

**The Viridis Schools Federation of Orchard, Southwold and Hoxton Garden Schools**

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

**On Wednesday 22<sup>nd</sup> May at 4.30pm**

**FINAL DRAFT**

**Committee Members**

Sara Fox (SF)

Giuseppa Colella-Mare (GCM)

James Gowland (JG)

Laura Theobald (LT)

Stephen Hall (SH)

Sara Walsingham (SW)

---

**1. Apologies/Consent for Absence**

Apologies from Sara Walsingham.

**Appendix 1 – Document pack pre-sent to Governors**

**2. Governing Body Organisation**

2.1 Membership & Terms of Reference – No changes and to be discussed at the next meeting

2.2 Declarations of interest in items on the agenda & Register of pecuniary interests for 2018-19

No declarations

**3. Agreements of the meeting from the last meeting**

All agreed previous minutes (7/2/19) after the following points below were confirmed:

Clarification that the apologies of absentees from the previous meeting were sent from Sara Fox as it only mentioned 'Sara'.

Noted that Mr Hall updated the pecuniary register; the document pack has been updated, photocopied and numbered accordingly and the SVFS have been signed.

Pg. 12 Mentioned that Mr Hall would update the committee on the status of the Deputy Head on maternity, whether she was to return or leave. Mr Hall confirmed that this DHT has left.

Pg. 13 Mentioned the breach of Security at HG and that CCTV would be upgraded. (SF) questioned what actions have been taken. Mr Hall confirmed that all keys have been changed and CCTV has been upgraded to ensure a better quality of image. It was also noted the alarm was triggered and the police were

notified accordingly, it is also noted that nothing was taken, therefore the school's security measures were in place. One item outstanding is to replace a low piece of fence at the rear of the school which will take place during the summer holidays.

**Action - letter to be sent to neighbours adjacent to the fence, to advise them that this will be replaced.**

A number of new LCD teaching boards and computers will need to be replaced, this will be at a cost of £60k. The option to pay for them outright was considered to be more cost effective and hence no new lease is needed. This has followed the school's policies and is in line with budgets, all procedures will be followed accordingly when needed, quotes to be shared with Governors as soon as these are ready with the aim to complete the project by the end of the Summer Holidays.

In respect of the last Audit, 2 action points need to be completed – the first regarding SLA's and self-employment status for the Gardener and the Cycling instructors team: This has been actioned; the Gardener and Cycling instructor have both successfully applied for their IR35 and they have been confirmed self-employed by HMRC and an SLA has been drawn up and signed by both the Service Provider and the Schools. The completed action was submitted to the Audit Department by GCM. The second action point raised by audit, re: Governance and Financial documents approval by the main GB meeting and evidence of this in the GB minutes to be completed by the 31<sup>st</sup> May.

#### **4. Budget review & forecast**

Hoxton Garden's previous budget is now ready to be closed and the remaining balance of around £22.5k is to be moved to the main Viridis account. This has been agreed. In this meeting James Gowland to sign report off, the account will finally be closed by end of August 2019.

##### **4.1 The Viridis Schools Year End 2018-19**

£906,000 was the brought over figure from the last budget, which was accumulated from savings in a number of areas including some extra income which was received after the last meeting. This was approx. £150K (£46K capital returned from the DfE, FSM funds for historical data retrospectively, and £15K from a bid for playground refurbishment.)

There were savings on:

- teaching staff and supply cover, as not so much was spent on supply staff by covering PPA time with HLTA and internal cover.
- the new photocopying contracts' lease has been negotiated at a much lower cost due to the fact that previous contracts carried no settlement figures, the budget cost for this is around £15k per year for 3 years for all three schools
- The ICT support savings have been approx. £30k for not using HLT and moving the contract to a private contractor.
- CPD with approx. £4k savings

(GCM) had originally calculated a conservative £400k brought forward figure but the actual was rather more.

*(JG) commented that this was very good news but questioned if there was any way that HLT will claw back the brought forward amount or that this needs to be spent.*

It was confirmed that this amount will not be clawed back as long as the Federation can clearly show that there is a plan over the next 3 years to spend the brought forward funds. The LA understands that the forecasting for schools will decrease in time and they know that the school will need it.

