

**Resources Governing Body Sub-committee
at Hoxton Garden School**

On Thursday 24th May at 4.30pm

Attendees

Sara Fox (SF)

Giuseppa Colella-Mare (GCM)

James Gowland (JG)

Laura Theobald (LT)

Stephen Hall (SH)

Sara Walsingham (SW)

1. Apologies/Consent for Absence

None all present

Appendix 1 – Document pack pre-sent to Governors

2. Governing Body Organisation

2.1 Membership - Quorate

2.2 Declarations of interest in items on the agenda & Register of pecuniary interests for 2018-19 – None to declare

2.3 Terms of Reference – Unchanged.

2.4 Governing Body Annual Calendar – The calendar sent in the pack is the new 2018-19 schedule.

The next Resources sub-committee meeting will be held at Orchard on 1/11/18.

A Pay committee is to be scheduled and date to be confirmed by end of the Autumn term.

3. Agreements of the meeting from the last meeting

All agreed previous minutes

3.1 Budget review & forecast

3.2 The Viridis Schools Year End 2017 - 18

There is a £563K carry forward. This is higher than predicted carry forward. This was due to GCM being conservative on the staffing expenditure as well as an increase of income in March and a saving of salaries across the three schools in teaching/admin/support and less spent with agency staff.

(LT) questioned how staffing was being met if agency staff were less

This has been in part to good leadership and covering teaching in house, using less agency to cover PPA and using more HLTAs to cover classes, which in turn is better for children.

The Federation's strategic intention was to increase the surplus and this has been achieved, although it is higher than expected. This is very positive as it takes into consideration future funding cuts, and across three schools it is just under £200K per site which is not considered an overly large amount.

(LT) questioned if the school was under pressure to spend it?

No, the threshold of 8% was not reached and therefore monies would not be clawed back by the LA.

(JG) was unclear that there was an EYFS income. This was clarified as funds for Nursery children. The highest increase in Nursery funding has been received at HG (£36K) due to increased pupil intake.

GCM requested that all budget documents be signed by the chair once discussed at main Governor Meeting– All agreed

3.3 Hoxton last year accounts (to close this account indefinitely)

HG account is now closed with a carry forward of £20K. This will be added to the new budget once HLT have authorised it and a VAT payment has been finalised and paid into the old HG account.

(JG) questioned how managing three schools in one account has been.

(GCM) confirmed that it has been challenging but achievable, although more work has been distributed and managed by a dedicated staff member at each site with one member of the Finance Team overseeing the day to day running of the finance/budget across sites. There are only two or three other schools' federation in Hackney that have an amalgamated budget whereas other schools hold their own budgets even though are part of a large federation.

3.4 The Viridis Schools New Year Budget 2018-19

The new budget 2018-2019 is just over £9million – pg. 39 CFR report, items discussed:

- I08 – Facilities & Services: includes security grants and any in-house funds collected for uniform/P.E. kits or home school diaries. The federation does not have any lettings income and (GCM) annually applies for the security grant to cover expenses such as CCTV, Fencing and emergency lighting and entry systems.

(SF) questioned what the CE02 £45K Construction & revenue was and what it included

This is a total of E30 Revenue Contributions to Capital of £20k and CI01 - Capital Income of £25K, in addition E12 £80K are predicated to be spent on building works. These add to the Capital budget to front building works and the buildings maintenance programme however this does not include the school keeper's house refurbishment at HG. CI01 income is from the Government it equates to approx. £8K per school which is not much and is ring-fenced for capital works that should last 10 years or more.

ACTION: Recommendation that the CFR is brought to the FGB to approve and will be signed after that meeting if all agreed.

3.5 Risks & Planning

(SW) noted that GCM is under allocating by £363k in the new budget (this represents contingency and/or surplus for the coming year).

This was confirmed as being a cautious measure in case money is needed in excess of what has been allocated for staffing and/or cover maternity/sickness; it is very generous but also includes a surplus percentage to be built over time; it represents no more than around £120k per school. The budget takes into consideration the fair funding formula to be applied in the future years, it has factored in the support staff salary increase of 2% and teachers' possible 2% increase as there is no certainty from the Government. It is also taking into consideration Employer pension contributes, which has slightly gone down over time for support staff and is expected to be around 34% this year & 33% next year.

