

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

DRAFT

Date / Time:	28 th March 2018 at 09.30	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Damian Furniss	DF	Parent (Chair)

Attendees:	Initials:	Governor Type:
Michael MacCourt (Arrived 10.00am)	MM	Staff - Headteacher

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:

In Attendance:	Initials:	
Helen Rimmer	HR	Temporary Clerk
Kevin Goodey	KG	Associate Member
Liz Shinn	LS	Invited LA governor
Vicci Wood	VW	Invited – Co-Opted governor
Susette Barrett	SB	Invited - Education Finance Consultant, Babcock

9:44

Prior to the meeting start, SB and DF gave LS and VW a brief overview of the proposed budget and the assumptions made for income and expenditure. This includes assuming 66 pupils (plus additional 2 to allow for fluctuations). And basing the figure for income from Pupil Premium on Pupil Premium Pupils from a census in January 2018.

DF said spending on people can make the biggest impact on pupils at Barley Lane and staffing expenditure can be compared to spending on staff with similar special schools using the Department of Education (DfE) Benchmarking tool.

As there is a decision to make about Staff Absence Insurance, SB gave background information; In the previous year school paid into a Mutual Fund from Devon County Council (DCC) but for the current year the provider was changed to the Schools Advisory Service. There have been 3 claims during the current year; a teacher and 2 admin staff. SB reported that using the new provider worked well. Although it is more expensive, being able to claim after 3 days absence meant if a staff member is off for a week School can still claim whereas previously with the Mutual Fund no claim could be made until a staff member had been absent for 5 days. The Schools Advisory Service offers 2 levels of cover. The most expensive option costs £2k more but would include continual cover for the Bursar’s pre-existing condition. The school can claim £60 per day for support staff £180 per day for teaching staff. The cover also includes Health and Wellbeing support for the staff. **In response to a question from LS**, SB said this support is more comprehensive than that provided by the Mutual Fund, which uses IMASS (Industrial Medical & Safety Services Ltd). **In response to a query from VW**, SB said she had found the Schools Advisory Service cover straight forward to use.

DF explained to VW and LS that the SFVS (Schools financial value standard and assurance) is a return which records financial skills, knowledge and processes. DF had completed the form and noted that he has had to record the requirement; ‘skills and experience in staff and governors’ is only part met. DF said that the negative of the long-term absence of the school’s Bursar can be shown as mitigated by buying in SB’s services from Babcock LDP. DF also noted that although the Resources committee lost it’s previous Chair and the skills he possessed, when Mark Dye resigned, DF part replicates these lost skills.

Meeting started 10:01

It was established that 3 members were required for the meeting to be quorate. This was satisfied by the presence of DF, MM and KG.

The previous Chair of this committee, Mark Dye, has resigned from his role of governor since the last meeting. [The committee agreed that as the one with the skills best suited to this role, Damian Furniss should to Chair the committee from now on.](#)

