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CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Resources Committee held on Tuesday 13th November 2018 at 6.00pm

Present:	Dave Brown (Headteacher) Peter Warry (Chair) Arif Khalfe Alison Dewhirst	Kathleen Wood [to 7.25pm] Lynn Comer Martyn Stoakes
In attendance:	Nicola Jones (Deputy Headteacher) Lisa Green (Business Manager) Claire Neal (Office Manager) John Hattam (Community Outreach) Jess Swarbrick (Governance Support Officer - Clerk)	

	Executive Summary
1.	<u>Welcome, Apologies & Declarations of Interest</u> All committee members were present. There were no declarations of interest.
2.	<u>Minutes of the meeting held on 9th October 2018</u> Previously distributed. The minutes were agreed and signed by the Chair.
3.	<u>Action Plan & Matters Arising</u> Progress against the action plan was noted (please see main minutes for details)
4.	<u>Staffing Update</u> Governors discussed a tabled proposal to appoint an Assistant Headteacher on a fixed-term contract to increase leadership capacity and lead on the Pupil Premium review.
5.	<u>Revised Budget and Period 6 Monitoring Report</u> Previously distributed. The Office Manager presented the monitoring report for Period 6 and the revised budget, noting key variances.
6.	<u>Scheme of Delegation</u> Previously distributed. Governors approved the Delegated Scheme of Authority unchanged from the previous year.
7.	<u>Catering Update</u> It was noted that an updated version of the catering spreadsheet would be brought to the next Resources Committee meeting. This was being amended to include projections for the year as well as actual figures to allow more effective forecasting.
8.	<u>Chromebook Update</u> John Hattam provided an update on the pilot to provide Chromebooks for home use to ten children in Year 6 who did not have access to a device at home. Governors discussed the impact measures and potential next steps for the project.
9.	<u>Breakfast / After School Club</u> The Office Manager tabled a summary of income and expenditure for the Breakfast and After School Clubs for information.
10.	<u>Schools Financial Value Standard</u> Previously distributed. A number of queries were raised in relation to the responses in the SFVS. It was agreed that all feedback should be sent via email to the Office Manager, so that an updated version could be brought for approval at the FGB meeting on 4 th December.
11.	<u>Policy Review</u> The Charges & Remissions, Budget Management and Hire of Facilities policies had been available to review before the meeting on Compliance Manager. All policies were agreed, except the Budget Management policy, which was recommended for approval at the next FGB meeting on 4 th December.
12.	<u>Inventory</u> Previously distributed. A number of comments were made on the inventory list, including the need for a spot-check column, in order to clearly record this action as it was done throughout the year.
13.	<u>Audit / Health & Safety / GDPR</u> The Business Manager provided an update on the upcoming audits for Administration, Health & Safety and GDPR. Reports would be circulated to governors when available.
14.	<u>Premises Update</u> The Business Manager provided an update on the Phase 1 works, which were nearing completion. She also reported that the bid for Phase 2 had been submitted though a final decision would not be made until the end of March 2019.
15.	<u>Any Other Business</u> There was no other business to report.

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		Action
1.	<p><u>Apologies for Absence & Declarations of Interest</u> All committee members were present. There were no declarations of interest.</p> <p>The Chair welcomed Arif Khalfe to his first Resources Committee meeting.</p>	
2.	<p><u>Minutes of the meeting held on 9th October 2018</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
3.	<p><u>Action Plan & Matters Arising</u> With reference to the Action Plan:</p> <p>1. <i>Update School Fund trustee details on Charities Commission website</i> Completed. Arif Khalfe confirmed that he was happy to be included as a trustee of the School Fund.</p> <p>2. <i>Update quorum on Terms of Reference for approval by FGB</i> Completed.</p> <p>3. <i>Further investigation on Services to Schools – are there statutory services that have to be bought from the LA?</i> The Business Manager advised that services amounting to £16,000 were agreed by the School Forum and de-delegated to the LA. These included Free School Meals eligibility, contingencies and behaviour support. She advised that the school was free to source all other services from elsewhere if required.</p> <p>4. <i>Summary management report on income and expenditure for catering provision</i> It was noted that this would be discussed in more detail under item 7.</p> <p>There were no other matters arising.</p>	
4.	<p><u>Staffing Update</u> The Headteacher tabled a proposal to appoint an Assistant Headteacher on a fixed term contract for one year from 1st January 2019. It was agreed that a decision on this proposal needed to be taken by the full governing body, but initial discussions could take place this evening. The Headteacher advised that this proposal had been discussed informally at the Chairs' Steering Group and also at a recent School Effectiveness and Achievement Management Group meeting with the LA.</p> <p>The Headteacher advised that the proposal to appoint an Assistant Headteacher in order to increase leadership capacity in the school and to lead on a Pupil Premium review, which was a key area identified in the recent Ofsted report. He explained that a similar appointment had been made following inspection in 2013, and had been instrumental in securing an improved Ofsted judgement 15 months later. The Headteacher advised that increased leadership capacity would also increase and improve the level of challenge within the Senior Leadership Team (SLT).</p> <p>The Headteacher advised that the proposed appointment would be internal, and appropriate for somebody already working as a Middle Leader with a TLR allowance.</p> <p>It was noted that the 2013 job description had been tabled for information. In response to a question about whether the Assistant Headteacher would be responsible for performance management as the last post-holder had been, The Headteacher advised that this had not been proposed at this stage, though the overall job description would be similar to the 2013 role.</p>	

