

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Meeting of:	Resources Committee
Date/Time:	25 th February 2019 5pm
Location:	Patcham High School Meeting Room
Distribution:	Resources Committee Website Governing Body Linsey McGill Josie Hall
Present:	Governors (voting) Di Bonner (DB) School Business Manager Richard Evea (RE) Sarah Fitzjohn-Scott (SFS) Chair of Governors John McKee (JM) Headteacher Andrew Saunders (ASD) Chair of this Meeting Lee Watts (LW) Other (non-voting) Janet Johnson (JJ) Clerk to Governors Josie Hall (JH) Director of Science, Observer Mark Warner (MW) Deputy headteacher, Observer
Apologies:	Stephen Berry (SB) Chair of Committee - accepted

	DISCUSSION AND DECISION	ACTION
1	INTRODUCTION It was agreed ASD would chair the meeting. Apologies and declarations of interest were considered. There were no new declarations and all governors could take full part in proceedings.	
2	ORGANISATION OF COMMITTEE <ul style="list-style-type: none"> • Ongoing chairing of Committee. Discussion on this would take place by email and at the next meeting of the Chairs' group. • The annual agenda was still outstanding and would be deferred to the Chairs' group meeting. 	
3	LAST MEETING 3.1 The minutes of the previous meeting were agreed to be an accurate record and signed by ASD accordingly. 3.2 Matters arising not elsewhere on agenda 1. The actions had not been completed by the Chair of the committee and would be taken forward by the Chairs' group. 2. ASD made arrangements with JM to attend the school and they would liaise regarding the information to be provided. 3. DB informed there had been no asset write offs for the previous year and the asset register was too big a spreadsheet for circulation. It was agreed LW would visit the school to attend to this aspect. DB informed the write off list would be ready for the summer Resources meeting. 4. JM informed the sports hall group was not needed at the moment as the	Chairs ASD JM DB LW

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	<p>local authority were controlling the build.</p> <p>Is it all on track? I hope so. They have been on site, had discussions with JM and DB, completed some sketches and they are going to go ahead. They are getting the plans together.</p> <p>Do you have any start dates? No. We have just been told it will all be done by September 2020.</p> <p>DB informed the school had the s77 for everything and there was a need to go through planning.</p> <p>5. The staff interest register had not been provided and was requested for the next time. It was also needed for SFVS.</p> <p>6. DB had not yet received the school fund certificate and had chased it that day.</p> <p>7. The Freedom Of Information Policy amendments had not been done and were requested for the next meeting.</p> <p>8. A governor tabled a document following a thorough check of the website, for which he was thanked. The accessibility plan and equality information/objectives appeared to be out of date and these were already on the agenda for the next SFC committee. JM would attend to any required amendments. In discussion it was suggested the extra-curricular activities undertaken by the school be put on the website and this would be considered. DB informed the information regarding the funding for the current year's year 7 catch up funding had not yet been received.</p> <p>9. DB would do a check to see which governors had accessed the Key and report back. A further training session would be considered.</p> <p>All other actions had been completed.</p>	<p>DB RE SFS DB RE SFS DB JM DB</p>
4	<p>PUPIL PREMIUM</p> <p>The 2018-19 report was accepted.</p> <p>It was noted the school was still struggling to make progress with the disadvantaged group. Improvements had been made with following the costing which was now much tighter but there was a need to see the impact was being made but this was not expected for some time.</p> <p>Do we have data regarding who having the free breakfasts were from the disadvantaged group? All of them.</p> <p>A governor with experience from another local authority considered the report and processes to be extremely thorough and added that it was difficult to find a new approach. He had visited the school and the learning mentors and could report strong commitment but the impact would take a year or two. Further, he envisaged the position without pupil premium would be disastrous.</p> <p>JM informed:</p> <ul style="list-style-type: none"> • Some of the impact was anecdotal. • Progress will be better as it is a different cohort. • Other schools were experiencing variances according to cohort. • We give them support for instance with literacy. We are having parents turning up that have never been in to school before. They do value the additional support. MW added that it was all about having 	

