

Resources Sub-committee  
at Orchard School

On Thursday 16<sup>th</sup> November 2017 at 4.30pm

FINAL DRAFT

Attendees

Sara Walsingham (SW)

Stephen Hall (SH)

Laura Theobald (LT)

Clerk: Sandra Rodrigues

James Gowland (JG)

Rachel Davie (RD)

Federation Business Manager: Giuseppa Colella-Mare (GCM)

Sara Fox (SF)

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1. Apologies/Consent for Absence

None – all present

Appendix 1 – Document pack pre-sent to Governors

2. Governing Body Organisation

2.2 Election of Chair and Vice Chair – already completed in previous meeting. James Gowland as Chair, Sara Walsingham as Vice Chair.

2.3 Membership – already completed in previous meeting

2.4 Declarations of interest in items on the agenda & Register of pecuniary interests for 2017/18 – none to declare

2.5 Agreement of TOR - (SF) brought to light, that it would be useful to have relevant data presented in order to be able to review the following -

Pg. 8: Purpose of the Schools Committees, point 10: – *“to keep under review the race equality, disability and gender equality policies, in particular in relations to staff recruitment, retention and development and to report emerging issues to the governing body”*

**ACTION: SH to agenda for the next meeting**

2.6 Governing Body Annual Calendar – Proposed to members to reschedule the next **Resource Committee** meeting from 25<sup>th</sup> Jan to **8<sup>th</sup> March at 4.30** and **move the Orchard Sub Committee meeting to 6pm – All agreed**

3. Agreements of the meeting from the last meeting

- Referring to JG being a Chair on both the Resources and Orchard Sub-Committee meetings Sara confirmed that there are no conflicts of interests and this does not affect James' position as additionally being the Chair of Governors.
- Fire doors – **please see point 7 of this agenda**

**All Agreed previous minutes**

#### 4. ½ Year Budget review & forecast, current status

##### Appendix 2: 'Projected Budget Performance – April 2017 to September 2017

The budget is running well as one amalgamated budget since the 1<sup>st</sup> April for all 3 schools. This is a review of the last 6 months making it easier to have all funds accumulated as one.

The current figures do not present any challenges.

There was still a balance £57K on the Hoxton Garden account which is due to be closed at the end of March 2018, any funds left will be physically moved to the Federated account.

Due to space constraints the Finance department was moved to HG.

#### Pg. 1: Income

Budget set at 8.7million, plus the carry forward from last year which includes the £57k from HG totals at just over £9 million.

To date the percentage of money received from the LA is on target.

I01 – Delegated funds received from the LA to date are higher than 50% at this point, this is due to the fact that in April 3 month's-worth are received immediately, this will even out in February and March as no more funds are received in these months.

I05 – Pupil Premium at 26% due to how it is paid to the schools.

I07 - Other Grants/payments moneys received were not foreseen when the budget was prepared

I17 – Extended Schools' facilities at 37% budget decreased as a precaution

NB: I01 may have a fluctuation of income due to the new Nursery admissions protocol as discussed in the previous meeting. The school has priced the weekly fee at £110 for parents who wish to pay top up hours, but there is currently only 1 uptake that has subsequently become eligible for free placement in January.

*(JG) questioned whether the marketing had been successful to fill places*

Unfortunately there are 19 sessions at SW, 13 at HG and 20 at ORC unfilled in Nursery and although marketed the fact that there is a cost element makes these difficult to fill, it is the disadvantaged families that cannot afford to pay or are not eligible for free places. Eligible parents have to re-apply for their eligibility on a termly basis.

Therefore there is a prediction that the budget will suffer some claw back in this area.

(RD) confirmed that for those families already on roll makes it easier for the school to track, ie: who needs to re-apply but it is still a cumbersome process.

Pg. 33 Fairer funding – local authority still has an impact on what factors they use to formulate how they finance schools although this is due to change in 2019/20.

