

Resources Governing Body Sub-committee
at Orchard Primary School

On Thursday 31st October 2019 at 4.30pm

FINAL DRAFT

Committee Attendees

Sara Fox (SF)

Giuseppa Colella-Mare (GCM)

James Gowland (JG)

Clerk Sandra and Manna

Laura Theobald (LT)

Rachel Davie (RD)

Sara Walsingham (SW)

1. Apologies/Consent for Absence

No apologies, all present

Appendix 1 – Document pack pre-sent to Governors

2. Governing Body Organisation

2.1 Election of Chair & Vice Chair – All agreed nomination of Sara Walsingham as Chair of the Resources committee and all agreed nomination of James Gowland as vice chair.

2.2 Membership

No changes have been made or noted

2.3 Declarations of interest in items on the agenda & Register of pecuniary interests for 2019-2020

FBM confirmed that the declarations of interest to be retained as an agenda item. Paper document is not required for each meeting after this initial meeting however any changes to circumstances must be declared at each meeting.

2.3 Terms of Reference

All agreed that the Terms of Reference have been agreed and will not need to be presented at each subsequent meeting for the year 2019-20.

2.4 Governing Body Annual Calendar

All agreed calendar dates and availability with the exception of (SF) who will not attend the HG meeting on 28th November.

(GCM) stated she has been advised by HLT that as a result of a change in leadership i.e. EHT last summer the Federation might be audited again soon even though it was audited in January 2019.

3. Agreements of the meeting from the last meeting

*(SF) noted that point 1, page 21 should have read 'better quality of image' not imagine
Noted that on page 25 "scaffolding at Hoxton Garden" and if there had been any progress.*

(GCM) confirmed that a meeting had taken place the day before the Resource Meeting with Ian Gibson from LBH, a Surveyor from the appointed consultants by LBH and the Federation Premises Officer Beverley Shore and herself, and that Hackney had confirmed that the AMP works on facades across all of Hackney schools are now at the tendering stage. The scaffolding had initially been erected as precaution just to the front of the school, however after the survey at HG it has come to

light that a number of walls need to be repointed/bricks replaced. The roof and some of the guards on down pipes and guttering will need to be protected to have the works carried out. These other areas identified do not require scaffold to be erected until the works will commence. The works are to be carried out in phases starting in April 2020. This means the scaffold, in front of the main school entrance, will stay up for now while the LA tender out for a contractor. Once this has been finalised the aim is that from April 2020 the rest of the scaffolding will be erected around the school with an estimated timescale of around three months' worth of work and an optimistic conclusion at the end of August 2020. The positive of this is that during the survey the shelter, caretaker house and car park have also been flagged as needing to be maintained and worked on in order to leave them in good working order. The choices are to refurbish or taken down. It looks like the conservation officer for Hackney is against taking these down, and it was mentioned that they could be put to good use rather than left to ruin.

(GCM) confirmed that Rachel should attend the next meeting accompanied by (SF) – SF agreed, **(GCM) to confirm date.**

(JG) queried if these works are to be paid by the school.
GCM confirmed that the cost will be covered by LA.

(JG) noted on page 22 Action point, 'letter to be sent to neighbours' regarding the erection of the fence at HG and what the outcome of this had been.

It was confirmed that a letter specifying works to the perimeter fence carried out at the end of August, was sent to neighbours, after which the fence was erected without planning permission as it was believed it was not required. During the holidays, a month after the letter was issued, one neighbour complained to Hackney Council, who has now requested a retrospective planning application be submitted and is in progress.

Noted Action on page 27 has been completed – all agreed.

Governors can now log onto HLT app “online app” called ‘The Box’ to retrieve documents uploaded on there for Governors’ meeting use.

4. Half-year budget review & forecast

4.1: School Funds accounts – these need to be audited.

Income page 1

- GCM reported budget income is on target.
- Slight increase to the Sports funding.
- Increase in UFSM income
- Nursery top up funding – little income due to very low take up.
- 57% of the budget received so far as opposed to the predicated 50%. The slight increase is due to HLT paying 3 months of Delegated Budget in advance in April, this is common procedure every year.