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	<p>higher expectations.</p> <ul style="list-style-type: none"> As yet they were not having much of an affect on attendance. Attendance for the disadvantaged group was 89/90% in contrast with the non-disadvantaged of 94.5% <p>Is that difference normal? Yes</p> <p>Has anyone come forward to drive the minibus? No. Attendance at the moment is in line with others in the city. It is a priority in most schools. We do not, as some other schools do nationally, play tactically with codes. Our exclusion rates are virtually down to zero.</p> <p>Where there are suggestions re extra music classes and more students are signing up to attend – will they still go on? JM informed they are the only school in the city picking up on the music lessons. I don't know how long they will continue with it.</p> <p>Is it just for the disadvantaged group? JM no, it is for everyone but the disadvantaged group have been told.</p> <p>The next step was for RE to meet with Ruth Astley who would be invited to the next meeting.</p>	RE JJ
5	<p>FINANCE REPORT</p> <p>Agenda papers: Projected outturn + anomalies notes + Chart of Accounts + Draft Budget 2019/20 + budget allocation. The finance papers were signed by ASD.</p> <p>5.1 Update on projected outturn</p> <p>5.1.1 The current outturn projection was £11k dr.</p> <p>DB gave further information:</p> <ul style="list-style-type: none"> Not all departments were expected to draw down their budgets and some reduced staffing costs were expected so she was predicting a balanced final outturn. The year 7 catch up money was coming in. The funding was increasing but it was not known by how much. <p>5.1.2 Governor queries.</p> <p>Re the Patcham house student – had that not ended? There was one remaining term last year and they did music and science.</p> <p>What is the biggest risk? Staff sickness. Agency costs of £110k had been predicted but the actual, due to sickness, was £220k.</p> <p>How does £220k compare with previous years? A lot higher. We have had 3 off on long term sick and they are not work-related.</p> <p>Is insurance worth it? It would have been this year; however, would need to be other than with the local authority scheme which only ran for primary schools.</p> <p>Are staff aware of the financial implications of being sick – this is not said to use as a stick. JM we have spoken to them regarding the restructure but it makes no noticeable difference, especially if there are chronic difficulties. We do get support from Occupational Health and follow the right procedures.</p> <p>How much is the government's 'little extras'? £52k and this will be used for £20 on the ICT budget and the rest on capital.</p> <p>What is the capital expenditure going on this year? Toilets for students and a</p>	

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<p>gate. Did you have to have gender neutral toilets? No but they are the best way. What about gender neutral staff toilets? We have 2.</p> <p>Governors commented that it was an extraordinary achievement to have come in on target. How have you done it? We have tried to stop everyone spending and clawed back what we could. It was noted the budget was still very staff heavy at 90%. How does that benchmark with other schools locally? DB informed the local authority like schools to be 80%.</p> <p>5.2 Draft Budget 2019/20 5.2.1 DB informed:</p> <ul style="list-style-type: none"> • The draft budget plans needed to be at the local authority by March 1st. • She had met with other school business managers and the plan was to send them in on the day as far as it had been developed. Staff did not need to give their notice in till 31st May. • She was expecting that the current position of a £57k deficit would improve and that a balanced budget was being planned, assuming staffing would remain unchanged and that a usual amount of maternity leave would be included. • The local authority would request the income figure be artificially inflated in order to balance any projected deficit at this stage. <p>Consent was sought to submit the budget at £57k deficit.</p> <p>5.2.2 How would the deficit be reduced? Staffing. Is there a plan b? No. Would we normally have a deficit this time of year? Yes, it is usually less. Why does the local authority want the draft budget so early? They want to gain a picture across the local authority so they can get their plans together and get the figures to the Department for Education earlier than usual. Can you explain the £20k on ICT? DB did so. Is it early for resignations? Yes. What happens if you submit a deficit at this time? Nothing really. At the moment 2020/21 and 2021/22 are looking at deficits of £200k dr and £500k dr This is the same as every year. Will there be a possibility of income increasing following completion of the works? Yes from the pitch and letting of the canteen. Have we looked at solar panels yet? Yes we are pursuing that as we would get a saving on the electricity costs of about 8%. We have had 2 bids back. They will need to be considered by this committee.</p> <p>5.2.3 It was agreed the summer term Resources committee meeting planned would be changed to a full governing body meeting to enable the final budget to be approved.</p> <p>5.3 Benchmarking It was agreed ASD would carry out a benchmarking exercise against the</p>	<p>SFS JJ</p>
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	<p>performance tables.</p> <p>5.4 Staff Interests and 5.5 School fund. These items were discussed at matters arising.</p> <p>5.6 Asset management Plan DB informed that being a PFI school the only assets they had were IT. She had the new lifecycle plan. A science classroom was being remodelled and there were a couple of roofing works. There were also variations re the gate and the toilets.</p> <p>Is it costly to have the variations? Yes because they add between 9-14% on top. Governors were shocked at this expense. DB informed that one benefit was they did do the equipment checks.</p> <p>5.7 Asset register & write offs. This was discussed as matters arising.</p>	
6	<p>SCHOOLS FINANCIAL VALUE STANDARD The draft report had not been received. SFS and RE volunteered to carry out the exercise and would meet 5th March. A health and safety visit would be carried out then if possible.</p>	SFS RE
7	<p>SCHOOL FORUM No report was available.</p>	
8	<p>SCHOOL DEVELOPMENT PLAN 8.1 Leadership and Management section. 8.2 Finance and 8.3 Governor reports There had been no related visits and the senior leadership team would be updating the school development plan shortly. Governors would review it on the governor day, 22nd March.</p>	SFS
9	<p>STATUTORY POLICIES Agenda papers: Health and Safety Policy. Code of Conduct (staff) 9.1 Updates for approval (if any) 9.1 a Health and Safety The local authority policy had been presented for adoption and governors were satisfied it included areas as previously suggested. How will the policy be shared with staff? It goes on the website but it needs higher priority and the new school Health and Safety Committee can discuss that. We will contact the union about their representation.</p> <p>❖ Subject to the names mentioned in the policy being checked and amended where necessary, the Health and Safety policy was approved as presented. The wording would be reviewed annually. The monitoring, including governor involvement was detailed within the policy (s 3.1.1). An annual report would be made to the governing body by the school (s 3.1.5). The Health and Safety governor providing termly up-dates on performance.</p> <p>Health and safety update</p> <ul style="list-style-type: none"> • SFS had just completed the working at height and fire safety training. • In the light of SB's absence a different health and safety link governor was requested. RE would undertake the role and would meet with JM and DB. JJ would provide and signpost further information and inform 	<p>RE JM</p> <p>JJ</p>

