



## MINUTES

Committee	Resources
<b>Date/Time:</b>	24 <sup>th</sup> February 5pm
<b>Location:</b>	Patcham High School Meeting Room
<b>For:</b>	Governors
<b>Distribution:</b>	Resources Committee Website Governing Body
<b>Attendees:</b>	Governors (voting): Paula Sargent (PS) Headteacher Diane Bonner (DB) Stephen Berry (SB) Charlie Miller Cooper (CMC) Chair of Committee Andrew Saunders (ASD) Geoffrey Theobald (GT) Anthony Lawes (AL) Other (non voting): Janet Johnson (JJ) clerk

	DISCUSSION AND DECISIONS	ACTIONS
1	<b>Welcome</b> The meeting was opened by SB. No apologies had been received.	
2	<b>Declaration of Interest</b> No new declarations were made when invited	
3	<b>Election of Chair</b> CMC was confirmed as Chair of the committee <i>nem com</i> <b>Minutes of Last Meeting 11.11.15</b> The minutes were agreed as an accurate record and signed by CMC accordingly.	
4	<b>Matters Arising not referred to elsewhere on the agenda</b> GT informed the local community association was experiencing difficulties as a result of the school gates continuing to be closed. The school was continuing to do all it could to resolve the matter and ensure their security arrangements were tight enough. SB advised his work linked to the pay policy had been completed. He would forward the amended policy to PS and JJ. All other matters had been completed or were being discussed elsewhere on this agenda.	SB
5	<b>To what extent is progress being made against school development plan priorities (Resources)?</b> Work was still needed on this. ASD and CMC would take it forward.	ASD CMC

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6	<p><b>Does the staffing structure need to change to deliver the planned improvements?</b></p> <p>New teaching posts were needed in MFL, history and PE and extra appointments were being made in maths. The structure of the English department was to be changed to mirror maths. Costs would be absorbed within the planned budget.</p> <p>Resignations had yet to be received for the summer. The key stage 4 curriculum and staffing had been discussed at Curriculum committee.</p> <p>❖ Posts were approved subject to FGB ratification.</p>	CMC
7	<p><b>Do plans need to change in the light of the current and expected financial position?</b></p> <p><b>7.1 Income and expenditure compared to plan 2015/16</b> Governors had already considered the expected outturn details and comments on anomalies. They had further queries on some overspent budget heads and DB provided explanations as follows</p> <p>7.1.1 Agency – this was explained to governors satisfaction Grounds work –TUPE was in course and a cleaning manager was to be appointed Water – there had been a problem with a meter and a leak had now been fixed. Science – a one off due to purchase of a computer package Photocopying – this was due to paper, more progress checks than expected still being printed. Awards – funds would be received to cover the costs.</p> <p>7.1.2 Other queries <b>Are you expecting a big draw down of the curriculum budgets at the end of the period?</b> No. Subject areas with more than 5% left have to justify it and they are retaining funds to purchase books for the new curriculum next year. <b>Pupil premium summer school. What is needed to run it?</b> There is no more central funding from DfE; however, it is a very good scheme so we are now looking at a scheme using pupil premium funds. If it was 2 weeks we could do it for under £10k. SB informed there were funds in the central contingency funds. PS would try putting in a bid. <b>Counselling reductions – has this caused a problem?</b> No one has complained they were not able to recommend the counselling needed <b>Mini-bus – On which head will the cost of the gate be allocated?</b> It will be off Devolved Formula Capital as it is security.</p> <p>7.1.3 The outturn currently was currently expected at £84k. Governors recalled the licensed deficit agreed was £140k and £14k. The school was on track with its plans. The report was accepted.</p>	

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### 7.2 Draft budget 2016/17 and 2017/19

The draft budget had yet to be drawn up.

In discussion it was agreed it would be drawn up on the base of a 0.6% increase in income and NI insurance increase of 3.4% for every staff member. This will show a worst case scenario and some refunds would then be due.

The budget was projected at £5,066,500. Pupil numbers for year 8-11 could be predicted with high certainty and year 7, although less certain, was based on estimate from the LA. It was likely that with movements and appeals numbers would increase from the initial estimates.

**How do you predict SEN high needs?** This is from a figure estimated by the LA.

The preliminary indications were that for the year there would be a deficit of £100k. This was more than £80k deficit that had already been approved; however this was a worst case and some refunds and higher income was likely in practice. The LA finance representative was due for their termly visit and this would be discussed then.

**Are other schools having to restructure?** Yes, some.

The full budget would be discussed at the next meeting. The indications were the school was on track.

### 7.3 Projected income and cost of staffing structure 16/19

This had been discussed at item 7.2.

### 7.4 Charging

The charging income report was due. Governors checked and received confirmation no child misses out on curriculum linked activities if funds were short.

- ❖ An amendment to the policy to include that the school would consider a contribution on a case by case basis to costs involved in competing in national events was agreed.

Governors gave advice regarding alternative sources of funds. CMC would review the aims and monitoring requirements of the policy liaising with DB as required to take it forward.

CMC

### 7.5 Other. PFI, variations if any, DB informed

- There was one variation - a carpet was to go in one room.
- PFI – there had been a warning letter.
- The summer works plan has come through and there would be a meeting next week.

