

**PATCHAM HIGH SCHOOL GOVERNING BODY
MINUTES**

Meeting of:	Resources Committee
Date/Time:	16 th November 2016 5pm
Location:	Patcham High School - Meeting Room
Distribution:	Governing Body, Rachel Strong and Website following approval at next meeting
Present:	Governors (voting) Charles Miller Cooper (CMC) Chair of Committee Andrew Saunders (ASD) Anthony Lawes (AL) Geoffrey Theobald (GT) John McKee (JM) Headteacher Di Bonner (DB) Other (non-voting) Rachel Strong (RS) Maths Director, observer Janet Johnson (JJ) clerk

	DISCUSSION AND DECISION	ACTION
1	Welcome and apologies for absence CMC opened the meeting of the full committee.	
2	Declaration of Interest of items on the agenda No new declarations were made. GT reminded all he was a Councillor and it was agreed items under discussion would not be a conflict. All could remain throughout with the exception of RS who would withdraw at item 13.	
3	Election of Chair CMC's term as governor expired October 2017. In discussion CMC was elected to remain as chair and it was noted a successor would be required during the coming year.	Committee
4	Minutes of Last Meeting The minutes were agreed to be an accurate record and signed by CMC accordingly.	
5	Matters Arising not referred to elsewhere on the agenda 5.1 It was agreed monitoring of the continuing professional development policy would be carried out by TLO committee. Terms of reference to be changed. 5.2 Are you looking to stay in challenge partners? This was being kept under review. Do you have to give notice to withdraw? This was not known but as withdrawal was possible due to the costs and opportunities to achieve the same aims elsewhere DB would investigate and advise. 5.3 Health and Safety A governor checked the procedure in case there was an accident and it was also confirmed insurance was held. The Health and Safety policy would be reviewed at the next meeting.	ASD CMC DB CMC

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6	<p>Chair's report Monitoring the school development plan had been considered and this committee would be responsible for priority 6. Areas within this would be taken forward by AL items 2, 3,4,5 and CMC item 1 reporting back to this committee in due course. CMC would also check the rest of the plan and allocate tasks as necessary.</p>	CMC
7	<p>Finance report: 7.1 Budget - progress against target 16/17 and budget 17/19 Governors had already received the current projected outturn with notes on significant anomalies and chart of accounts review by cost centres. This showed a £123k deficit. They were already aware options for tackling the deficit were being developed and supported the school in realigning the budget to support improvements in outcomes.</p> <p>The Chair of Governors, (SFS), had already met with Andy Moore from Local Authority (LA) finance department along with JM and they would be meeting again to review benchmarking. A further meeting had been arranged in December with Andy Moore, the School Business Manager and governors to develop the budget 17/19 and papers were needed for consideration by January.</p> <p>Can you increase income? A request to increase the published admission numbers to 225 had been agreed by governors and the outcome with the LA was awaited; however, there would be at least a year's delay before any benefit was seen.</p> <p>When places get allocated and there is an appeal, do we have to take them? We can accept them.</p> <p>It was noted there was a barrier to movement of teachers as most schools had funding difficulties and preferred to employ newly qualified teachers. Can you upskill in other subjects? RS informed PHS had some action plans in course for maths.</p> <p>Is there scope for collaborating with the Junior School and Community Centre with the Library? It was felt reading was needed to be seen to be important.</p> <p>Is the number in your senior leadership team in line with most schools? They are on a higher level but fewer in number. There are also more Teaching Assistants than most schools.</p> <p>Is there anything else with the current budget Di? No. The reports were accepted.</p> <p>7.2 The school fund accounts were received and it was noted the auditors were coming in next week. DB would forward the audited accounts for governor scrutiny.</p> <p>7.3 It was agreed two governors would meet with DB to complete the school financial value system.</p> <p>7.4 There were no virements to approve.</p> <p>7.5 Scheme of Delegation for 2016/17</p>	<p>DB CMC</p> <p>DB</p> <p>DB JJ</p>