#### 4.2 The Viridis Schools New Year Budget 2019-2020

The figures presented are actual figures to be received during the new Budget Year. Over the three schools the Budget allocated is just over £9.4million for expenditure. The largest expenditure is staffing costs calculating approximating £6.8 million.

New budget document was signed and then presented to the FGB together with the outcome of last year's budget. (The new year budget document was circulated in advance of this meeting.)

The budget total is made up by the LA budget allocation through formula funding, plus income raised by the schools such as; income from catering, trips, Ofsted visits, DFE Teachers salary increase pay-back and extended day/Clubs provision charged to parents.

At Orchard school the Budget reflects an additional class starting in September 2019 ie: 30 new children. The school will have 30 more children next September 2020 to complete the cycle to become a 3 forms of entry.

(GCM) has completed a spending plan for the surplus carried forward to be submitted to the LA (please see page 19 commitment description).

The prediction is that there will be more spent on staffing cost to reflect 3YR 6 classes at ORC for 2019-2020 and 2020-2021 as the school is growing to its final stages of a 3 form entry.

*(SF) questioned how will the Federation feed the interim year 6 as regards to classes, will they be smaller?*

Mr Hall confirmed that this will be the case next academic year but cannot continue the year after with a full roll, however the growth of the YR6 team and training them will mean ensuring more experienced staff hopefully. At Hoxton Garden however there will still be a vertical grouped class as currently the number of children does not justify 2 classes for each year group until the school has reached full capacity.

- £80k is predicted to be spend on the upgrade of the ICT infrastructure and hardware;

*(SF) questioned if this expenditure was for the next year.*

It was confirmed that this has already started and was to continue into this financial year. The new chrome books and iPads have just been bought for the children (as already discussed in the previous meeting) and the budget is to include new PCs with Windows 10 for staff, with new servers also needed to update the infrastructure.

- New furniture will need to be bought for all classes at HG.
- Around £280k building improvement/capital works

Mr Hall confirmed that there are a range of improvement works to be completed

*(LT) questioned if the capital and revenue income can be used for these works/projects*

GCM confirmed that building works and ICT infrastructure are normally paid out of capital funds depending on the type of works, however not enough capital income is allocated to schools by the DfE (each school receives in the region of £8k per year and therefore these projects end up being financed by the revenue budget. To note:

schools cannot use capital funds to pay for revenue expenditure but can use and vire revenue to capital to pay for project if in a position to do so.

*(JG) commented that it is a good thing that this is possible and spending it on the children*

### **2019-2020 Budget Plan:**

The Business Manager presented the new 2019-2020 Budget plan which showed all funding available and how expenditure has been allocated. As above mentioned income is just over £9.4million. Total expenditure is just over £9.9million.

The majority of expenditure are fixed costs that do not vary much, such as: Salaries and Premises costs ie: Rates, water, energy, statutory testing etc. These leave a small budget to spend on areas that can be controlled and reviewed if the need arises. It needs to be noted that without the £900k carry forward it would make a balanced budget hard to achieve.

The carry forward also allows for Revenue money to be vired into Capital to achieve:

- building works (as mentioned above)
- ICT hardware and infrastructure to be modernised

*(JG) was pleased with the figures and commented that the Federation are in a great position*

### **4.3 Risks & planning**

(GCM) has allowed for all foreseeable risks and included the predicted increase in staff salary of 2% from September.

It was also commented that as soon as quotes are ready as regards to building works, playground or ICT infrastructure which need to follow the procurement process they will be outlined to Governors for approval.

## **5. Staffing Update**

### **5.1 Teaching Apprenticeship Update**

The teacher apprentices are on track and qualify in September. They all need to and have completed their required placements on another site. The good relationship with London Metropolitan means there are eight new recruits to start for September with fees paid from the levy pot (already factored in the budget), this opens the possibility of senior/middle leaders to be non-class based.

Mr Hall confirmed that this year's recruiting technique has been better; a number of the future apprentice teachers have been recruited in as Teaching Assistants as early as February and will step into the teacher role in September. This gives them a time to finish their degrees but adds a progression route for others and a good way to talent spot within the Federation. The current structure will need to slightly adapt the NQT structure to support the different levels the new apprentices are coming in at in comparison to those who are already working as Teaching Assistants.

