



**Eastburn Junior & Infant School Governing Body
Resources Committee
Minutes of meeting of held on 08 October 2018**

The meeting opened at 5.45pm

Present: Ian Bester (from Item Res 06/18), Ann Craggs (Chair), Richard Grayson, Rebecca Reynolds, Sarah Teal, Jo Waterhouse (Head), David Wilson (Associate Member)

In Attendance: John Hughes (Observer), Helen Osman (Clerk – BC/SGS¹), Heather Toner (School Business Manager – SBM)

Res 01/18 Welcome John Hughes as observer and potential new governor

The Committee welcomed John Hughes, potential Co-opted Governor, who was attending this meeting as an observer. She also welcomed Richard Grayson and Rebecca Reynolds as new members of the Committee. Introductions were made.

Res 02/18 Apologies for absence and their acceptance

Ian Bester had notified the Clerk that he was travelling back from Peterborough and expected to attend the meeting but would arrive late. All other members were present.

Res 03/18 Notification of other urgent business and requests to vary the agenda order

No other business was notified and there were no requests to vary the agenda.

Res 04/18 Declarations of interest for items on this agenda

The Committee noted that John Hughes was married to a member of staff. He would withdraw from the meeting if any matter arose that might affect her.

Res 05/18 Minutes of meeting held on 28 June 2018 and matters arising

Action

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

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Date: _____

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

Item Res 66/17 – **Replying to questions**, the Head said that the bid to the Foyle Foundation for funding for the purchase of books, furnishings and furniture for the library had been unsuccessful. **Asked** whether there was scope to re-apply, she said that it would be possible in due course to apply for funding for a different project.

Item Res 72/17 – **Asked** whether there had been any further information from Andrew Redding, Head of Bradford Council's School Funding Team (BC/SFT), about expansion of schools in the local area, the head said that he had indicated that the local authority (LA) did not believe there was a need for Eastburn to expand, because existing places in the area were sufficient to cater for the predicted birth rate. She added that, in response to the application by Silsden Primary School to expand to four form entry, the LA had instead agreed expansion to three form entry. Governors welcomed this. The Head said that the school would continue to encourage the LA to monitor the birth rate under review and keep the option of school expansion open.

Item Res 74/17 (a) – **Replying to questions**, the Head said that the decision by the Governors to maintain the *status quo* with regard to the charging of staff for use of Funzone had not been well received by the member of staff who had raised the question. The Head had explained the reasons for the decision and made clear that governors had taken into account the needs of all staff.

Item Res 76/17 – **Asked** whether the decision to invest in an additional lunchtime supervisor had had the desired effect of releasing Senior Leadership Team (SLT) time, the Head confirmed that it had: the impact had been significant, freeing time for the SLT to explore expanded lunchtime activities. **Asked** whether he had enough time to perform his wide range of responsibilities, the Deputy Headteacher (DHT) said that, while there were never enough hours in the day, his workload was manageable. The Head said that this would be discussed further under Item Res 08/18.

Item Res 80/17 (a) – The Head said that "Contact with moving machinery" (a heading in the Health and Safety incidents report) referred to the use of scissors.

Item Res 81/17 – The Head confirmed that an evacuation drill had been held with staff and pupils. On this first occasion, the drill had been undertaken at a less busy time of day: a further drill would be undertaken at a time when pupils were out of their classrooms and had to return to them for lockdown. The drill had identified several points that the school was now addressing.

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

Res 06/18 **Receive Quarter 2 (end-September) Budget Monitor**

Agenda paper

The Head informed governors that, following the resignation of the peri-Bursar, the school had engaged Sohail Mahmood to perform this service.

The Business Manager (BM) explained the changes in income and expenditure since Quarter 1, as follows:

Income

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Date: _____

The £1.8k reduction in income at budget heading I03 (*High Needs top up funding*) reflected the departure of one pupil with an EHCP² from the 2017-18 Year 6 cohort.

The £3.8k increase in funding at I05 (*Pupil Premium*) related to an additional Looked After Child.

The £3.4k increase shown at I06 (Other government grants) related to additional funding for *teacher pay rises*. The Head made clear that the £3.4k was a contribution only – it did not cover the cost of the pay rises to school.

The £3.7k funding at I07 (Other grants and payments) was funding from the *Erasmus*³ for the cost of three staff to visit schools in Croatia. This income was balanced by expenditure, shown at E19.

