

Barley Lane School Resources Committee Meeting 4 (Part 1 Minutes)

DRAFT

Date / Time:	14 th June 2017 at 09.35	Location:	Barley Lane School
--------------	-------------------------------------	-----------	--------------------

Attendees:	Initials:	Governor Type:
Mark Dye	MD	FOU (Chair)
Kevin Goodey	KG	COO

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH
Damian Furniss	DF	AGOV

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Anne Hannaford	AH	Associate Member
Jo Davey	JD	Associate Member

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
4/1.1	<p>Apologies & Business Interests No apologies were received and no business interests were declared.</p>		
4/2.1	<p>Minutes of the Meeting 15/03/2017 The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
4/2.2	<p>Matters Arising All matters arising were included in the agenda.</p>		
4/3.1	<p>Monitor Budget <u>Budget Monitor</u> – MD had been through the latest budget and noted that the school will need to be frugal this year. If the school can stick to budget then they should be solvent for the next financial year. The Committee will need to find a rigid way of monitoring and controlling the budget. The following key points were noted:</p> <ul style="list-style-type: none"> • The way PRICE training is provided needs to be changed because CM is unable to teach the number of staff required at BL alone and it will be just as cost effective to have 2 instructors undertake inhouse training. DF asked what PRICE training is. AH clarified that it is restraint training. DF asked if the training is mandatory. AH confirmed that the school must have some people trained. DF asked how often the training takes place. AH advised it takes place annually in September. DF asked MM whether one training session per year was sufficient if staff are joining in year. MM explained that if staff do not have the training they still have a duty of care to maintain child safety. BL legal position is secure in that their motives to restrain are positive and the presence of training is helpful as long as they operate in good faith. It is reasonable and practicable in Health and Safety terms to offer PRICE training annually with as many staff attending as possibly. MM noted that with the size of the school it is more valuable for PRICE to send instructors in to school rather than have 2 members of staff trained. MD asked what the difference in the cost would be. AH advised it is very minimal. The Committee were happy for the change to go ahead. • DF noted that alternative provision is the most volatile are of the budget. AH noted that at present there is £11,186 remaining in the budget and commitments are already in place. If those commitments go ahead this budget will be overspent. DF asked if the school has the correct controls over this area of budget and whether the allocation was accurate. MM advised that DJ had spoken to the LA and some students have been reintegrated successfully back into the school. It is reasonable to suggest that the costs will come down due to this. There are now fewer students accessing alternative 		

	<p>provision. DF noted that the SBTL Committee have explored whether the provision is right for the students' needs but the Resources Committee need to look at whether budget predictions for the future are correct. AH explained that it is difficult to predict a budget for alternative provision because the cohort of children is different each year. MD noted that although it looks like the costs should reduce the Committee need to monitor this budget on a monthly basis. MM advised that Sue Lewis has said that £45,000 will be coming to the school as funding. MM noted that alternative provision has prevented exclusions and the outcomes for the children had been positive. MD highlighted that the school need to make sure they know what money is owed to them by the LA and where they are with obtaining that funding. MM explained that the mechanism of obtaining funding has changed several times recently and the requests have needed to be resubmitted on occasions. DF pointed out that £45,000 would equate to a member of teaching staff which would be beneficial. AH advised that tracking the funding is difficult as it sometimes comes to the school in small amounts and the LA sometimes take back some of the money. MD would like to see the alternative provision budget separated out each month to look at what money has been spent and what money is due to come in. The Committee need to understand exactly what the position is and MD asked that AH work with DJ to put this process together. If it looks like the budget is being overspent then the Committee can review the budget to see where savings can be made. The budget for alternative provision is likely to fluctuate but the Committee need to be better at monitoring/scrutinising the finances. MM advised that in the short-term BL are looking for spaces within the school that can be used to make situations safe. MM noted that inspectors would ask what is the long-term solution (see minute 4/3.4 and 4/3.7) and this will need to be included as part of the SIP. DF agreed that BL need to start considering the long-term vision of the school. MD noted that the long-term vision can only be taken forward if the school has the money to do it.</p> <ul style="list-style-type: none"> • There is a discrepancy in carry forward due to funding not received from county. <p><u>Pupil numbers</u> – The budget has been set at 68 pupils. MM advised that 8 students will be leaving but 8 will be joining in September with referrals still coming in. It is a fine balance at the moment.</p>		
4/3.2	<p>Audit AH advised that the Audit had gone well. MM noted that AH, JF and KF had all done a fantastic job pulling the information together. MD asked if there were any urgent actions that needed to be highlighted. AH confirmed there was nothing urgent that needed rectifying and MM agreed that the verbal feedback had noted there was nothing of high level concern. DF pointed out that one area for concern was the inventory and AH noted that this is now being addressed. MM explained that the Audit is a good piece of evidence for Governors as it provides an external indicator of how the school is operating. The Committee was happy with the report. AH advised that all actions will be completed.</p>		
4/3.3	<p>Monitor Funding MM explained that pupil premium will be seen through the much more developed pupil profiles which Governors will be able to view in the autumn term. The school will be using the funding for the broader strokes of education but will be more clear in how the funding is helping pupils to progress. Each pupil premium child will be looked at on an individual basis to review their personal development and outcomes in order to analyse how the funding has affected their education. This will be presented to Governors in September. The money from funding is absorbed into budget and the website has been updated to highlight the school's actions. DF is confident that the school has a secure narrative for the funding and that there is evidence to support the process. MM advised that the Sports Funding is the responsibility of DJ but was aware there is information available on the website for Governors to review.</p>	MM/SR	Sept '17
4/3.4	<p>Review of Interventions/Alternative Provision <u>FGB Minute 3/3.2</u> – As discussed at FGB, BL are looking at more permanent resources going forward for interventions and alternative provision, for example, another dedicated member of staff. MD asked if this would still be a valid approach to the</p>		