#### Pg. 2: Expenditure

E01 – E07 – Staffing costs on payroll, changes will happen with the movement of leavers. This is balanced out with E26 agency staff (other supply costs) currently at 68%. Overall (GCM) confirmed it is performing well at this point.

*(JG) questioned why the catering expenditure (E25) had reached 92% at this stage.*

This was confirmed as being an order committed against the budget for the whole year and has not been paid at this time.

(GCM) clarified the column titled '*committed income/expenditure*' means there is an order committed to the budget but not matured and indicates what annual contracts have been committed at the start of the year.

*(SF) questioned whether the Fire doors had been budgeted for in this budget.*

(GCM) confirmed that this is the original budget set in April and therefore the projection will be higher in the next budget to cater for the Fire door expenditure.

*(SW) questioned the contribution to capital E30 was this planned*

(GCM) confirmed it is planned, as any works to be carried out to the schools must come from the school's revenue. The LA delegated fund is in the region of £8/9k per school (CI01) and the rest needs to be taken from the school's revenue. The money is only moved at Year end based on what is actually spent.

## 5. Staffing update

### 5.1 Structures including leadership structure

Pg. 20 - Current structure: - it has been a difficult period of recruitment for teacher level yet quite fruitful for middle managers

- DHT for ORC (who will need sponsoring as she is Australian) Due to start in January 2018
- Two acting deputy head teachers one at HG, one at SW both internal staff – R Adams moving to HG
- Two SENCO's recruited through agencies
- Assistant Head for ORC who will do a week hand over before Christmas and to start in January
- Vacancy for an Assistant HT at SW - not filled as yet

(SF) impressed that due to all the recruitment difficulties the schools currently only had one senior leader vacancy which is very good.

- One teacher going through threshold at Hoxton Garden; still recruiting for teachers and continuing to advertise
- Two teachers leaving at Christmas
- London Met has not been successful in providing any school direct students this year
- Actively marketing for the school direct students including using an agency; 15 places available with ideally at least 6 places being filled although the outlook is unsure

Pg. 22 – Alternative structure for Orchard; with the increase of 90 more children the current leadership structure needs changing, proposing the need for a Head of Lower/Upper School which will enable a better leadership dealing with an increased number of children with very high needs

*(SF) questioned whether there are any problems filling child places*

It was confirmed that Orchard is full and over-subscribed, with over 200 applications for the 90 Reception places

#### **5.2 Risks: recruitment, retention, student placements, maternity cover**

- Teachers moving out of London due to expense
- staff on maternity leave
- Using the Upper pay scale to retain experienced teachers, but this is not sustainable or applicable for all staff.
- Teachers are able to move across sites which can support retention – they are trained across all three sites

(GCM) made Governors aware that the Agency Fees cost currently charged to E26 will be moved to E08 as per budget structure requirements.

### **6. Pay committee performance Management update**

- Headteachers, including the Executive Headteacher have been performance managed with external support; new targets set, although this will need to be carried out for the HT at HG in due course
- One teacher going through Threshold and will go to Upper pay in January 2018
- All those teachers eligible, have moved up the 1 point pay scale in September

### **7. Health & Safety**

SF to continue as H&S representative

#### **7.1 Audit findings & actions**

- New H&S team have successfully attended all three sites and have already submitted in a timely manner their findings. Fire Risk assessments have been carried out at all 3 schools, B Shore and GCM are working through the assessments and recommendations.

*(SF) queried if there has been time to cost up the findings of the reports as yet*

Not as yet although GCM is looking through all the procedural processes and in due course will report back to SF with her findings.

- Fire Door audit – 1<sup>st</sup> audit of the Fire doors at all 3 schools has been carried out and a number of items have been flagged up, costing in the region of £25/£30K per school. It is concerning that HLT had not picked up on these items before over several years therefore a thorough check of the said items needs to be done to ascertain what is actually needed. E.g. compliance of Fire Doors at ORC should fall within the defects period of the contractors when they refurbished the school. The main cause for concern at Orchard are the risers which run cabling throughout the school were not sealed, posing a fire risk, which is likely to fall under defects.