Min. No.	Actions & Decisions:	Owner:	Date Due:
2/1.1	<p>Apologies & Business Interests</p> <p>No apologies</p> <p>DF wished to remind everyone that he is on the payroll of Devon County Council (DCC) and as part of his role he works with Babcock, so felt he should not speak when Buying Services was discussed in item 3.6.</p>		
2/2.1	<p>Minutes of the Meeting 1/11/2017</p> <p>The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
2/2.2	<p>Matters Arising</p> <p>None</p> <p>All other matters arising were included in the agenda.</p>		
2/3.1	<p>Budget Monitor (item 3.1_G150 report 160318) was circulated prior to the meeting. The governors confirmed to SB, that they were happy with the format.</p> <p>SB highlighted biggest variations between the income/expenditure budgeted for and actual income/spend;</p> <p>monthly income from the <u>High Needs Block</u>. The was due to having to assume pupil numbers. During the year the number of pupils changed and as a result funding changed.</p> <p><u>Alternative Provision income</u>. At the time of the meeting, £10k which was expected had not been received. SB hopes it can be received by 31st March 2018. <i>(following the meeting Dave Jones received confirmation from Velda Woodruff (SEN 0-25 Commissioning Manager, DCC) that Barley Lane will receive approx. £32K for the financial year 2017-18.)</i></p> <p>SB stated she has highlighted 2 amounts of money which have been received for pupils which had not been expected. These amounts equal payments not received for other children which had been expected. SB confirmed that Dave Jones is in communication with the 0-25 team regarding these payments.</p> <p><u>Pupil Premium income</u>. A payment has now been received for slightly more than predicted on the report. This is because the High Needs Block has 1 more pupil than predicted</p> <p><u>Staffing</u> – SB said the variation here is because the budget will be based on the staffing structure at the start of the year but staffing requirement will fluctuate depending on needs of pupils in school. This is reflected in <u>Supply Staff</u> line also. SB recommended that next year the Staffing budget line is reviewed part way through the year to reflect any in-year changes of circumstances (and updated, if necessary) as approved by governors.</p> <p><u>Intervention Services</u> has a large variation. SB reassured the committee that this coming year the budget allocation to the Intervention Services line will be more accurate.</p> <p>DF said before extra additional Special Needs Funding there was a deficit in <u>Alternative Provision</u>, this has been corrected by the extra funding. MM said the original deficit had occurred due to a miscommunication between the Bursar and Dave Jones as to the Alternative Provision budget. This is now in control. MM said he feels there is more clarity from the 0-25 Team regarding what funding is available for which pupils.</p> <p>MM said the budget is impacted by pupils whose needs cannot be met at Barley Lane as they can remain at the school for up to a year until a place at a different provision is available. These pupils can require costly support and extra Safeguarding provisions. There was a discussion regarding how an individual pupil's behaviour and needs can vary greatly overtime.</p> <p>SB highlighted <u>Hire Transport</u> as going substantially overbudget. In response to a question from DF, SB said she has budgeted £17k for Hire Transport next year, based on a spend this year of £16k. DF asked if there was any way to reduce the amount spent by school on hire transport? MM said there are other things the school has to consider, the firm currently being used are able to manage the pupils' behaviour and are flexible if necessary. MM did not think hire transport was being used except where necessary.</p>		

2/3.2	<p>5 year draft budget <i>(item 3.4_BLS Revised proposed budget 18-19)</i> The draft budget was shared with the committee prior to the meeting. DF noted that that although it is a 5 year plan the focus must be on the first 2 to 3 years. SB said she has assumed pupil numbers which are conservative. Pupil Premium income in-line with current. Noting that she has had to make assumptions regarding additional income. In reply to a query from DF, SB said ‘High Needs’ based on pupil numbers. SB said £10k assumed as additional income on par with this year’s assumptions. DF noted that if it became possible to put a <u>Nurture Unit</u> on site this would reduce needs for buying some external services. There was a discussion regarding the pros and cons of an onsite Nurture Unit. A discussion followed regarding the <u>Strategic Review of Special Education Provision in Devon</u>. The committee felt there had been a lack of consultation with the school, even though Barley Lane has been mentioned by name in the final report. The committee said the report identified the growing needs for provisions like Barley Lane, but this did not seem to be leading to investment in the school site. MM congratulated KG for getting the most use out of the current school site using limited funds. There was a discussion regarding the added challenges and sensitivity of the location of the school in the middle of high density housing. MM reminded the committee that the SENTient Trust owns the land that Barley Lane sits on. KG raised concerns that the electric gate has not been funded. There was a discussion about Safeguarding with MM reaffirming the protocol about site security and the boundary and confirming the protocol is followed by staff. SB has assumed new Bursar in post from Sept 18.</p> <p>DF confirmed with SB that the <u>staffing structure</u> used in the budget is MM’s proposed new staffing plan (item 3.3, ready to make recommendations to the Full Governing Board meeting on 28th March 2018). MM said his proposal revolves around identified leaders throughout the school and the wish to retain the talent already in the school.</p>		
2/3.3	<p>Staffing for next year Covered in Part 2 at end of the meeting.</p>		
2/3.4	<p>Budget for next year Covered in item 3.2</p>		
2/3.5	<p>Schools financial value standard and assurance (SFVS) <i>(SFVS_assessment_form_2017-18 BLS DF)</i> DF presented the completed SFVS assessment form to the committee. The committee agreed with the submission. DF, as Chair of Governors, signed the SFVS form. ACTION – SB will submit the signed SFVS by the deadline at the end of the week.</p>	SB	30 April 18
2/3.6	<p>Buyback Services DF declared that in his role for Devon County Council he works with Babcock LDP. The committee was happy for DF to remain in the room for discussions. Babcock LDP – The committee discussed the following services from Babcock; <u>Governance Consultancy</u> – All agreed should continue to buy this service. <u>Financial consultancy</u> – SB recommends 11 days consultancy and 6 days of a Bursar cover service. MM said can this be negotiated based on need. SB agreed this is the case. <u>GDPR</u> - £4,500 to support the school, MM suggested need to use this package to ensure comply as there is no Bursar in place to do this in-house. DF requests work on GDPR includes consideration for platform for governors and longer term work on the website MM asked that agree work to look at aesthetic of website. Acknowledging that KG has worked well to function. MM suggested there is a need for use of a consultant to give advice to make it look more professional. Everyone felt that it needs to be simple to use but look more professional. Following a discussion, the committee agreed to request the GDPR consultant to look at a governor platform in conjunction with a more professional looking website. Agreed to allow £2k to put more professional website and governor platform in place. The committee agreed to seek a consultant elsewhere if this is a service that cannot be provided within the GDPR review. In response to a q , SB said allowed for £800 for GDPR in future year to maintain. <u>Educational Phycologist</u> – SB said £510 per day, previously had 8 days. MM said this was not enough. All agreed to increase this to 12 days.</p>		

