

Barley Lane School Resources Committee Meeting 2 (Part 1 Minutes)

DRAFT

Date / Time:	15 th March 2017 at 09.30	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Mark Dye	MD	FOU (Chair)
Kevin Goodey	KG	COO

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH

Apologies:	Initials:	Reason:
Jacqui Dye	JD	Other Commitment

Absent without Apology:	Initials:

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

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
3/1.1	<p>Apologies & Business Interests</p> <p>Apologies were received from JD and MM could not attend all of the meeting due to staffing constraints within the school. This meant that the meeting would not be quorate at all times so some decisions may need to go to the FGB for ratification. No business interests were declared.</p>		
3/2.1	<p>Minutes of the Meeting 16/11/2016</p> <p>The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
3/2.2	<p>Matters Arising</p> <p>KG noted that at last meeting it was agreed to appoint a member of admin staff. To his knowledge this has not happened and different discussions have taken place about this role being shared with a TA post. KG was concerned because he can see that the current admin staff are under a great deal of pressure. MD clarified that the Committee had discussed appointing a new administrator to enable JF to support AH. MD was aware that there had been some change in direction with the post and was concerned that the role would become more enveloped into the day to day running of the school when it is admin support that is desperately required. MD had been advised this position is now on hold as a member of staff who is returning to work might be able to provide assistance. KG asked how the Committee can help the school to move forward with this situation. Ah clarified that the admin role that was originally proposed has already been allowed for within the budget. MD agreed to speak with MM to gain clarity of what is required at BL. If the money is in the budget, MD believed an appointment should go ahead. MD noted that if admin capacity can be put in place, this will free up JF to support staff in making sure trips can be organised at a time when vehicles are available. It will aid the school to have processes in place so that staff are aware they can contact one person so scheduling can be done. It will enable rules to be put in place so that no short notice plans can be accepted unless there are highly exceptional circumstances or if vehicles are available. A dedicated member of admin staff is urgently required to manage the school's infrastructure. MD later spoke with MM and it was agreed that the school will appoint a dedicated administrator from the applications received for the post. AH and MD will arrange dates for interviews.</p>		
3/3.1	<p>Monitor Budget</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> The biggest cost has been Intervention Services at £157,000. MD asked if this would leave the school in a deficit position. DJ has told AH that the 0-25 team for complex pupils will be reimbursing the school £50,000 but this may take months to receive. There has been no reassurance this money is forthcoming. MD asked who should be pursued. AH and DJ are chasing to get 		