*(SF) highlighted that this could be a design defect or that it was in the design and not actually completed by the contractor.*

There was a general belief that the latter is more probable due to the legacy of the contract. The £30k approx. costing at SW & HG will be broken down with the view to ask the LA for contingency funding, this should be possible if costs rise in excess of £10K per school. This may prove difficult at SW as the LA has just paid for the whole of the basement to be fire proofed and additional screens on all internal glass which was not fire compliant. The school will continue to pursue HLT regarding outstanding concerns.

## 7.2 Fire safety

Fire drills have been completed on all three sites with HG & SW completing it in less than 2.5 minutes, ORC in 3.5 minutes but this takes into consideration a wheelchair bound child.

The risk is more likely to be the property rather than the children/staff due to the fabric of the property, although a fire will always pose a risk.

LA have carried out safety visits to all schools following the Grenfell Tower situation, looking at the exterior fabric of the buildings especially the Victorian ones; SW may be eligible for additional works, although awaiting a schedule of works from LA.

## 7.3 Safeguarding training

All staff have undertaken SG training any who missed it will have training

SLT have all received 'Positive Handling Training'

*(JG) questioned if governors need to read the 'Safeguarding training for Governors' document and it would be useful to go through the Safeguarding statistics at the next meeting*

It was confirmed that it is a very useful training and should be encouraged, it is valid for 3 years once completed. All Governors confirmed that they had seen the annual safeguarding report from the Headteacher.

*(SF) confirmed that it is recommended that Governors should do the safeguarding training*

## 8. Impact statements for PPG, Sports Premium

Noted that the Sports Premium is in process as the amounts have only just been confirmed. This will be added to the website will be on the website before Christmas. The £14/£15K funding is used for a specialist teacher coaching/support and a wide range of activities.

## 9. Education Funding Briefing Note

Governors confirmed that they had read this and noted the comments. It was generally agreed it was useful.

## 10. Premises Update

### 10.1 Capital Works

Possibility of Capital works for SW, basement works and windows as already mentioned in pt.7.

LA confirms the fire doors that are needed in the basement at SW are out of their remit, which will mean a cost to the school. The basement is cluttered and needs to be cleared which is being

looked at. HLT to inform what parts of the basement could be used for storing and (GCM) to advise the premises manager how to use it sensibly.

*(LT) suggested that some corporate companies hold charity days who might be willing to clear the basement for free – The school will confirm if this is helpful and fits with schedule.*

## 10.2 School Keeper's house at HG

HG –HLT has confirmed that the school can let out the school keepers house to staff but the school will need to investigate appropriate Tenancy agreements which ensure that should a member of staff leave their tenancy ends; contractors have quoted up to £80k to refurbish it; initial plans are for works to be potentially undertaken in the 2018.

*(SF) suggested in getting 3 estate agencies to price it up at the current market rate could be used as retention for teachers/key workers. This was agreed.*

### 10.2 Site Surveys

Site Surveys completed by the LA at all three schools

At SW damp issues seem to have been resolved after the gutters had been cleaned

## 11. Policies

### 11.1 Health & Safety Policy

(SF) has looked through the policy, she would like a copy of the 'Safety rules for contractors' **ACTION: GCM to send to SF to oversee.**

One observation highlighted by (SF) the policy is generally written in the passive rather than the active voice, therefore when reading it one never knows who or how often an action is to be carried out. *For example (pg. 17 of the policy), pg. 52 of the document pack at the bottom says "all work at height equipment that is in use will be inspected every month".* (SF) questioned the likely-hood of this and by whom. **ACTION: to be more specific.**

*(JG) questioned whether 'Work related Stress' is something the school looks at*

It was confirmed that this is looked at on a one to one basis and is extremely varied with different motives; it is also a question of building on coping skills in order to manage the stress related issues.

11.2 Emergency Management Plan – Governors noted and confirmed agreement with content.

## 12. AOB

None

Meeting finished at 6pm