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	<p>The scheme of delegation was approved for ratification by FGB subject to clarification of the write off procedure at A14.</p> <p>7.6 Lettings. It was agreed these should be agreed at the autumn Resources meeting in future.</p>	
8	<p>Whistleblowing policy annual report Not aware of any, policy marked on for another time.</p>	
9	<p>Health and Safety DB informed the fire risk assessment had been completed. In discussion it was agreed to add an annual report on any incidents to the monitoring requirements. CMC would take forward the monitoring.</p>	CMC
10	<p>Disciplinary and sick management policy JJ informed Human Resources at the LA had recommended minor changes to the policies. These were agreed and it was confirmed the headteacher could hear appeals to a stage 1 sickness hearing.</p>	
11	<p>Register of Governors Interests Governors confirmed the Register of Governor interests had been reviewed and no amendments to current procedure were required. The register would be posted on the website. JJ would liaise with DB for confirmation the business interests of staff had been reviewed.</p>	JJ
12	<p>Data Protection The review of the effectiveness of this policy was due and CMC would arrange for a report to be provided at the next meeting. Governors thank RS for her attendance and she withdraws.</p>	CMC
13	<p>PAY COMMITTEE Governors present now acted in accordance with their remit as Pay committee. A governor had already met with JM to discuss the operation of the policies and review the portfolio of evidence relating to any scale progression applications.</p> <p>13.1 JM tabled a report on the operation of the pay and appraisal policy 2015/16. He confirmed there had been an inset day for appraisal work and the review of performance. In addition to ensuring teaching standards had been met, objectives for the forthcoming year included one on teaching and learning, another on outcomes and a personal target. An objective had also been set relating to any TLR or UPS grade that was in place.</p> <p>13.2 A report was tabled showing pay progression along with explanatory notes. Governors were pleased to note rewards given to those who had great success and confirmed that a two point rise could be given for exceptional performance against a background of difficult circumstances. They also confirmed the increase in scale for a high quality teacher with commitment to the school and supported the drive to ensure those in receipt of UPS grades completed the required work.</p> <p>13.3 How did a teacher in a lower performing area get an increase? Because objectives were met. This is intended to change. Governors checked the reasons and that appropriate procedures and support was in place for any not meeting objectives. What is the total cost of the TLR payments? £30k. The school will</p>	

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	<p>benefit from the reduction until 2018/19 year. Are the numbers on the leadership scale a normal proportion for a school of this size? It is probably smaller. How close was the school to a pay level boundary relating to size? This was not known In discussion it was ascertained sabbaticals were available and maternity progression met governor vision. Pay decisions for 2015/16 were confirmed and the reports accepted.</p> <p>13.4 Pay and Appraisal policies 2016/17 Governors had already considered the notes from the LA recommending amendments to the policies. JM tabled the Pay policy for 2016 and this was approved for ratification by the full governing body.</p>	
14	<p>Any other urgent business 14.1 The Council's response regarding sports premises permission had already been considered. In discussion it was agreed a strategy to take the fund-raising, planning and local opinion forward. 14.2 A governor presented a report benchmarking the school's financial performance to other schools in the LA for the year 2014/15. In discussion it was considered the difference in income per pupil was likely due to differing numbers of SEN and pupil premium pupils. It was noted the school had a higher percentage spend on teaching assistants and its energy use was the worst. The latter due to the swimming pool. A governor could confirm energy use had improved since the roof had been repaired. There being no further business the meeting closed 19.30</p>	AL

..... signed Dated

ITEM	OWNER	ACTION	DUE BY
3	Committee	Plan for a successor to chair of committee	Next meeting
5.1	ASD CMC	Send in TORs ready for approval at FGB	23.11.16
5.2	DB	Advise re costs of withdrawal from CP	Next meeting
5.3	CMC	c/f from a previous meeting – review of health and safety policy	Next meeting
6	CMC	Co-ordinate monitoring of the committee's work on the SDP	Ongoing for report to FGB
7.2	DB CMC	DB circulate the audited school funds CMC note for agenda	End of term Next meeting
7.3	DB	Liaise with govs for completion of SFVS	Next meeting
7.5	DB JJ	Have finalised SoD ready for ratification at FGB	23.11.16
12	CMC	Report on effectiveness of data protection suite of policies	Next meeting
14	AL	Take forward project, enlisting support of other governors as required	