On the advice of the new peri-Bursar, *Funzone income* (£33k) had been moved to I08 (Income from facilities and services) from I17 (Community-focused school facilities income - shown on page 3 of the agenda paper), so that all income was shown in the same place. Governors noted that the income was significant. The Head agreed: the £33k was not clear profit (because it did not take account of the staff and other running costs), the school depended financially on Funzone income.

At I10 (*Receipts from supply teacher insurance claims*), the BM confirmed that, for reasons discussed in previous meetings, the £10k owed to the school in respect of insurance claims from November 2017 to March 2018 remained outstanding. The matter was now with Bradford Council's Legal Team, and the BM had asked all local schools with this issue to notify BC/Legal.

The £5k increase in income at I12 (Income from *contributions to visits* etc) was balanced by expenditure on visits.

The £12k increase in income at I13 (*Donations and/or private funds*) related to monies received from Friends of Eastburn and the School Fund for the new library. Governors expressed their appreciation of the donation from the Friends.

The additional £2.7k income at I18 (*Additional grant for schools*) related to Universal Infant Free School Meals and Sports Grant.

Expenditure

Replying to questions, the Head said that the additional expenditure at E19 (*non-ICT learning resources*) related to the purchase of Read Write Inc⁴ and a new reading scheme and the costs of the Erasmus-funded visit to Croatia for three staff. More generally, this budget heading included library books and furniture, as well as day-to-day resources for learning that were not ICT.

The BM said that the £2.5k forecast overspend on *ICT Learning Resources* (E20) related to the purchase of a new curriculum server.

Overall

² EHCP – Education, Health and Care Plan: Introduced by the Children and Families Act 2014. Replaces the SEN (Special Educational Needs) Statement.

³ Erasmus - European Union programme, administered in the UK through the British Council, for education, training, youth and sport, running from 2014 to 2020.

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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Date: _____

The BM said that the peri-Bursar had recommended not shifting money between budget lines until Quarter 3, when the bulk of the budget had been spent. **The Committee accepted** this recommendation.

The BM said that the budget now showed a cumulative deficit of £2.3k, or 0.26% of budget.

[Ian Bester joined the meeting at 6.04pm]

The peri-Bursar had advise that a deficit of less than 1% of budget was acceptable. The Head said that the forecast cumulative deficit was a significant improvement on the original budget plan.

[Clerk's note: In commenting on the draft minutes, the Chair asked for clarification of an apparent anomaly between information given orally at the meeting and the numbers on the budget monitor form.]

Head

Capital

The BM reminded governors that the annual capital allocation to the school was £6.2k. £4.4k had been spent on the new boiler house. The balance, together with part of the capital allocation for 2019-20, would be spent on the school's contribution to the replacement of the roof and new fire alarm system: the bulk of the cost would be borne by the LA.

Governors noted that the LA was looking after the premises well, having replaced the boiler and the roof of the old part of the school, and installed a new cooking kitchen. The work to be done in the coming year would be replacement of the roof in the newer part of the building and installation of a new fire alarm. The Head said that the school would ask that this include a panic alarm system.

- **The Committee unanimously approved** the Quarter 2 Budget Monitor, which was signed by the Chair and returned to the Business Manager.

Res 07/18 Authorisation of changes to school banking arrangements

Agenda papers

The BM reminded governors that the school had switched its account to Barclays Bank due to a requirement by the LA that all schools bank with one of the big four banks. Barclays had now introduced charges for the school's account, and the BM therefore proposed that the school move its account to Lloyds Bank, which would not charge the school. **Replying to questions**, the BM said that the school made use of a local branch occasionally to pay in monies or to cash a cheque. **Asked** whether Lloyds Bank had a branch locally, she said that it did. **Asked** whether the switch itself would incur any charge, she said that it would not.

- **The Committee unanimously agreed** that the school should move its bank account to Lloyds Bank.

Res 08/18 Update on any other staffing issues arising since previous meeting

Agenda paper

Governors recalled that the Governing Body had agreed the staffing structure for 2018-19 but had noted that there were one or two questions to be resolved once recruitment to key posts had been completed. Recruitment had now been completed and the Head proposed the following changes:

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Date: _____

- a) To remove the TLR⁵ responsibility highlighted on the agenda paper (but not any associated post).
- b) To review a decision on a post made in the staffing restructure.