	<p>confirmation. MD highlighted the importance of gaining this reassurance. MD asked what position the school will be in financially if this £50,000 is received. AH advised it would bring the budget to £59,000 carry forward. MD noted that if the school are spending money on intervention services the Committee need to know how students are defined as needing this service and what the impact of the intervention is. The Committee need to make sure there is due process in place. The Committee would like to raise this at the next FGB for more discussion as the costs are out of control. AH mentioned that it has been suggested that BL have a separate unit on site to cater for interventions. MD thought this would be a whole new dynamic that would need discussing at FGB. MD thought the FGB should also consider how better to use intervention and whether all the children using the service actually require it. MD thought that money was being spent in the wrong way at present and could be used provide support in a different way. IT was questioned whether BL could employ their own member of staff to provide intervention services so that when their service is not required they could then work elsewhere in the school. This in turn would provide additional capacity and support. From a Resources perspective options need to be considered to see if there are better ways of spending the money that also provides additional support to the whole school. The infrastructure of the school needs to be right.</p> <ul style="list-style-type: none"> MD asked what the financial picture was in relation to transport after Governors had asked more planning should be put in place to use the schools' own vehicles. AH explained that the school have now purchased an additional vehicle as it was offered to them by County. MD asked if another car was required. AH advised that the school is still using hire cars and by having an additional vehicle it should mean the school make a saving of approx.. £10,000 on hire cars. AH pointed out that JF has tried to stop staff hiring cars but she has not been able to get to grips with the work required for planning as no time is available. MD noted that this is why an additional administrator is required urgently because if trips are scheduled properly then car hire would no longer be needed. Extra admin capacity would mean that the school could look at the processes needed to be put in place for trips/transport to make the best use of the vehicles they have and to reduce overall costs. KG thought, with 4 vehicles on site, there should be no requirement for additional transport. MD noted that the school should be saying no to staff who want to hire cars as there is no money available. MD asked that the main instigators of hire cars are made to understand how close to being in deficit budget the school are. AH noted that trips are still ongoing but sometimes there is no explanation as to why the trips are taking place. It was explained that Year 11 are out today at Paignton Zoo but no one at the meeting was sure if this was part of the curriculum. MD was concerned that Year 11 are out of school when they should be preparing for exams. MD asked this is issue flagged up with the SBTL Committee so they can assure that trips are fitting a purpose. Pupil numbers are now 68 but the budget has been based on 69 so again the total income will go down. Suzette has advised that next year the school cannot fund Intervention Services from the budget and money will need to come from pupil premium. MD noted that if the budget is likely to be in deficit then a strategy will need to be put in place to show where costs can be saved. AH noted that the Primary Unit have managed their budget exceptionally well. MD asked what are they doing that the rest are not. AH advised that Carl and Mike work together and put plans in place for incentives. AH explained the process they use for rewards in the Primary Unit. MD asked if the whole school could learn from the Primary Unit and if their systems could be shared. AH advised that she is proposing that the rewards budget should be given to each teacher and they must manage that budget for the year. MD clarified once the money was gone there would be no more. AH confirmed that was correct. MD thought this was a good idea and asked it is proposed for ratification at FGB. AH agreed to work out the amounts that can be allocated per teacher. MD noted that this was another area for potential cost saving and another process that could be put in place once there is additional admin 	<p>FGB</p> <p>FGB</p> <p>MM/AH</p> <p>SBTL</p> <p>FGB</p>	<p>29/03/17</p> <p>29/03/17</p> <p>ASAP</p> <p>10/05/17</p> <p>29/03/17</p>
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	<p>capacity:</p> <ul style="list-style-type: none"> Other areas for cost saving could be to cut the provision of free school uniform and chasing up parents for paying the costs of damages. <p>An update on the budget will come to FGB.</p>		
3/3.2	<p>Financial Benchmarking</p> <p>Minute 2/3.2 – AH had providing the financial benchmarking information against all special schools locally. It was noted that it is difficult to compare BL with these schools as they are all very different.</p>		
3/3.3	<p>Draft Budget 2017/18</p> <p>Suzette will be supporting AH to put together the budget plan for 2017/18 prior to the next FGB meeting. Suzette is willing to attend the FGB meeting if Governors agree this. The Committee agreed that Suzette should be invited to attend.</p>	FGB	29/03/17
3/3.4	<p>Buybacks</p> <p>AH had put together a list of buybacks for 2017/18. The following points were noted:</p> <ul style="list-style-type: none"> AH explained that schools in the SENTient Trust are signing up to a new provider for the Mutual Fund. This will provide a saving of £2000. If 3 or more of the Trust schools sign up an additional 5% can be saved. KG asked if the services compare favourably to that of the previous policy. AH confirmed the services are better because the new provider will pay for private treatment, fast track treatment, after care services and money can be claimed more quickly. AH had spoken with MM who was happy to go ahead with the approval of the Committee. MD and KG agreed that AH should go ahead with the new provider. AH noted that IMASS may be dropped if we take this option. AH will look into this as it may be another saving. Staff will be informed of the service once a contract has been signed. <p>The Committee were happy to approve the buyback services.</p>		
3/3.5	<p>Dinner Money</p> <p>Arrears on dinner money are currently £975 and invoices have been sent to parents. These invoices are being chased but payments are not being received. JF wanted to ask the Committee if they would consider writing off this debt. MD asked if there are children whose parents cannot afford meals and do not receive FSM. AH explained there were not and that parents are sent the FSM form to complete. MD asked if there are any parents who had not completed the forms. AH advised that the forms have been returned but some parents are unable to manage their money well. MD asked at what point do the school stop providing meals when payment is not received. AH noted that staff are advised once debt reaches a certain point that pupils should only receive a sandwich at lunch. Staff often over rides this. MD asked who is overriding this process. It was noted that it usually the Senior staff and AH noted that this was due to Leadership not wanting to damage relationships with parents. MD thought the school needed to consider their position and whether school dinners should be offered up to all children free of charge. This needs to be reviewed and decision made and stuck to. MD was not prepared to write off this figure until more discussion had taken place and a process has in place in order to be consistent. MD asked what the percentage of payments received was in relation to non-payment. AH advised that majority of parents are paying it is just a small minority who don't. The Committee agreed this needed to be discussed at FGB.</p>	FGB	29/03/17
3/3.6	<p>Staffing Report</p> <p>The Admin role was discussed throughout the meeting.</p> <p><u>Review of Staffing Structure</u> – It was noted that staffing costs will depend on the budget available for 2017/18 and how interventions will be undertaken. This will be discussed at the next Resources meeting.</p>	MM	14/06/17
3/3.7	<p>Monitor Buildings Strategy</p> <p>Minute 2/3.5 – The CONCERTO asset management plan is operated in line with NPS, and KG keeps this up to date. There are no urgent issues to raise at present from CONCERTO. All inspections are up to date including tree, health & safety and NPS inspections.</p> <p>The Primary Unit had put together a proposal for the Committee. The first proposal was for indoor additional space for rainy days in order to create additional capacity. MD asked that this proposal is currently out on hold until the Committee have a confirmed budget for 2017/18. If savings can be made from car hire/intervention then it may be possible, but at present there is no money. This will come back to the next meeting.</p>	KG	14/06/17