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The Headteacher advised that the key area of responsibility for the Assistant Headteacher would be to lead on the Ofsted recommendation that *"An external review of the school's use of Pupil Premium funding should be undertaken in order to assess how this aspect of leadership and management may be improved"*. The Headteacher advised that the proposal would be for whoever took on the Assistant Headteacher role to facilitate this role, and take responsibility for ensuring that all recommendations were completed within the specified timeframe. This would also include reporting to governors and staff.

Governors noted that clarity on the effective use of Pupil Premium funding was an issue which had been addressed in a number of ways over the last few years with mixed success. It was noted that the Assistant Headteacher would take ownership of this area and lead on it. In response to a question from governors, the Headteacher advised that the post-holder would still retain any current teaching commitments they already had. However, he further advised that additional leadership time would also be provided as required.

Governors asked what the impact was likely to be of any time out of class for the Assistant Headteacher role, and how this would affect the cohort in question. The Headteacher advised that all class teachers were entitled to 10% Planning, Preparation and Administration (PPA) non-contact time as part of their contract. He added that leadership roles tended to have additional time out of class in order to support their other responsibilities. The Headteacher explained that in general, this non-contact time was taken in the afternoon when non-core subjects were taught. He advised that there was already capacity amongst the teaching staff to cover this time.

Governors asked whether there would be any back-fill provided for the existing leadership (TLR) responsibilities of whoever was appointed to the role. The Headteacher advised that this question was also raised at the Chairs' Steering Group. It had been proposed that whoever applied for the role would be expected to do so in addition to their existing TLR responsibilities. He added, however, that there was the potential to get other staff to work alongside them to support them in their established role. It was noted that this would provide training and development opportunities for other members of staff. The Headteacher advised that it was likely to be expected that this support would not carry any additional remuneration.

Governors asked how the proposal for an additional leadership role would be received by staff. The Headteacher advised that he felt the staff in school had trust in the SLT, and would seek the benefit of increased capacity. He added that it would be important to monitor this though, to ensure that it did not cause unnecessary friction.

The Headteacher advised that the proposal included a starting salary on leadership point 1 (£39,965), within the leadership band 1-5. He advised that the maximum additional salary costs would be £7,991 for the year (£2,520 from January to March, and £5,471 from April to December). It was noted that this figure was not currently included in the revised budget.

The Headteacher advised that the school had submitted an action plan to the York Schools and Academies Board (YSAB) following the 2018 Key Stage 2 outcomes and the recent Ofsted inspection. This plan included a bid for additional funding up to £22,000, and part of this would be a contribution of £7,000 towards the Assistant Headteacher role. The Headteacher advised that the school was awaiting a decision from YSAB about whether this funding would be awarded.

