

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Meeting of:	Resources Committee
Date/Time:	7 th November 2018 5pm
Location:	Patcham High School Meeting Room
Status:	Open/ Confidential
Distribution:	Resources Committee Website Governing Body
Present:	Governors (voting) Helen Arnold-Jenkins (HAJ) Stephen Berry (SB) Chair of Committee Di Bonner (DB) School Business Manager Richard Eves (RE) Caroline Greenfield (CG) John McKee (JM) Headteacher Andrew Saunders (ASD) Lee Watts (LW) Other (non-voting) Janet Johnson (JJ) Clerk Josie Hall (JH) Director of Science Mary Reid (MR) Lead Practitioner English
Apologies:	The full committee was in attendance

	DISCUSSION AND DECISIONS	Action
1	INTRODUCTION SB opened the meeting. The full committee was in attendance. No new declarations of interest were made when invited and all governors could take full part throughout.	
2	ORGANISATION OF COMMITTEE 2.1 JJ invited nominations to chair the committee. SB offered and was elected. 2.2 SB talked to an agenda plan for covering the items on the school development plan (SDP) priority 6, which related to this committee. It was agreed this could be developed further. JM informed a review of the SDP would be taking place the next day and it would be updated. 2.3 Terms Of Reference Review. The draft terms of reference were agreed without amendment. JJ suggested consideration be given to how governors would monitor the premises development and if any changes would be needed. It was decided this would be considered at a later date. 2.4 SB would work on a full annual agenda plan that would include all the papers needed for meetings.	JM JJ SB DB
3	LAST MEETING The minutes from the previous meeting were agreed to be an accurate record and signed accordingly. It was agreed there were no matters arising that were not either completed or covered elsewhere on this agenda.	

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

4	<p>STAFFING</p> <p>4.1 Structure. The staffing structure diagram was accepted. No changes were proposed.</p> <p>4.2 Pay Policy 2018/19 The proposed pay policy for 2018/19 with changes from the previous policy highlighted, had already been circulated. It was approved for recommendation to FGB</p> <p>4.3 Pay and Appraisal Report This item was taken after item 12. JH and MR withdrew. A governor had met with JM and undertaken an overview of the appraisal process and worked through a few examples. A verbal report was now given. A focus this year had been to tighten up targets. Teachers were aware early on if they were in danger of not meeting targets. As planned, the appraisal process for those on the upper pay spine had also been tightened. The understanding of what is expected has been taken on board and some teachers have not wanted to move on. It was now a much more robust process. A document was tabled showing the objectives met and pay progression for September 2018. The majority had received the incremental increase. Some did not. Some did not want to progress further. One member of staff had gone up by 2 points following the recommendation of their line manager due to the extra work undertaken and exceptional performance in progress 8. Neither capability nor competency proceedings were currently in process. What are the different TLRs used for here? DB explained and reminded governors the ring-fencing term had just expired from the restructuring 3 years ago. Are we happy they are earning them? Yes.</p> <p>The pay progression was agreed. It was agreed ASD would sample some appraisals. A new appraisal policy was not required.</p>	<p>SB JJ</p> <p>SB JJ</p> <p>JJ</p> <p>ASD</p>
5	<p>FINANCE REPORT</p> <p>Papers already circulated and now signed by SB: Chart of Accounts Review – Cost Centres; Schools Outturn Forecast 2018/19 as at month 6; Basic needs allocation; School formula Budget 2018/19; High needs funding 2018/19; Buy in to Services to Schools; School Budget Share 2018/19.</p> <p>5.1 Update on projected outturn Governors noted the current projection was £22k deficit but this was based on the worst case scenario. DB informed that since the papers were produced it was confirmed £27k re support for salaries was going to be received from the government to help cover some of the increase. Do you do projections on a best estimate? That will be done after Christmas; there will probably be two sets of budgets. Is there any outstanding income from lettings? Yes, as always. Does the budget include our ‘little extras’? That will be coming in January. It will be for capital for spending within 2 years only. It will be spent. Is there something in particular that is having an impact on the budget being on track? Yes, agency staff costs in the light of sickness or maternity absence. Do you get penalised for paying for the exams the next month? No. It is done every year. How are the other schools doing? Some still have deficits, some are worrying that they will. The academies may have had a restructure and restructures are being carried out</p>	