	<p>Devon County Council (DCC): HR One (<i>item 3.6_HROne SLA</i>) – MM suggested considering buying an enhanced HR package, based on the experience of the past 12 months. Following a discussion, the Committee agreed to continue 40 hours increase to enhanced HR if it is needed through the year.</p> <p>SComis buy-back (<i>item 3.6_SCOMIS SLA</i>) Grounds maintenance, the contract will continue as is. KG confirmed he is happy with current service.</p> <p>Staff Absence Insurance (<i>item 3.6_SAS 2018-19</i>) The governors considered the background information SB ran through as the meeting started. Following a discussion, the committee agreed that school should purchase the more expensive option from The Schools Advisory Service.</p>		
2/3.7	<p>GDPR Covered in item 3.6</p> <p>IT Review Covered in item 3.6</p>		
2/3.8	<p>Nurture Unit .1 Building works KG reported that the outcome of feasibility study was that funding from Devon County Council (DCC) is not going to be forthcoming. DF said he is exploring other funding options to enable the school to build a Nurture Unit.</p> <p>.2 Garden Project Dave Jones had provided a report for the committee, (<i>item 3.8.2_Govs report on in house provision March 18</i>) DF reported that since the last Resources meeting there had been a time sensitive decision required and he had used Chair's Action to approve funding to start a garden project which it was hoped would be part of a the Nurture Unit. The project will require a £8k spend over 2 years. DJ has confirmed that the project has a vocational angle and assists with mentoring for pupils.</p>		
2/3.9	<p>Health and Safety audit report KG reported that the school received 94% during the recent Health and Safety audit. KG has attended a fire safety course as recommended in the report, this has raised the score. MM said during a revisit there were no 'reds' and there are no outstanding actions.</p>		
2/4.1	<p>Health and Safety Policy HR said one of the actions from the Health and Safety audit was to adopt the latest H&S policy. The committee agreed to adopt the latest version of the Devon County Council (DCC) model Health and Safety Policy. MM confirmed that Judith Ford (school administrator) has already prepared the necessary adjustments.</p>		
2/4.2	<p>Emergency Management & Business Continuity Plan MM and KG confirmed there is a plan in place and the committee agreed to continue with the current plan, if it remains fit for purpose, and review next year, when there is a new Bursar in place. ACTION – HR will contact Judith Ford to request she send current plans to DF to review. DF to only report back should there be any concerns. There was a discussion about what needs to be considered should there be an emergency.</p>	HR & DF	End April 18

2/5	<p>Impact Statement The governors considered what they had done today to further improve the quality of the children's education;</p> <ul style="list-style-type: none"> • Financially sustainable budget including staffing plan as staff are key to impacting positively on the pupils • The possibility of a Nurture Until has been discussed. A new Nurture Unit would benefit both individual children and those in the wider school. <p>Other business invited by the Chair KG reported couple more CCTV cameras in critical areas to cover identified blind spots. KG suggested there are blind spots now in stair cases, £250 per camera. MM said that the cameras are the best defence against regular allegations against staff by parents. There was a discussion about this. KG said Fire training, DCC hot topic is fire safety. MM recommended increase frequency of Fire Drills. MM thanked everyone for attending.</p> <p>Moved to part 2 to discuss staffing proposals 11:22 KG left the room 11:22</p> <p>VW left 11.:30</p> <p>Back to Part 1 11:42</p> <p>ACTION – SB to provide budget based on the proposed staffing changes. This will be used to make a proposal to the FGB meeting being held later today.</p> <p>Meeting Closed: 11: 44</p>	SB	28.3.18
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Next Meeting: Wednesday 13 th June 2018 (to be confirmed)			
Date / Time:	at 09.30	Location:	Barley Lane School