Governors asked whether there was any intention to make the Assistant Headteacher role permanent in the future. The Headteacher advised that the role would be reviewed at regular

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	<p>intervals, and he emphasised the need to be able to see a clear impact through the Pupil Premium review and implementation of actions. He advised that the potential to make the role permanent would be dependent on its impact and effectiveness throughout this year. Governors asked how this would be measured. The Headteacher advised that SLT and the FGB would have responsibility for monitoring effectiveness, as well as receiving feedback from YSAB about progress made against the action plan. The Headteacher added that once the Pupil Premium review had taken place, there would be recommendations and criteria which could be used to measure impact against.</p> <p>Governors agreed that Pupil Premium was something which had been a challenge to the school for some time, and there needed to be a much clearer understanding in certain areas about how the funding was being used and how this was making a difference. Governors agreed that there needed to be more explicit reporting on which interventions and actions were having a clear impact.</p> <p>It was agreed that the proposal to appoint an Assistant Headteacher needed to be a full governing body decision. However, the committee agreed to support this proposal and recommend it to the full governing body. It was noted, however that whilst the appointment on a fixed term basis was possible within the current budget, without YSAB funding, this would need to be reviewed for future years.</p> <p>The Headteacher agreed to update the proposal and job description to enable this to be circulated to the full governing body well in advance of their next meeting on 4th December.</p>	DB
5.	<p><u>Revised Budget & Period 6 Monitoring Report</u> 5.1 Period 6 Monitoring Report</p> <p>The Office Manager presented the monitoring report for Period 6, which had been previously distributed, along with explanatory notes. She advised that there continued to be issues with the CFR reporting system through the LA, with some figures being inaccurate. The Office Manager advised that the explanatory notes highlighted key variances, and included both the figures from the CFR report, and also a more realistic figure produced internally based on school intelligence and context.</p> <p>The Office Manager reported that the main significant variance was for staffing costs, at around £8,000. She advised that this related to the appointment of four new teachers in September rather than the three originally included in the start budget. In addition, the resignation of one of these teachers, and the subsequent replacement being on lower grade (M3 compared to M5) had also affected this figure.</p> <p>The Office Manager reported that energy costs showed a slightly higher percentage on recharges from the Children’s Centre than previous years, which had kept the overall figure more inline with expectations.</p> <p>It was noted that a variance of approximately £1,000 was expected for special facilities, which included Breakfast and After School Club. The Office Manager advised that all expenditure for school events was put through this account, and was then offset against reimbursed income which showed elsewhere in the budget.</p> <p>The Office Manager reported that the projected outturn was slightly improved on the start budget position, at around £22,000. Governors agreed the importance of continuing to monitor and challenge the budget, as this was still a tight position.</p>	

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5.2 Revised Budget (previously distributed)

The Office Manager highlighted the following key variances:

S06 Other Central Funding It was noted that Pupil Premium funding was higher than expected, with additional funding also being received for a number of Syrian pupils in school.

S09 Teaching Staff Costs It was noted that increase in expenditure here related to the appointment of an additional teacher in September not originally included in the start budget. As noted above, the Office Manager advised that this teacher had subsequently been replaced by a teacher on a lower pay grade. However, it was noted that this teacher was currently being employed on a supply contract, meaning that overall costs were slightly higher.

S12 Learning Resources The Office Manager reported that small savings had been made across the school in this area, with careful monitoring and discussion with budget holders about any planned expenditure. It was noted that some savings had also been made on the ICT service management contract, which was lower than expected at the time of the start budget.

The Office Manager reported that capital income and expenditure was higher than expected in the start budget, mainly due to the repair and building works which had been carried out in school over the summer and into the autumn term. She explained that the LA had asked the school to pay for the works directly, but had then reimbursed the costs.

Governors questioned the revised budget projection for capital income, which showed at £50,000 per year from the LA. The Office Manager confirmed that this was an error, as this figure related to this year only.

The Chair advised that work continued on ensuring accurate projections for catering figures. He noted that some of the outcomes for catering income were dependent on the success of dealing with debtors, and this needed to be taken into account when looking at this area of the budget.

The Chair also noted that governors needed to consider again their response to the three year forecast, and what actions should be put in place to address this.

Governors noted the summary figures as follows:

<u>Total Balances</u>	Start Budget	Revised Budget	Variance
Income	£2,092,927	£2,107,192	£14,265
Expenditure	£2,135,640	£2,146,728	£11,088
Balance Brought Forward	£62,879	£62,879	£0
Cumulative Carry Forward (including Capital and Brought Forward)	£12,687	£24,380	£11,693

6. Scheme of Delegation
Previously distributed. Governors approved the Delegated Scheme of Authority unchanged from the previous year.