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

	<p>at some schools.</p> <p>Governors were pleased the school was managing to keep to budget. There were no variations for governors to consider. DB informed the local authority had already required and authorised some.</p> <p>Staffing costs for next year were being reviewed the next week. Some savings had arisen due to replacement staff being taken on at lower scales and some were expected the next year by the newly qualified teachers increasing their teaching hours as they would be in their 2nd year.</p> <p>5.2 Basic Needs Allocation JM had spoken to Gillian Churchill at the local authority. The £1.75 m was not expected in the short term and may be controlled by the local authority. It was expected to cover the first phase of the development – the 3G pitch, two netball courts and at least much of the canteen development. It was not known how long it would take; the PFI agreement complicated matters. The local authority will do the legal negotiations with the PFI and manage the projects. It was possible the local authority may not prioritise Patcham High’s development; however, the school was in a good position as it already had planning permission. It was suggested Lee Wares could be contacted and JJ would take matters forward re his membership of the governing body.</p> <p>5.3 School formula budget 18/19, 5.4 High Needs Funding 18/19 and 5.5 Overall Funding Summary. These were noted and had already been accepted.</p> <p>5.6 Services for Schools This had already been approved. DB informed one secondary school had pulled out of the local authority’s provision of human resources and payroll services. There was no appetite to seriously consider doing the same. The details for the costs for next year were not yet known. Does energy and water management include gas? Yes. Do we buy into the long-term insurance for long-term sickness? No. The local authority do not let secondary schools buy in to it or the maternity insurance.</p> <p>The reports were accepted.</p>	<p>SB</p> <p>JJ</p>
6	<p>ASSETS</p> <p>6.1 Asset/Premises Management Plan This had yet to be received. DB would forward it.</p> <p>6.2 Asset Register Update and write offs (if any) DB informed the ICT manager had been working on this.</p> <p>6.3 Sports Hall Resource Monitoring It was agreed monitoring should be undertaken by a cross-committee group. LW offered to be a resources committee representative and CG re SFC committee.</p>	<p>SB/DB</p> <p>DB</p> <p>SFS LW CG JJ SB</p>
7	<p>SCHOOLS FINANCIAL VALUE STANDARD</p> <p>7.1 Review of Governor Interests JJ had provided a list of governor declarations and made recommendations re their management. SB signed the authorisations. DB would report back regarding staff interests.</p>	<p>JJ</p> <p>DB</p>

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

	<p>7.2 Scheme of Delegation The proposed scheme for 2018/19 had already been circulated. It was now agreed it was to be recommended for approval to the FGB.</p> <p>7.3 School Fund DB informed the independent review would be attending on the 27th November and the related information and certificate would then be forwarded. It was noted the addition of the new finance assistant had improved the resilience of the finance department of the school.</p> <p>7.4 Consistent Financial Reporting/benchmarking This item was not discussed.</p> <p>7.5 Business Continuity Plan This confidential item had already been circulated. It was the updated plan. What is Teachers to Parents? A texting service. The plan was accepted.</p>	<p>JJ SB</p> <p>DB</p>
8	<p>SCHOOL FORUM REPORT JM and SB had attended the forum and now fed back. Discussion had been predominately on the budgets and there had been a presentation on de-delegated services to come through Brighton and Hove Inclusion and Support Service (BHISS) as the method of funding was being changed. Further discussions BHISS/JM were imminent and it was likely the school would buy in to some services. The SENDCO would be consulted.</p>	
9	<p>PUPIL PREMIUM RESOURCE MONITORING JJ apologised for overlooking the circulation of the report. Did we gain what we hoped last year? No because the disadvantaged group is not yet making more progress than the non-disadvantaged group as there is a time lag from actions to positive impact. We are spending the money as wisely as we can. JM chaired the partnership and confirmed it was high on the agenda for all schools. Is it the same across the country? There is less progress in white, working class areas and more progress in areas with a high proportion of students with English as an additional language. Is there anything you hear in the meetings with city heads that you think we should be doing? We try all sorts of things. Improving attendance, parental engagement and quality of teaching rather than focussing on interventions has been shown to be the most beneficial. A governor offered to visit other schools to see if there was anything else to bring back. JM recalled they had already visited some schools with positive progress 8 and again it all came back to quality teaching and support from parents and attendance. Are we happy with the transition from primary schools – as that can give a solid foundation? I had a meeting with primary heads and they felt it could be developed. We have good transition arrangements with Patcham Junior School, Carden and Westdene. They have the Drop Everything and Read scheme as we do and there is joint moderation. At transition the Head of Year and SENDCO do what they can to make it smooth. A year or so ago there were citywide joint development days when primary schools came in to us and we drew up some plans as to working together. It would be good if we could do that again; we are not doing it this year as the two week autumn holiday has had an impact.</p>	<p>JJ DB</p> <p>JM</p>

