

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Meeting of:	Resources Committee
Date/Time:	13 th November 2017 5pm
Location:	Patcham High School Meeting Room
For:	Governors
Distribution:	Resources Committee Website Governing Body
Present:	Members of Governing Body (voting) Helen Arnold-Jenkins (HAJ) Stephen Berry (SB) Chair of Governors Di Bonner (DB) John McKee (JM) Headteacher Andrew Saunders (ASD) Geoffrey Theobald (GT) Other (non-voting) Janet Johnson (JJ) Clerk
Apologies:	Ed Hall – Head of PE, observer Anthony Lawes (AL) – governor, accepted
Quorum:	3

ACTION PLAN SUMMARY

ITEM	OWNER	ACTION	DUE BY
2	JJ/SB	Pass signed minutes to JJ	7.12.17
4	SB	Up-date TOR	30.11.17
5.1	DB	Circulate notes on anomalies	22.11.17
5.2	SB JJ	Scheme of Delegation – check and forward for FGB	30.11.17
5.7	DB	Submit final Pay Policy for FGB	30.11.17
5.7	ASD	Submit visit report	30.11.17
5.8	SB	Take forward as appropriate	Next mtg
8.1 8.5	SB	Liaise with CG as appropriate (re H&S policy)	30.11.17
8.2	SFS	Take action as appropriate re emails	
8.3	SB	Monitor receipt of school fund audit certificate	

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<p>5.3 Review of Governor Interests. The Declarations had been reviewed and governors now approved the Register. No additional actions with regard to controlling interests were required.</p> <p>5.4 Schools' Financial Value Standard DB informed the only updating action required had been to review the Business Continuity Plan and this would take place in the next couple of week following conclusion of work with the counter-terrorism advisors.</p> <p>5.5 Write Offs There had been no write offs last year.</p> <p>5.6 Consistent Financial Reporting (CFR). The local authority had submitted the CFR report in the summer and it had already been considered by governors. DB informed even though it was headed 'proposed', it was in fact, 'final'. The report was accepted.</p> <p>5.7 Pay Policy 2017/18 The model pay policy that had been approved by the Unions had only just been received from the local authority. Should we accept the proposed increase in pay? In discussion it was noted it had been allowed for in the budget, it would be difficult for the school to carry out the negotiations required to go their own way and there may be retention issues. It was agreed to recommend acceptance of the policy to the full governing body subject to the remaining items on the policy being unaltered from 2016/17</p> <p>Pay Report 2016/17 A governor had visited the school and carried out a review of a sample of objectives. JM gave a verbal report. All but a few teachers had met their targets for pay progression. The circumstances giving rise to non or accelerated pay progression were discussed. Governors supported the vision that pay should be linked with evidenced improvements in outcomes, what was best for the children, and noted that progress in one area in particular had not been as it should and this had been confirmed by Ofsted. It was noted the school development plan included actions to bring about improvements and governors would be consulted at a later date regarding the recruitment of more staff. Governors approved the recommendations for pay progression then considered JM's recommendations following receipt of applications to increase scale. They sought confirmations on one case that the reason to decline was not because of the repercussions on other salaries and on the proposals to reduce work-load and, being satisfied with the responses, agreed with the recommendations. A request for a TLR 3 payment would be considered further, by email.</p> <p>5.8 Appraisal and Capability policy reviews. No amendments to either policy were submitted and JJ confirmed no amendments had been put</p>	<p>DB</p> <p>ASD</p> <p>SB</p>
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MINUTES

	<p>forward by the local authority. JM gave a verbal report. The appraisal cycle was up-to-date. There was a need, confirmed by Ofsted and supported by governors, to tighten up on the objectives, particularly for those on the upper pay scale who would be expected to play a significant part in the drive for improvement at the school and to be held to account.</p> <p>Is there a support plan in place for those that are not meeting objectives? We need to flag this up during the year if there is a problem, be very clear on the need to meet the objectives and that they won't make the progression and use the capability procedures if required.</p> <p>Who is standing in for the Director of English in her absences? The arrangements were explained and it was noted HR advice was being followed.</p>	
6	<p>SCHOOL FORUM REPORT</p> <p>Governors had already received and considered the National funding formula summary and proposals as well as the DSG and Growth fund allocations. The funding reduction in real terms was expected to continue. No actions were identified.</p>	
7	<p>SPORTS HALL UPDATE</p> <p>JM informed the plans, that had been amended to include the under 16s size football pitch had been on display and would be submitted in the next few days.</p> <p>Is it the same size as the pitch at Dorothy Stringer? No, it is bigger and will be FA compliant.</p> <p>A meeting regarding funding for the 4g pitch was taking place the next day.</p>	
8	<p>8.1 Accident report. It showed the HSII forms submitted for last year and the actions arising. The health and safety audit by the local authority had confirmed there were no difficulties.</p> <p>Do you give compensation? No. If needed it is the local authority that gets sued.</p> <p>Is liability different in the lunch hour? No, they are on site.</p> <p>There doesn't seem to be many. Do we record near misses? The HSII form is for accident and near misses. I wouldn't do it for minor cases. These would be logged on the site staff logging system re site staff incidents.</p> <p>The report was accepted.</p> <p>8.2 GDPR. DB informed there was a need to rewrite the data protection policy and the school would receive assistance with that. She flagged that it appeared governors would need to use school emails.</p> <p>8.3 School fund.</p> <p>Governors had received copies of some of the account.</p> <p>Where is the certificate? It has not come yet. There have been no comments from the firm checking it yet.</p> <p>Are we collecting all the money in on time for the school trips? Yes.</p>	<p>SB CG</p> <p>SFS</p> <p>SB</p>

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<p>8.4 Any other business DB commented that the swimming pool was open again and looking good. The change in holidays had resulted in loss of income from lettings.</p> <p>8.5 Staff sickness This would be monitored in the spring term.</p> <p>8.6 Ofsted. Are there any other actions not touched on for this committee? No. Governors involved commented that it had been rigorous and the feedback very constructive and useful.</p> <p>There being no further business the meeting closed 18.34</p>	<p>SB CG</p>
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.....noted in minutes..... Signed dated