already done so. A member of staff working in Funzone with their child in attendance was acting in the capacity of a provider of child care for that child, not in the capacity of a parent. It would not be reasonable to provide free childcare for a member of staff simply because they were employed to provide that care.

Governors noted that the children of staff who voluntarily worked an additional ten to twenty minutes prior to their contracted hours, to the benefit of the school and pupils, did not access the Funzone provision or partake of the meal.

- **The Committee agreed** that the previously agreed policy should stand (option 4):
 - All staff, including those employed to work in Funzone, whose children attended Funzone sessions and made use of Funzone provision, should be charged the full session price of £4.60 from September 2018; and
 - staff who voluntarily started work prior to their contracted hours, and whose children arrived at school early for that reason and did not access Funzone provision, should not be required to pay.

Res 75/17 Receive report on progress of, and support for, any NQTs

The HoS confirmed that the school did not currently have any NQTs. As noted at Item res 72/17, however, two NQTs had been appointed for September 2018. **Replying to questions**, she confirmed that the school had made provision for the support of these NQTs, including mentoring and additional PPA⁵ time.

Res 76/17 Update on any other staffing issues arising since previous meeting

⁵ PPA time - Planning, Preparation and Assessment time (teachers must spend 10% of their working week – 20% for Newly Qualified Teachers – out of contact with their class in order to plan, prepare and assess class work)

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Agenda papers

The HoS reported that:

- An NQT had been appointed to the Year 2 full-time teaching position on a permanent contract. This NQT had four years experience as a Teaching Assistant (TA) and nine as a childminder.
- An NQT had been appointed to the Year 5 full-time teaching position on a fixed term contract to cover maternity leave. The current Year 5 teacher would co-teach with this less experienced NQT until her period of maternity leave started, and would help him to establish the necessary systems.

Both NQTs would be mentored by the Deputy Headteacher (DHT). They had discussed the possibility of sharing the mentoring, but had concluded that the HoS should focus her attention on securing the necessary rapid improvement in Reading, mentoring the new member of staff in Early Years and supporting the new job share arrangement in Year 3. Governors noted that the effective implementation of Read Write In would take substantial time. The HoS said that a number of staff had the appropriate skills to take on the role of Reading Leader: she and the ExecHT were considering the most cost-effective way to do this. **Replying to questions**, the HoS said that the cost of a TLR⁶ allowance, if that were the mechanism agreed upon, would be in the region of £3k. Other options included an honorarium or a time-limited TLR allowance.

The ExecHT said that, with the recent appointments, the school was fully staffed for September 2018. Governors looked forward to an exciting and positive start to the new school year.

The HoS advised that the school was looking at alternative ways to provide lunchtime supervision. At present, much of it was falling to senior leadership. Governors considered that the use of senior leadership to undertake lunchtime supervision did not constitute good value for money. **Replying to questions**, the HoS said that the cost of an additional lunchtime supervisor would be up to £2k. **The Committee agreed** that, despite the school's financial position, this investment ought to be made.

Leadership roles and responsibilities

Governors commented on the useful presentation of the staffing and leadership structure in the agenda papers, which helped them to understand the delineation between roles. They also showed how responsibility for specific elements of significant areas of work, such as safeguarding, were shared across the leadership team.

Asked whether the Inclusion Leader would also teach, the HoS said that she would teach for two afternoons per week to provide for NQT release time. The timetable allowed for a slight increase in DHT release time to take on additional leadership and NQT mentoring duties. It also allowed for all staff, including those in job share arrangements, to attend staff meetings and other key events.

Res 77/17 Update on building works

⁶ 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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- a) Fire Safety measures (cloakroom doors, fire detection systems, fire breaks in the ceiling voids) – The HoS said that the Fire Regulations work had been done but that the fire curtains remained to be completed.
- b) Library/ICT suite – The HoS reported that the work to the library was complete subject to the resolution of snagging issues. The carpet had been laid and the furniture installed. As noted at Item Res 71/17, the school hoped for a positive outcome to its bid to the Foyle Foundation for funding to purchase books for the library.