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	<ul style="list-style-type: none"> <li>Removal of asbestos is now out to tender. It might take up to 3 years.</li> <li>There had been flooding from the water tank.</li> </ul> <p><b>Have they surveyed the pool?</b> They are looking at resurfacing the outside.</p> <p>7.6 Virements if any There were no virements.</p>	
8	<p><b>To what extent does the school have good control of its finances?</b> This would be discussed at a separate meeting and the SFVS forms completed for circulation with FGB agenda documents for their approval. The Business Continuity Plan had already been circulated and was now noted. The audit of the school fund letter by Spofforths had already been circulated and was now noted. No concerns were raised.</p> <ul style="list-style-type: none"> <li>Governors approved continuing with this professional review.</li> </ul> <p>The benchmarking report had yet to be completed. ASD would bring to the next meeting.</p>	CMC          ASD
9	<p><b>Sports Premises up-date</b> AL advised Sport England fundamentally object to development on school playing fields with 5 exceptions, one of which is covered by the sporting needs of the school. They have several conditions all of which would be met. So far investigations have been cost free but to take matters further architects would need to be appointed. Funding needed to be researched fully and governors were aware a previous possible source had fallen through. Stakeholder views were as yet not known. A governor gave support regarding possible sources of LA advice. This would be discussed by FGB.</p>	FGB
10	<p><b>Do plans need to change in the light of LA issues?</b> There had been no developments of relevance at the School Forum.</p>	
11	<p><b>For 2016/19 in what areas does the GB need to strengthen its skills?</b> The Skills audit had not been completed as governors had not sent in the forms. It would be discussed at FGB</p>	SB
12	<p><b>Is our physical and mental environment healthy and safe?</b> DB reported back following investigation requested last meeting. Governors had already considered the LA model Health and Safety policy and Staff resilience and Wellbeing policy, PHS Health and Safety policy and various LA standard checklist forms along with PFI monitoring schedule. DB confirmed the health and safety walks and checks were up-to-date, for example a monthly audit with site staff. In discussion it was agreed</p> <ul style="list-style-type: none"> <li>Governors would monitor the physical environment by an annual walk of the premises during which some of the items on the check list would be sampled.</li> <li>The school would adopt the Team Resilience Checklist</li> </ul>	CMC          PS



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	<p>preventing stress and promoting wellbeing 'policy'. PS would take this forward including an annual survey. Governors supported this being by survey monkey with an annual or exceptions if before report to governors.</p> <p>Clerk's note: Student view of this aspect is within SFC committee remit.</p>	CMC
13	<p><b>Is data use compliant with legislation?</b></p> <p>Governors had already considered the proposed data protection policy. A governor confirmed he had evidenced several occasions when compliance was being monitored.</p> <ul style="list-style-type: none"> <li>❖ The data protection policy was agreed. Governors would monitor this by receiving a statement from the head of IT confirming compliance at the end of the academic year. Governors would reappraise themselves of the requirements annually and confirm this at the first meeting of the year.</li> <li>❖ CMC would monitor the website compliance check annually</li> </ul>	PS
14	<p><b>Reflection and review of items for next meeting</b></p> <p>Does this committee need feedback from stakeholders? This was not discussed.</p> <p>How will this committee assess its effectiveness? (core) Reflecting, governors summarised the numerous actions taken at this meeting to improve outcomes for students.</p> <p>Items for next meeting:</p> <p>How to assess whether staff are safe on off-site visits? (policy review) A decision was not made on this.</p> <p>The staff welfare policy made provision for an annual report from headteacher. It was decided this was no longer required in view of the new wellbeing monitoring procedures.</p>	<p>CMC</p> <p>CMC</p> <p>CMC</p> <p>PS</p>
15	<p><b>AOB</b></p> <p>The LA had recently completed consultations on a revised disciplinary policy.</p> <ul style="list-style-type: none"> <li>❖ The Disciplinary policy was agreed for ratification by FGB. It would be for review in 3 years or before upon recommendation from the LA.</li> </ul> <p>There being no further business the meeting closed at 18.38</p>	<p>CMC</p> <p>JJ</p>

..... signed ..... dated



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### ACTION SUMMARY

ITEM	OWNER	ACTION	DUE BY
4	SB	Send amended pay policy to PS, cc in JJ	5.3.16
5	ASD CMC	Review progress against SDP priorities (resources), take action, report back	ASAP
6	CMC	Take to FGB	23.3.16
7.4	CMC	Review governor evaluation/monitoring of charging policy (currently on annual plan for report at this meeting). Liaise DB	8.6.16
8	CMC	Arrange SFVS 15/16 to be completed and plan 16/17 set. FGB approval required.	15.3.16
8	ASD	Bring benchmarking report to next meeting	8.6.16
9	AL	Take sports premises issue to FGB. Liaise SFS.	ASAP
11	ALL SB	Complete skills audit if not already done! Take forward.	ASAP
12	CMC	Take premises H&S monitoring forward, including on annual plan. Note: Existing Policy dated 2012 was due for review Jul 2015 a more recent LA model policy is available	
12 14	PS	Adopt the staff wellbeing checklist. Liaise CMC regarding reporting to governor arrangements and any impact on current form of staff welfare policy are required.	
13	PS	Complete any remaining policy adoption/ monitoring set up process re DP.	
14	CMC	Take forward stakeholder input/feedback as appropriate	EOT
14	CMC	Decide re how to assess effectiveness – maybe with item 5	EOT
14	CMC	Consider how (or whether) governor monitoring of off-site visit policy should take place	EOT
15	JJ CMC	Include reference at FGB.	23.3.16