The Committee discussed these proposals in depth. The key points to emerge are set out below.

- a) Removal of TLR responsibility – The Head said that this TLR had been held by the new DHT prior to his recent appointment to that position. The responsibilities covered by the TLR had been divided between the Head and DHT and added to their leadership roles. Furthermore, the inability of the school budget to keep pace with increasing staff costs meant that it could no longer afford the TLR.

The Head said that the leadership team had considered making the TLR “portable” – that is, used for specific projects, such as a temporary Reading Leader. However, the Reading-related actions in the Post Ofsted Action Plan were broad and fell firmly within the responsibilities of the DHT, meaning that a Reading Leader would not necessarily be a useful addition.

Replying to questions, the Head said that a TLR typically cost around £2.7k, on top of the salary costs of the member of staff concerned. **Asked** to confirm that removal of the TLR as proposed did not mean removing a post from the staffing structure, she confirmed that it did not.

Governors noted that financial benchmarking data for 2017-18 was due to come to the next meeting. The Head added that she and the BM had recently attended an interesting course on the benchmarking of staffing.

The Head said that, while there were staff to whom it would be desirable to offer middle leadership experience, the budget precluded the school from using additional TLRs to do so. Noting that this could adversely affect staff retention as well as leadership capacity, **governors asked** whether staff had been made aware of the position. The Head made two points in response:

- The use that schools made of TLRs was changing: whereas in the past TLRs had generally been accompanied by additional release time, schools were increasingly offering one or the other, but not both.
- The school currently had three staff on the Upper Pay Scale (UPS). There was a need to ensure that the leadership responsibilities of these posts reflected their positions on the UPS. Thus there was some middle leadership capacity in school. Staff recognised that middle leadership opportunities would be allocated to these UPS staff in the first instance. **Governors agreed** that it was important to ensure that the school realised the full benefits of paying UPS salaries before paying for TLRs that might not strictly be necessary.

Asked how the saving would be used if the TLR were eliminated from the structure, the head said that the saving had already been assumed in the budget as discussed at Item Res 06/18. The school continued to look for other potential savings.

- **The Committee unanimously agreed** that the TLR shown on the agenda paper should be removed.

⁵ 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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Date: _____

Governors noted that many schools were facing increasing financial pressure. In the medium to long term, it was difficult to see how this could be sustained. Governors noted that, although schools were required to produce three-year budget plans, the current National Funding Formula was only sure to be in place for the current year – what would happen to funding in 2019-20 and beyond was highly uncertain. The Head reminded governors that the school was at present only just balancing the budget, and forecast increasing deficits in years 2 and 3.

Overall structure

Asked whether the structure shown in the agenda paper was the minimum requirement, the Head said that, on current information, she believed it was. However, the BM was seeking to source from the unions a spreadsheet that enabled schools to cost ideal staffing ratios. The Head and BM would review the structure in light of that exercise and bring the outcome to the next meeting: it was likely to be the main item for that meeting.

Head

[In light of a potential interest, John Hughes withdrew from the meeting at 6.23pm]

The Head said that the school currently had a new Lunchtime Supervisor and two new NQTs⁶ (one permanent and one on a fixed term contract to cover maternity leave).

- b) Review a decision made in the staffing restructure - The following element of discussion was sensitive in nature and is therefore recorded in a separate, confidential minute

[John Hughes rejoined the meeting]

Other staffing matters

The Head said that a teacher currently on maternity leave had made an oral request to return part time: she was a strong teacher and the school wished to retain her. Another teacher was due to take maternity leave in the Spring term. Governors had previously discussed the financial implications of part time working: it was costly, because the on-costs of part time staff did not fully reflect their reduced hours. The Clerk reminded governors that employers were required to consider each request for part time working on its own merits.

The Committee agreed that the decision on whether to allow the Year 5 teacher to return part time was an operational matter for the Head, taking account of whether the request could be accommodated without adverse impact on pupils or the school.

Replying to questions, the Head said that, while it was not always easy to recruit strong teachers, it was easier than it had been five to six years previously, reflecting the improvements in school.

Res 09/18 Update on building works

Agenda paper

- a) Fire Safety measures
- b) Library/ICT suite
- c) Replacement of newer section of roof, Velux window and fire detection system

⁶ 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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Date: _____

- **The Committee noted** the report in the agenda paper.