7. Catering Update

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	<p>The Office Manager reported that she had met with the Chair of the Resources Committee to discuss the catering spreadsheet. She explained that the spreadsheet was being updated to include predictions on income and expenditure as well as actual costs. It was noted that this information had previously been recorded separately.</p> <p>The Chair advised that once these updates had been made, he would review the spreadsheet and bring to the next Resources Committee meeting, or email out earlier if required.</p> <p>The Chair noted that from looking at current figures, the funding being taken from Pupil Premium to pay for Free School Meals did not actually cover the full cost of producing the meals. He advised that it was important to get an accurate projection of costs to the end of the year, in order to calculate whether additional funding was needed in order to break even, or whether income from paid meals was enough to cover the shortfall.</p> <p><i>[Kath Wood left the meeting at 7.25pm]</i></p>	
9.	<p><u>Breakfast / After School Club</u></p> <p>The Office Manager tabled a summary of income and expenditure for the Breakfast and After School Clubs. This had been requested following a question at the previous meeting about the extent to which the catering budget was subsidising these clubs, or vice versa.</p> <p>The Office Manager advised that the summary showed the number of paid places and those which were provided free of charge, to show the total cost overall. It also included actual costs to date, and a projection of income going forward.</p> <p>It was noted that the current debt for these clubs had also been included in the summary. The Office Manager advised that this was being actively chased by the school.</p> <p>Governors noted that the cost of the clubs was being covered by the income generated, along with the allocation of Pupil Premium funding for free places.</p> <p>Governors asked the Headteacher to take advice on the implications of offering places free of charge to children of school staff, and whether this would be considered a benefit in kind.</p>	
8.	<p><u>Chromebook Update</u></p> <p>John Hattam provided an update on the pilot project to provide 10 Pupil Premium children with Chromebooks to use both in school and at home. He reminded governors that the aim was to see whether this had an impact on children's learning when they had not previously had access to a device outside of school.</p> <p>Mr Hattam advised that before the pilot started, all the children and parents signed an agreement and received an information pack with details of usage and other technical information. He reported that there had been some initial small technical issues, but these had all now been resolved.</p> <p>Mr Hattam reported that a survey completed five weeks into the project had provided overwhelmingly positive feedback. The regular use of educational apps including SPAG based programmes and Times Table Rock Stars had also had an impact on spelling, grammar and numeracy for the children involved in the pilot.</p> <p>In terms of next steps, Mr Hattam reported that the intention was to continue the pilot with the same</p>	

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10 children through to February 2019. He advised that following this, there could be a consideration to allocate the Chromebooks to other groups who would benefit – for example children with low attendance or younger year groups.

It was noted that whether to extend the project would ultimately be a financial consideration, and if this was to be put forward, a further detailed proposal would be brought to governors.

The Headteacher advised that the school currently had 170 Chromebooks which were used and kept in school. He advised that in terms of impact and effectiveness, his vision would be to ideally extend the pilot to provide all Year 6 children with the same opportunity.

Governors asked whether there was an estimate of how much rolling this out further would cost.

Mr Hattam advised that based on current figures, for all Year 6 children to receive an upgraded Chromebook to take home, the additional cost would be around £2,500. However, he advised that further investigation would be needed about whether additional devices would be needed in school to offset the ones being taken home. The Headteacher advised that there would need to be an audit to look at the ways and times that the Chromebooks were used in school, to ensure this was being done as effectively as possible.

Governors asked whether it was possible to analyse what apps children were accessing and how often. Mr Hattam reported that these figures weren't readily available at present, as the information on traffic went through the LA rather than directly to the school. He agreed, however, that this was a valid question, and further investigation could be made into whether this information could be sought.

Governors thanked Mr Hattam for his update.

10. Schools Financial Value Standard

Governors considered the draft Schools Financial Value Standard report, which had been previously distributed. It was agreed that questions and feedback on the SFVS should be emailed to the Office Manager to be included, before a final version was brought for approval at the full governing body meeting on 4th December.

Governors discussed a number of initial points of query, and these were noted as follows:

Q3 Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field It was felt that the response to this answer could be strengthened to provide clearer definition.

Q11 Does the school make a forward projection of budget, including both revenue and capital fund, for at least three years, using the best available information? Governors felt that there should be clearer information here about how the three year projection was addressed and managed.

Q15 Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money? Governors suggested that further detail was required to include the fact that any items of expenditure not included in the start budget were reviewed by the committee throughout the year. It was agreed that this could strengthen the response to this question.