Res 78/17 Update on any other premises issues arising since previous meeting

The HoS said that the school had now reached the top of Bradford Council's list for replacement of the newer section of the roof (Governors would recall that the older part of the roof had been replaced some time ago). The work would include replacement of the Velux windows and the fire detection system. The total cost of the project would be £150k; of this, the school was required to pay, and had committed, 75% of its annual capital budget (£4.5k).

Governors noted that, with a new roof, new boiler and refitted kitchen, the premises were in good shape.

The HoS said that the Business Manager and Site Manager were using a new software system to track all site works, including matters such as asbestos inspections and legionella testing. Among other things, this would ensure that the school had access to all the information as and when staff moved on, or if they were absent from work.

Res 79/17 Update on implementation of GDPR

Agenda papers

The ExecHT said that schools were required to have an implementation plan and schedule. The HoS confirmed that these were in place and that staff were undertaking the appropriate training. The need to reflect on procedures in light of the new Regulations was generating some valuable thinking.

- a) Data Protection policy
 - **The Committee unanimously approved** the Data Protection policy.
- b) School Privacy Notice – The HoS said that the school had informed parents that the School Privacy Notices were on the website.

Replying to questions, the HoS confirmed that she was gradually working through all policy and other such documents to ensure that references to the Executive Head and Head of School were replaced with references to the Headteacher.

Res 80/17 End of 2017-18 review:

Agenda paper

- a) Health and Safety incidents – **Replying to questions**, the HoS confirmed that most of the incidents of “Fall from a height” related to tumbles from the boat in the playground. **Asked** what was meant by “Contact with moving machinery”, she undertook to find out.

The HoS said that none of the accidents shown in the agenda paper had evolved into a major incident.

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Date: _____

HoS

Governors noted that attendance continued to be one of the school's strengths.

Replying to questions, the HoS reminded them that the school's target for attendance was 97% the national average was 96%.

Asked whether the three homophobic incidents were the same as the three bullying incidents, the HoS said that two of them were not: they had involved name-calling on a one-off basis.

- b) **Staff attendance** – Governors noted that the agenda paper indicated the high level of staff turnover in 2017-18.

Res 81/17 Review policies and other key documents:

Agenda paper

- a) **Business continuity plan** – Governors considered the plan to be comprehensive and rigorous. **Replying to questions**, the HoS confirmed that there was a panic alarm in the school office.

➤ **The Committee unanimously approved** the Business Continuity Plan.

Replying to questions, the HoS said that an invacuation drill would be conducted by the time of the next meeting.

HoS

Res 82/17 Recommend Terms of Reference for 2018-19 to Governing Body

Agenda paper

- **The Committee unanimously recommended** that the Governing Body adopt the Terms of Reference for 2018-19 as set out in the agenda paper.

Res 83/17 Urgent other business referred from Item Res 83/17 above

The HoS said that the limit on the school credit card was £1k for her and £0.5k for the Business Manager and Funzone Manager.

The school had been awarded Erasmus⁷ funding to send three staff to Croatia. The school had also been one of twenty-nine nationally to achieve the e-Twinning Award. The school needed to pay for the travel of these three staff up front and would then be reimbursed. The HoS therefore asked that Governors authorise a temporary or permanent increase in the credit card limit to £3k.

Governors thought that a limit of £1k seemed low. **Asked** what the card was used for, the HoS said that it was mainly for Amazon purchases of books, signage, tea urns etc. Most expenditure was invoiced, so it was not greatly used, and the school rarely needed to make a purchase that exceeded the existing limits.

- **The Committee unanimously agreed** that the Head of School's limit on the school credit card should be increased from £1k to £3k for the purposes of this transaction and should then revert to £1k. the limits for the Business Manager and Funzone Manager should remain unchanged at £0.5k.

⁷ Erasmus - European Union programme, administered in the UK through the British Council, for education, training, youth and sport, running from 2014 to 2020.

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Res 84/17 Date of next meeting

The date of the next meeting would be agreed at the Governing Body meeting on 09 July 2018.

The meeting closed at 6.36pm

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Date: _____