4. Contracts & SLA Agreements

4.1 IT support Service Level Agreement

2 contracts pg. 41 – IT services

The Federation was unhappy with the service HLT were providing. Three quotes were sourced that would offer full migration to Office 365 and be cloud based, only two quotes were supplied which have been taken into consideration. The proposed company is 'School Business Services (SBS). Their help desk was cheaper and offered a full plan for going forward with technology. Email management would now pass in-house giving more flexibility rather than relying on HLT. Areas of concern are that the laptops might not be able to upgrade to Win10 and the iPads technology may need replacing and the Federation needs to look at current IT infrastructure moving forward. Options being looked at are to lease or rent different types of technology that do not use internal storage.

(SW) questioned if any of the Federation's Governors were IT proficient enough to advise the schools

(LT) confirmed that she works for IT company and uses 365 and could always find help if the schools were in need.

(JG) questioned if this company are fully GDPR compliant.

This was confirmed as yes.

Governors questioned and clarified that for procurement procedures that three quotes were needed but the document provided only showed two.

Apologies were made by (GCM) as the wrong document was sent in the pack. (GCM) confirmed that the quote came in under £20K and therefore a third supplier (who did not provide a quote) was not chased as the procurement fell in line with the school's financial procedures.

ACTION: GCM to send corrected document to all governors.

Mr Hall confirmed that the contract would only be signed-off once corrected document has been sent. – **All agreed.**

4.2 Photocopier contracts

All 3 schools' contracts have come to an end. Three quotes were looked at: Cannon, HOC (incumbent contractor at SW & HG) and Bircherley (incumbent contractor at ORC) to establish who could provide the best service going forward.

The three companies were offering similar machines and service, the preference is for Bircherley as they are cheaper overall and they have provided consistent good service at Orchard in the seven years they have been contracted. The main reason for the quotes to come in so cheap in comparison to previous contracts is that all leases have now completely expired and there are no settlement figures to pay off, also the companies have re-addressed their fees in order to be competitive.

(SF) questioned that Bircherley have quoted significantly low and suggested that the Federation acquire a company analysis to cover any risks.

(GCM) confirmed the legacy of previous contracts incorporated a large lease tie-in that over the years has been re-negotiated; in reality the prices per copy were all very comparable. The figures are quarterly, with financing agency for the lease. Price per copy includes maintenance and toners. They will also be installing at ORC 'follow me', already in use at SW & HG which has been working well.

Canon uses an outsourced technical company located somewhere far, slowing response times on any break down issues.

Bircherley are UK based with quick turnaround times. (GCM) confirmed that a sample lease agreement was sent to the HLT procurement team for approval and approved. ALL AGREED to new three contracts to be given to Bircherley.

5. Staffing update – recruitment, retention

5.1 2018-19 staff structure was shared which included a leadership structure and recruitment to leadership posts which ensure continued capacity at the schools:

- A structure has been put in place to look at key areas for children with high needs. The Deputy Head Inclusion has the responsibility of pastoral care for SEN children and manages the TAs, their CPD and Parent inclusion.
- Curriculum Deputy Head looks at learning, assessment and curriculum
- The challenge is to recruit for SENCO positions
- Orchard has two Assistant Headteachers: lower/upper school. They cover different areas and helps buffer any future illness cover and succession of movement. This may need adjusting in the future however it is in-line with the growth of Orchard and is investing in growing leaders at middle phase at Orchard, not needed on the other sites.
- Subject Leaders are all class based on site with an additional TLR2A. Phase Leads are given a TLR2C and can work towards being Assistant Heads.
- HG will have two Yr6 classes come September 18 rather than one.

5.2 Teaching Apprenticeships

- Governors discussed a paper tabled. This was announced in January and the Federation is amongst the first organisations trialling it.

It has been popular with a lot of interest. The school pays the member of staff as an unqualified teacher and the cost of training is met from the Apprentice Levy money, if more apprentices are employed then the Levy Charges can pay for, the schools might be able to dip into the larger Levy pot that HLT holds on behalf of all schools in Hackney.