Res 10/18 Receive building condition report

Agenda paper

The Clerk advised governors that the agenda paper, a detailed report from Bradford Council on the condition of the school buildings, did not need to be read in depth by them. Rather, it was shared with them because it was the basis for the three-to-five year rolling buildings maintenance and development plan that would be on the agenda for the next meeting. The three-to-five year plan summarised, costed and prioritised the works identified in the building condition report so that Governors could see how the school planned to address the recommendations in a timely fashion and within budget constraints.

Replying to questions, the Head said that the report had not raised any significant issues of which the school had not previously been aware. The BM said that she had checked with BC that the school was on their schedule for replacement of the roof.

Res 11/18 Receive accident summary report

Agenda papers

Replying to questions, the Head said that the pirate ship was a low climbing frame. **Asked** what was meant by a near miss, the Head said that it referred to situations where an accident was narrowly avoided, so highlighting a potential hazard – for example, a member of staff might just miss hitting their head on something projecting from a high shelf.

- **The Committee noted** the accident summary report.

Res 12/18 Update on any other premises issues arising since previous meeting

Agenda paper

Governors noted that the top gate was very heavy – it was difficult for an adult to open it on their own. The Head said that the school was aware of the issue. The gate had only two settings, and on the faster setting it opened too quickly and had been hitting people, including a pupil. It could be pinned open, but this risked it being left open by parents. In the interests of safety, the school had therefore put it on the slower setting, though this did make it difficult to open. When the school could afford to, it would have the mechanism replaced.

Res 13/18 Update on implementation of General Data Protection Regulation (GDPR)

Rebecca Reynolds said that she had visited school to see how it was implementing the GDPR: she had found work to be well underway. The Head said that the Data Protection Officer was due to carry out an information audit – she anticipated that this would identify a number of issues to be addressed. However, implementation was well underway and had involved significant changes for staff in how they managed and safeguarded information. A central secure storage point had been established, and the filing system had been reorganised to enable old pupil records to be archived with appropriate password access. **Replying to questions**, she confirmed that the GDPR

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Date: _____

had had an impact in school and added that the impact was largely positive, despite the bureaucracy that was involved.

Res 14/18 Review policies and other key documents:

Agenda papers

- a) Staff Discipline, Conduct and Grievance policy – Governors noted that this was actually two policies: Disciplinary Policy and Procedure; and Complaints and Grievance Procedure.
- **The Committee unanimously agreed** to recommend the Disciplinary Policy and Procedure and the Complaints and Grievance Procedure to the Governing Body.
- b) School Information published on the website – The Head said that an external audit of the website would be commissioned in the next financial year. The Clerk recommended that the school made clear when commissioning the audit that it needed to cover requirements related to the Public Sector Equalities Duty and the publication of information about governors, as well as the requirements of the Information Regulations⁷.
- c) Appraisal policy
- **The Committee unanimously approved** the Appraisal policy.
- d) Staff Attendance Management policy
- **The Committee unanimously approved** the Staff Attendance Management policy.
- e) Asset register – The Head said that the school had purchased a new asset management system and was currently populating it.
- **The Committee noted** the Asset Summary report.
- f) Health and Safety policy – Governors noted that the recent resignation of a governor meant that the Governing body would need to be asked to appoint a new Named Governor for Health and Safety.
- Asked** about the arrangements in place for night time alarms, the BM said that such alarms went to Chubb, who referred them to the keyholder service – staff were only occasionally contacted.
- **The Committee unanimously approved** the Health and Safety policy.
- g) Lone working policy – **Asked** whether the word “ideally” could be deleted be deleted from the sentence at the top of page 4 (“Ideally meetings should take place ... not in the Qube”), the Head said that it could not, because some work (eg that of the Pastoral Manager) was better undertaken in the Qube.
- **The Committee unanimously approved** the Lone Working policy.

Chair

Res 15/18 Urgent other business referred from Item Res 03/18 above

There was no other business.

Res 16/18 Date of next meeting

⁷ The School Information (England) (Amendment) Regulations 2016

Signed _____

Date: _____

The next meeting would be held at **5.45pm** on Monday **19 November 2018**.

The meeting closed at 7.01pm

Signed _____

Date: _____