Expense page 2

- Teaching staff and Support staff salaries: Supply has had an increase in expenditure as teaching staff is not currently at full capacity and subject to changes during the academic year. This is a recurring pattern every year where staff salaries and supply salary compensate by the end of the year normally.
- Statutory Testing overspent, 107% expenditure after six months of budget as both Southwold and Hoxton required an upgrade to the 'Five Year Electrical Test' due to new regulations on statutory this has cost £10Kc. The emergency lighting testing has also been completed with updates needed at all three school. This will increase the overspent in this area. SF in her role as H&S governor has approved repairs to the emergency lighting to be carried out as soon as possible.
- New Tenders to renew the cleaning & catering contracts were due as these expire on 31st October and 31st December respectively. The cleaning contract has now been renewed with a new company, which proved to be more forthcoming with how the contract will be managed and deployed on a day-to-day basis in schools. This includes a digital signing-in system for the cleaners and a dashboard from which the Business Manager and Site Management team can check policies, staff training being put in place; it is hoped that in turn this will increase visibility on the service provided.
- The catering contract needs to be renewed by the 1st January 2020. An invitation to Tender has been issued. (RD) noted that the current supplier at Orchard has interestingly improved its service in the last three weeks but not on the other sites. It is more than likely that this current company will not be renewed as their service, standard and management has considerably decreased over time.

(GCM) Noted that on a recent visit to another school who use Caterlink the service and quality was outstanding. Therefore, it is not dependant solely on the company but on the staff and the area manager and the incumbent company has changed area manager numerous times in the past year or so. It was also confirmed that if there is a change the staff have the choice to be transferred to the appointed company by TUPE regulations.

(JG) Queried if the estimated balance would be carried over at the end of the financial year.

(GCM) confirmed that would be the case and that the current estimated figure is approximately £500K.

She also drew attention to the in-year revenue balance on page 2, this would be in deficit if there was no carry forward from previous year/s, therefore the carry forward is a safeguard measure especially if the 'New Funding Formula' is applied in one or two years' time. The latter is predicted to penalise inner London schools.

E16: The energy budget has an estimated expenditure of £120K; this is a conservative figure and therefore if the usage is less then there will be some further savings.

Noted that the Solar panels at Orchard and Southwold seem to be making a slight difference in reducing the monthly bill.

In order to use some of the previous year's surplus, it was decided at a previous Resource Meeting, that in this current year IT investment would be financed with placing cash orders as opposed to the leasing option. This would be to not tie schools into a three-year payment of a lump sum with a residual value to be paid out in the 4th year. GCM advised that it is however a good idea to have a contingency cash plan as the new funding formula will be changing and the contingency will allow the schools not to cut salaries and services as long as possible.

4.2 – Financial Benchmarking

It was confirmed as being the same document from the previous meeting. It was added to the agenda as a reminder.

(SF) noted that the document is not a very useful tool as there are a number of variances and the figures are not equitable.

(SW) confirmed that a new updated version is to be issued but not for a while as there is a gap in employment in this department.

(GCM) noted that schools are not aligned and people are used in different capacities and therefore the information is not really comparable across all schools.

5. Staffing Update

5.2 Current structure including leadership structure,

5.3 Risks

No significant changes to note. (RD) continues to be the Head Teacher at Orchard and EHT.

Noted that recruitment continues at Orchard for this academic year;

- Vacancy for Head Teacher will be most likely advertised in the summer term for Orchard, in the meantime this is being supported by Stephen O'Brien who will work with leaders at ORC every Tuesday morning. The decision to wait until the summer was made in order to risk manage the impact of change on the current academic year.
- Seven new staff members have been recruited. Three NQT teachers of which two were apprentice teachers from last year and in total eight apprentice teachers across the schools.
- Two teachers currently on maternity and five teachers due to go on maternity presenting risks in May which will be taken into consideration.
- SENCO post at ORC had not been filled as quickly as hoped as the calibre of candidates had not been very good and the school was waiting for the right person. Interviews have now taken place and new Class Teacher/SENCO is due to start in January 2020.
- Recruitment drive will start again, planning for September (RD) aware that other schools are already recruiting now for September. Expression of interest form provides an important part of this process. Apprentice teachers recruitment for next year has gone live and three people have been short listed for interview already.
- The apprentice programme apprenticeship part of the validation has to be undertaken by an external partner by LMU. This is being outsourced and has gone to tender to Southbank who will validate the programme.
- The cost of the apprenticeship programme is still being covered by the apprentice levy pot, however two other Hackney schools maybe accessing the levy pot (New Wave & secondary Clapton Girls) which may mean there is less spending money; last year £30k was spent from the levy pot. This year we require £72k.