- The first round of interviews consisting of 6-8 applicants has already taken place, two were recruited and the federation intends to interview more after half term. The aim is to recruit at least 4-5 for next year. Many of these teacher apprentices have class experience leading them to be taken on as unqualified teachers but have experience in class which is desirable.

5.3 Risks: recruitment, retention, student placements, maternity cover

Overall recruitment continues to be a challenge. The next deadline for teacher resignations is May 31st 2018. The last advert only 2 teachers were shortlisted and the advert has been put out again with no additional cost. The Federation will need to revert back to agencies with fee implications as there are an anticipated four teachers resigning.

On a positive note the 'School experience days' have been successful in engendering interest.

5.4 Performance management reviews

These are currently taking place with Teachers, paperwork is being reviewed, and there is the possibility of 1 – 2 going to apply for threshold.

The Headteacher reviews will be in October 2018, date to be confirmed.

6. Health & Safety

6.1 Audit actions

The audits have happened and are awaiting the reports. Premises meetings are taking place every half term.

6.2 Door safety at Orchard School

- LA has now confirmed that they will pay for all the fire doors on all 3 sites, although pending further confirmation (approximately £30k per school).
- The issue with the risers at ORC will also be resolved
- Ensignia are carrying out remedial works at Southwold starting Saturday 26th May – 4th June. The green light has been given to do ORC & HG but pending confirmation.
- Next week 'SW Bruce' will be at HG to carry out remedial works on the façade & repointing the chimney.
- At HG the floor in the kitchen has to come up due to water infiltration. All the equipment will need to be taken out to be able to relay the floor, although this is still within the defect period.
- At ORC another door fell off in the staff room. The Premises Manager is carrying out weekly checks along the contracted supplier's visit although the staff room one was missed originally. This has been actioned to be replaced during the up-coming half term and re-position it correctly.

6.3 Fire safety & related works to school sites are reviewed regularly.

7. Premises Update

7.1 Recent capital works

7.2 Planned capital works include:

- Resurfacing and filling in of the playground at Southwold at half term. Astro turf being fitted in the front playground.
- A painting programme at SW and ORC is to be scheduled for the high frequently used areas such as the staircases
- New playground equipment at Orchard has currently been put on hold as SLT are looking at the playground and its management due to the increase in the number of children at the school.

7.3 School keepers house at HG

After looking into the potential avenue of using the school keeper's house as a rented accommodation for key workers the project has been halted. Estate Agencies have given quotes of rental income around £20/£24K per annum, however it will take around £100K to renovate which LBH will not contribute towards and the school cannot take a loan to cover the repairs. Legal advice will need to be sought to cover all liabilities and put an appropriate renting contract in place. Once rented the house will need maintenance and admin work to keep up to date with maintenance issues and admin paperwork and accounting and chasing of rent, which once taken into consideration will lower the amount of rent by around a quarter, as a result at this point in time it has been decided not to proceed. The downside is that LBH is currently charging domestic rates of £1,450- £1500 per annum on the empty property. Project to be reviewed at a future date.

(SF) advised that maintenance needs to be carried out to keep it sound and water tight and in good working order so that it does not become totally dilapidated.

7.4 Safety Rules for Contractors

All agreed subject to two minor adjustments

8. General Data Protection Law Update

(GCM) confirmed that an officer (Anoushka Babapulle) has now been appointed and a conference has been attended with another training day delivered by HLT to be attended shortly. The legal deadline is 25th May 2018, not all businesses will be fully compliant; however they need to show that the process towards being fully compliant has been started. Once the new Compliance Privacy policy has been completed, it will be sent out for Governor's approval.

9. Policies

- Health & Safety Policy
- Code of Practice for Financial Management & Delegation of Financial Authority
- Financial Procedures
- Income, collection of money and Bad Debt Policy
- Government Procurement Card Policy
- Disposal Policy

All above policies have been agreed

Mr Hall questioned his individual authorisation limit of £50K or more. After discussion, it was confirmed that individual authorisation is limited to £50K and BACS transactions requires two signatories with an accumulated total which could be over £50K.

(JG) questioned if there was a Whistling Blowing Policy

This has recently been updated by the HLT which the will be adopted by the schools.

(JG) Kindly thanked GCM and the team for reports and managing of budget.

10. AOB

None.

11. Glossary of Common Terms

No amendments

Meeting Finished 6.05pm