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

	<p>Are all those that qualify getting the premium? We send out letters and have tried other ways. It is difficult to quantify how much take up. We know there are hidden disadvantaged in the school that are not taking it up and there was very little uptake unless you are doing it with the parent there and then in the meeting. Also some students fall off the list because it happens halfway through year 10 and they can lose access to free school meals. We have 20% on paper which given the catchment areas does seem to be out of line with Dorothy Stringer that has a higher percentage.</p> <p>Can we do it a different way? It would be good if it could be done in the community. The NCOP project is for high attainers from wards we know are impoverished and we are starting to identify them so this could be another route for sending out information. Maybe we can focus that a little more.</p> <p>SFC would review this on their committee.</p>	CG
10	<p>UPDATE GDPR – school emails DB informed Andy Ingram would provide information at the next full governing body meeting.</p>	
11	<p>FREEDOM OF INFORMATION Governors had considered the policy that had been circulated and recommended it be reviewed to include the information provided and any charges with sections relating just to school procedural help being removed from the published scheme but retained for school use.</p> <p>Do we get many requests? We get some and have needed to get advice. A case was discussed and governors noted the school's actions had been confirmed as correct.</p>	DB
12	<p>WEBSITE CHECK LW confirmed he would check the website was compliant. DB informed governors would be given access to the Key. Discussion turned to item 4.3.</p>	LW DB
13	<p>ANY OTHER BUSINESS 13.1 JM informed following a review of the Health and Safety policy the school would be setting up a Health and Safety committee. SB offered to be the governor representative. The policy would be taken to the next full governing body for approval and it was requested that the policy be monitored by this committee again rather than SFC. It was confirmed governors did not have individual liability. JJ gave brief details of governor monitoring recommended at the local authority training session she had attended. It was recalled CW was the health and safety governor link and CG would liaise.</p> <p>13.2 It was noted the land at the top of Ladies Mile Road remained subject to s77 restrictions.</p> <p>There being no further business the meeting closed 18.32</p>	CG SB

..... signed Dated

Signature noted in minutes 25.2.19

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

ACTION POINT SUMMARY

ITEM	OWNER	ACTION	DUE BY
2.2	JM	Circulate/ provide link to up-dated SDP	End Nov
2.3	JJ	Take action re TOR – take to FGB – also note item 13.1	
2.4	SB	Liaise DB and JJ – draw up annual agenda plan	Dec 18
4.1/ 5.1	SB DB	Action if required re staffing structure, Benchmark Local/ regional/national	Next Meeting
4.2	SB/ JJ	Take Pay policy to FGB	Dec Mtg
4.3	JJ	Record visit and file tabled document. Record re policies	Jan 2019
4.3	ASD	Arrange visit and report back	Next FGB
5.2	JJ	Ascertain with SFS re L Wares and contact accordingly	
6.1	SB	Liaise DB? re provision of asset management plan	Dec18
6.2	DB	Circulate asset register/ request for write offs.	Next FGB
6.3	SB	Oversee set up of sports hall group. Liaise, SFS, CG LW JM et	Jan 2019
7.1	JJ	Follow up any outstanding matters re governor interests. Liaise SFS	
7.1	DB	Provide staff interest register	Feb 2019
7.2	SB JJ	Take Scheme of Delegation to FGB for approval	Next FGB
7.3	DB	Bring School fund and certificate to the next meeting	Next FGB
7.4	SB DB	Follow up if required	
9	CG JM	Action as appropriate	Feb 2019
11	DB	Make amendments to FOI policy and bring back to Resources	Next meeting
12	LW	Report back following website check	Next Meetg
12	DB	Inform governors re the Key and how to access	Next FGB
13.1	SB CG	Liaise and take action as required to amend responsibilities.	