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	<p>the local authority.</p> <ul style="list-style-type: none"> DB informed of an ongoing problem with <i>legionella</i>. The pool was shut and the school had to flush again but being accused of not doing so. It is the second time this year and DB was concerned the situation was reverting to the difficult times experienced before. <p>Governors supported the school pushing to get a meeting to get this resolved. How long has it been out of service? Since the start of January Does that have a knock on effect with income? Yes How much? 4 schools use it so between £7-800 per month less the £10 per day unavailability refund but of course we have our students that cannot swim. Being winter, it is the worst time of year for the PE department to not have this facility available. In addition there are costs for staff needing to be present for the chemical flush and flushing. There are 4 sites affected within the school. I checked and the thermal mixing valves had not been serviced annually. They have filters that need to be cleaned so I asked if they were in the areas where the <i>legionella</i> failed the test but they couldn't say. The latest risk assessment recommends these are cleaned every 6 months. How do you evidence flushing? Staff sign the list and they are clear they could end up in court if it is not done and have signed that notice. Also, they flush for 5 rather than 3 minutes. I will keep pushing for the group meeting. Do you want governor support at the meeting? DB will let governors know and would forward JJ a 'Word' copy of the amended policy.</p> <p>9.1b Code of Conduct, Staff The local authority had recently updated the code of conduct and it had been approved by the unions. Adopted conduct staff Does the policy reflect your wishes regarding the standard of dress? Yes and I have not seen a member of staff dressed inappropriately. Staff present confirmed staff looked professional.</p> <ul style="list-style-type: none"> ❖ The local authority staff code of conduct was adopted. It would be reviewed in 3 years or before should the local authority suggest amendments. <p>9.1 c The Freedom of Information policy was to be presented at the next meeting.</p> <p>9.1 d Complaints policy JM informed there were no ongoing complaints at the moment and the policy would be reviewed at the next meeting.</p> <p>9.2 Effectiveness reports (if any) RE leaves 18.32 Any outstanding reviews would be considered at the next meeting.</p>	<p>DB</p> <p>JM</p>
10	<p>ANY OTHER BUSINESS There being no further business, the meeting closed 18.39</p>	

.....Signature noted in minutes of meeting 14.5.19

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ACTION PLAN SUMMARY

ITEM	OWNER	ACTION	DUE BY	Update 25.2.19
Meeting 7.11.18				
2.4	SB	Liaise DB and JJ – draw up annual agenda plan	Dec 18	Now Chairs' group
4.1/ 5.1	SB DB	Action if required re staffing structure, Benchmark Local/ regional/national	Next Meeting	Now Chairs' group
4.3	ASD	Review appraisal/pay process, arrange visit and report back	Next FGB	Now Summer Resources
6.1	SB	Liaise DB? re provision of asset management plan	Dec18	Now Chairs' group
6.2	DB	Circulate asset register / request for write offs.	Next FGB	Now Summer Resources
7.1	DB	Provide staff interest register	Feb 2019	Now Summer Resources
7.3	DB	Bring School fund and certificate to the next meeting	Next FGB	
11	DB	Make amendments to FOI policy and bring back to Resources	Next meeting	Now Summer Resources
Meeting 25.2.19				DUE BY
3.2. 1,2,5,6,7		See outstanding actions from 7.11.18		
3.2.3	DB LW	Arrange visit to view asset register. Liaise re SFVS		20.3.19
3.2.8	JM	Make required amendments to the website and take action if required re posting extra-curricular activities.		ASAP
3.2.9	DB	Check re governors that have accessed the Key. Email JJ/SFS		20.3.19
4	RE	Meet with Ruth Astley and report back to next meeting, RA to attend.		7.5.19
5.2.3	SFS JJ	Convene FGB for budget approval		20.3.19
5.3	ASD	Carry out benchmarking exercise against performance tables		7.5.19
6	SFS RE	Carry out SFVS evaluation and provide report for FGB		20 th March
8	SFS	SDP. Co-ordinate governor input to I&m review		20.3.19
9	RE JM	Note requirements of H&S policy review and monitoring. Agree information required and set up action plan as appropriate. JJ note future agenda.		7.5.19
9	DB	Call on governors for support if required re pool meetings. Forward JJ amended H&S policy (word format)		Ongoing 20 th March
9.1a b	JJ	Take to FGB H&S and CC, update training log		20.3.19
9.1b	JM	Code of conduct – take action to display and 'PHS'		ASAP