6. Pay committee performance Management update

(JG) confirmed that Mr Hall before he left had briefed the pay committee and an independent member was drafted in to oversee the process as required. James confirmed that the pay scales were looked at for the Heads and were all completed, the DHTs were progressed and as of the 1st September, all teachers' scales went up.

7. Health & Safety

7.1 Audit Update: This was discussed at the FGB a month ago, all good except one item that there needs to be a 'holding screw' in all tall cupboards in classrooms, of which the Site Managers have been informed and are working on securing all units to the walls. Over all the Audit went well and the schools were confirmed outstanding.

7.2 Fire Safety: This has now been completed and risk assessment and fire drills are done termly.

7.3 Safeguarding training: Training is given every year on INSET day in September for all members of staff; Rachael Adams delivered this this September. Staff also have an online portal, on which they are required to complete their GDPR and Fire Safety training.

(JG) questioned if the governors need to re-fresh their safeguarding

RD to organise a refresher safeguarding training ahead of next FGB meeting.

7.4 Asbestos Surveys: It transpires that the surveys are quite old (2010 ORC, SW 2012 and is older).

An Asbestos survey is good to have in order to identify areas that contain asbestos however as long as affected areas are not disturbed there is no need to carry any works out on this, actually they are best left alone. In any case Mr Hall requested GCM to have asbestos surveys carried out at all sites as this was having a huge profile and it was good to have these updated as it is a school requirement. The LA advised that it was the school's responsibility to have them carried out. A fee of £650 was paid for each school to have these commissioned; disappointingly, the reports came back as copies of the original ones with a few updates. After further review, it transpires it is the Council's responsibility and the LA have now a plan in place to carry out a new survey around the borough, Hoxton Garden is in the pipeline to undergo this before Christmas, Orchard and Southold's are to follow.

8. Impact Statements for PPG, Sports Premium

PPG/Sports statement updated for all three schools. Last year's academic details and end of KS results/activities to be reported on.

It is noted that Sports/PE funding now need to report on YR6 swimming and their achievements. Swimming pools were broadly measuring this. Schools have worked with their local pool as they have, now, be more accurate in assessing children. It has been difficult to get swimming at Hackney due to the demand and therefore as a school, we can only offer swimming to one year group.

9. Premises Update

9.1 –Capital works

Capital works list was presented to the governors: Main items discussed:

- ORC has new playground equipment at the back of the school at cost of £47k however (GCM) acquired a £15K grant fund after being awarded a grant by LBH on why and how schools keep/help children to be healthier.
- ORC Kitchen has had a refurbish where the cooker was removed and a bratt pan (large cooker with no hob) was installed, the walk in fridge was removed as it had been leaking for a long time and the repairs were just draining the Catering Budget every year but it would not get resolved and the flooring was replaced.
- In terms of IT: LCD's were installed in all schools; 36 new computers were bought for the schools and Windows 10 and Office 365 was upgraded to all computers; the servers were replaced in all three schools and 14 new LCD boards were purchased and installed across the schools.
- Future programme is to possibly replace the classroom computers as a cycle of renewal.
- A programme of cyclical decoration is in place with a number of corridors and classes being decorated at Southwold and Hoxton.
- Long term planning of the windows for Southwold needs to be put into place but the school is waiting for the LA to cover the cost of this.
- Finally, there may be a need to look at the fire doors at HG/SW with the prospect of having them changed. This will be looked at in due course as these are expensive and ideally, GCM would like to replace this with the likes of Orchard Fire Doors which are of a better quality and do not require huge maintenance in terms of decoration.

10. Policies

Pay policy was added to the agenda as it is the document used by the LA. It has stayed the same and is only for information purposes and will be recommended to FGB to approve it. All governors agreed.

11. AOB

No further business

12. Glossary

Meeting ended 6.00pm