## 5.2 Performance management reviews

Reviews of all teaching staff are taking place and all qualifying teachers should move up one point on the pay scale. There are no applications for the upper pay scale as yet, and with upper pay scale each case is based on its own merits. The outcome of the performance management for class teachers will be ready at the end of June ready for July.

## 5.3 Risks: recruitment & retention

Recruitment and retention is still a challenge yet the Federation are in a better position than this time last year and the apprentice programme has had a positive impact. There are fewer staff leaving across the 3 schools although next week is the final resignation date. The EYFS lead post for SW advert will be re-run. Retention this year is better and as an organisation.

## 5.4 Teacher workload audit

The Federation carried out an audit on teachers' workload and the audit resulted in some adjustments e.g:

- The marking policy was reviewed using teacher feedback and consultation.
- To have more onsite training rather than moving sites every Wednesday
- An Employee Assistance Helpline was purchased and set up which supports staff with stress and offers counselling on a variety of personal and workplace issues, bereavement counselling, legal and other issues. This a cost effective help to staff and it benefits both staff and their family.

*(JG) questioned if the staff survey was still being done*

Yes this happens in the Summer term with a deadline of early July.

## 6. H&S

### 6.1 Matters arising

Mr Hall confirmed that the LA across the borough has put up scaffolding around a number of schools due to brick/fascias not meeting the LA standards and this has included Hoxton Garden.

*(SF) questioned if there were any possibility of pushing a deadline for the scaffolding to be taken down with LA*

Unfortunately, this went up some time ago and the LA is not forthcoming with a date to have this fixed and is an on-going issue. .

### 6.2 Safeguarding

- CCTV has been upgraded on all three sites with much better quality of image
- At Hoxton Garden and Orchard, some play equipment needs to come down as it is unsafe. New playground equipment has been taken into consideration in the new budget.

### 6.3 GDPR & H&S training.

*(SF) was pleased to report that after having the new independent supplier looking after the schools' Health & Safety there are no significant issues to report including the recent H&S inspection of Hoxton Garden which was good.*

(GCM) Confirmed all staff have now completed their GDPR and H&S online training.

## 7. Premises Update

### 7.1 Recent Capital Works,

Mr Hall guided members to Pg.25 premises works and statutory testing that has already taken place.

*(SF) had one question (pg.26 half way down the page mentioned 'service of billy goat machine' she queried what this was for.*

It was confirmed as being a petrol based playground vacuum cleaner that the Premises staff use.

### 7.2 Planned capital works,

- Orchard's kitchen will need to be refurbished as it needs to meet the demand for a 3 form entry. It will need to be re-floored and make the cooking area bigger.

**Action (GCM) noted that the walk-in fridge will need to be dismantled in the remodelling the kitchen** as it has had a legacy of costly repairs and will help improve on spacing in the kitchen.

- Play equipment as mentioned earlier at a cost of approx. £47k offset with the £15k grant received.
- Southwold will have painting & decorating and its playground revamped; also noted the current roof top shelter which was done recently has been very successful and had a positive change.
- Hoxton Garden will have the music room at the top of the building revamped with a new panelled roof, new carpet and decorating at a cost of approx £20k.
- Hoxton Garden's play equipment x2 to be replaced at a cost of approx £40k

*(JG) questioned when the catering contract is due for renewal*

This was confirmed as the autumn term and a new tendering process will need to start – Governors will be informed accordingly at the appropriate time.

### 7.3 H&S issues arising

As discussed in point 6 above

## 8. Policies

- Code of Practice and Scheme of Delegation
- Financial Procedures
- Income Collection & Bad Debt
- GPC Cardholder guidance
- Disposal of Assets
- Health & Safety Policy
- Federation Contractors Policy

(SF) confirmed to all present that she had re-read the policies and did not find anything notable

**Action: These policies will be taken to the FGB to be recommended. They need to be minuted at the FGB. Once approved GCM will send the summary to the Auditor as requested in the Finance Audit recommendations.**

## 9. AOB

None

Meeting ended 5.35pm