	<p>situation. MM thought this could be a solution but it would need to be clear what the role is. MM noted that DJ has a contact who might be able to provide some help in the short term and this developing at present. Further discussion took place in Minute 4/3.1 and 4/3.7.</p>		
4/3.5	<p>Dinner Money <u>FGB Minute 3/3.3</u> – JF has put in place the process discussed at FGB and AH advised that some more money has now been received. MD will speak with JF to see how the process is progressing. MM recommended that parents are told that sandwiches will only be available to students instead of a hot meal until the debt has been paid in full because at present some parents are sending in small amounts of money and then expecting their child to receive a hot meal. The Committee agreed that this process should be put in place. AH will inform JF.</p>	<p>AH/JF</p>	<p>ASAP</p>
4/3.6	<p>Staffing Report <u>Minute 3/3.6</u> – The Committee had received a report from MM including the new staffing structure for 2017/18. AH had also provided a narrative for pay/personnel changes as part of her budget report, noting that these costs were already included as part of the budget. <u>Recommendations</u> – The following recommendations were made:</p> <ul style="list-style-type: none"> An administrator is required in the office to carry out front of house duties and undertake some other tasks as required. KG asked if this will be advertised quickly. MD confirmed that it would because the admin staff are the support mechanism for other staff in the school and this infrastructure needs to be in place. MM noted that once someone is in place this will free JF up to focus on the child element of admin which will be hugely beneficial. AH asked that this role also includes the undertaking the tasks of purchase orders and inventory. KF also suggested that the Committee might want to include the role of Clerk to the Governing Body in this job description as she was aware how difficult it is to find people for this role. MD agreed that this would be beneficial as no applicants had been forthcoming for the Clerks role. The Committee asked AH to review the Job Description and advertise as soon as possible. MM noted that due to loss of staff the school now requires one TA for the primary unit, one teacher and someone to lead on behaviour in the primary unit. This would provide the school with enough staff in the short term until pupil numbers are confirmed and funding is available. MM explained that PT is on a phased return which is very positive. The Committee agreed that BL should advertise for 2 TA's and one teacher. If there are no suitable candidates MM advised that the school have enough staff to carry on but it would mean that class sizes would need to be increased. AH advised that there have been 3 applicants for the kitchen vacancy. AH also noted for Governors that there will be retirement party for Marilyn should they wish to attend. 	<p>AH</p>	<p>ASAP</p>
4/3.7	<p>Monitor Buildings Strategy <u>Minute 3/3.7</u> - KG advised that since the last meeting the school has been approached by the LA about having an intervention unit onsite and funding has been found for this purpose. This unit will be built on the primary playground at a maximum cost of £250,000 and another tarmac area will be provided. This means that plans for the primary unit are currently on hold. KG has asked NPS whether the plans could include electronic gates for security purposes as these will cost approx. £20,000. The new building will consist of 2 classrooms, 2 toilets and a dining area as well as a hard-standing play area. NPS are going to draw up the plans and this unit should be online sometime next year. MD though this was positive news. KG will continue to push for fencing and gates to be included as part of the build. MD asked if the funding will also cover costs for CCTV. KG thought that it would. KG noted that there may be some expenses to the school, for example; white boards, tables and chairs. MM explained that this will provide the school with the ability to provide those children at risk of exclusion a place to be educated and somewhere that is a flexible space if there are no students that require the facility. Other Building Works – KG advised that the corridor lighting has been ordered and this work will be carried out during the summer holidays. MD asked if any further works will be required over the next 6 months. KG noted that all works for the next 12 months have been planned and costed. KG explained that one plan might be put on hold for now in order to save some money until the new unit is built. The fencing that</p>		

	was broken has now been replaced and several new doors have been installed. Hand rails have also been replaced as part of the ongoing Health and Safety work which is KG primary concern.		
4/4.1	Finance Policy Some minor amendments had been made as recommended in the outcomes from the Audit. MD was happy to recommend the changes for approval. The Committee agreed to adopt the policy.		
4/4.2	Freedom of Information The policy remains unchanged, therefore the Committee agreed to adopt the policy.		
4/4.3	DCC Teacher Appraisal Policy One outcome from the Audit advised that this policy should be reviewed annually. KF has changed this on the cycle of review. MD had seen the policy and noted it remained unchanged. The Committee agreed to adopt the policy.		
4/4.4	DCC Volunteers in Schools Guidance The guidance remains unchanged therefore the Committee agreed to adopt the policy.		
	Meeting Closed: 11.16		

Next Meeting:			
Date / Time:	14 th June 2017 at 09.30	Location:	Barley Lane School