Q20 Is the governing body sure that there are no outstanding matters from audit reports or from

All

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	<p>previous consideration of weaknesses by the governing body? Governors noted that there was currently no detail in this response, and agreed it would be helpful to include clear examples of where actions from audit reports had been addressed.</p> <p>Q25 Does the school have an appropriate business continuity or disaster recovery plan, including an up to date asset register and adequate insurance? In response to a question from governors, the Business Manager confirmed that these were in place.</p>	
11.	<p><u>Policy Review</u></p> <p>The following policies had been available to review on Compliance Manager prior to the meeting:</p> <ul style="list-style-type: none">* <i>Charges and Remissions</i> Updated to include specific reference to Pupil Premium funding support for school trips* <i>Budget Management</i> Unchanged* <i>Hire of Facilities</i> Updated to take out reference to the PTA <p>Governors approved the policies, noting that the Budget Management Policy would be taken to the full governing body on 4th December for final ratification.</p> <p>The Business Manager advised that the school had been involved in a pilot for Compliance Manager, and was currently using it free of charge, though the annual cost in future would be around £250. She noted that there was an issue with the fact that once documents had been read by governors, they could not be accessed again to refer back to. The Business Manager advised that some consideration may need to be put into a different system for circulating and storing documents, such as Minutepad. It was noted that the annual cost of Minutepad was around £1,000.</p>	
12.	<p><u>Inventory</u></p> <p>Governors noted the updated inventory, which had been previously distributed. It was suggested that additional detail was needed for some items, for example including the make of the laptop on the list, to enable them to be identified more easily.</p> <p>Governors asked how often the inventory was checked. The Business Manager reported that this was done annually, although there were no formal spot checks in place currently. She requested that a governor come in to carry out spot checks throughout the year, and Peter Warry agreed to do this.</p>	
13.	<p><u>Audit / Health & Safety / GDPR</u></p> <p>The Business Manager reported that a full administration audit would take place this week. She advised that the office staff were well prepared for this, and would provide an update to governors once it had been completed. It was noted that a full report from the audit should be available by the end of November.</p> <p>The Business Manager reported that a full health and safety audit was also scheduled for the end of November. She advised that the process now involved an initial visit to examine all policies and documentation, followed by another visit to do a walk-round. The Business Manager advised that a schedule for preparation had been provided, and she was working through this before the audit date.</p> <p>Finally the Business Manager reported that as part of the administration audit, there would be a section on GDPR. She advised that this was likely to raise some actions for the school, though as much preparation as possible had been put in place.</p>	

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	It was noted that there had been no notifiable breaches or SARs in school since the introduction of GDPR.	
14.	<p><u>Premises Update</u></p> <p>The Business Manager reported that the Phase 1 works were nearly at an end. She advised that whilst there were still some outstanding issues, but she would be doing a walk-round inspection with the contractors, project managers and a representative from the LA to look at these tomorrow. The Business Manager advised that it was anticipated all work would be completed by December.</p> <p>It was noted that a meeting had also taken place this week to look at Phase 2 of the Capital works. The Business Manager reported that as with Phase 1, there was no guarantee of how much funding, if any, would be received for the work, and a decision on this would not be made until the end of March 2019. She advised, however, that the plan was to continue with the re-wiring and re-roofing work, and the replacement of windows and doors which had not yet been done.</p>	
15.	<p><u>Any Other Business</u></p> <p>There was no other business to report.</p>	
19.	<p><u>Date and Time of Next Meetings</u></p> <ul style="list-style-type: none"> - Tuesday 5th March 2019, 6pm - Tuesday 30th April 2019, 6pm - Tuesday 18th June, 6pm 	

The meeting closed at 8.20pm


Peter Warry, Resources Committee Chair

5th March 2019
Date

Clifton Green Primary School - Action Plan following the meeting of the Resources Committee held on 13th November 2018

	Action	Agenda Item	Person(s) Responsible	Timescale
1	Update Assistant Headteacher proposal and job description and forward to Clerk for circulation to FGB	4	Headteacher	22/11/18
2	Send feedback on SFVS to Office Manager to allow a final version to be brought to governors on 4 th December for approval	10	All	22/11/18

Future Agenda Items:

Health & Safety Update

Catering Update

Services to Schools Review (update)

Benchmarking (in conjunction with revised budget)