	KG advised that the lighting had been vandalised again and previously the Resources Committee had agreed to installing safer protected lighting. This had been put on hold but is now required. It was agreed that KG can go ahead and purchase the lighting with the invoice going in to the next financial year as it is an urgent matter of health and safety.		
3/4.1	Accessibility Plan MM joined the meeting to go through the policies. KG had seen the plan which had not been changed. KG was happy to recommend the plan for approval. The Committee agreed to adopt the plan.		
3/4.2	Health & Safety Policy KG had seen the policy which has been amended to add JF as the coordinator. KG was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
3/4.3	Emergency Plan/Business Continuity KG and KF had been through the policy to update. The Committee were happy to approve the plan.		
3/4.4	Finance Policy AH advised that some amendments had been made to the policy in relation to approval levels. It was agreed that the policy should be recommended to the FGB for approval.	FGB	29/03/17
3/4.5	Best Value Statement KF advised that no change had been made to the policy. The Committee agreed to adopt the policy.		
3/4.6	Statement of Internal Control KF advised that no change had been made to the policy. The Committee agreed to adopt the policy.		
3/4.7	SFVS AH and KF had met to go through the SFVS. The Committee were happy to recommend the SFVS to the FGB for approval. This will need to be signed by JD.	FGB	29/03/17
3/4.8	DCC Managing Sickness Absence MD had seen the policy and was happy to recommend it for approval. The Committee agreed to adopt the policy.		
3/4.9	DCC Probationary Policy for Support Staff MD had seen the policy and was happy to recommend it for approval. The Committee agreed to adopt the policy.		
3/4.10	DCC Secondment Policy MD had seen the policy and was happy to recommend it for approval. The Committee agreed to adopt the policy.		
3/4.11	DCC Support Staff Appraisal Policy MD had seen the policy and was happy to recommend it for approval. The Committee agreed to adopt the policy.		
2/5.1	Part 2 Minutes of the meeting 16/11/2016 Agreed as a correct record and signed accordingly by the Chair.		
	Meeting Closed: 11.00		

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