

**Resources Governing Body Sub-committee
at Orchard Primary School**

On Thursday 8th November at 4.30pm

INITIAL DRAFT

Committee Members

Sara Fox (SF)
Stephen Hall (SH)
James Gowland (JG)
Sara Walsingham (SW)
Laura Theobald (LT)

In attendance

Giuseppa Colella-Mare
(Federation Business Manager)

Minute Taker

Sandra Rodrigues

1. Apologies/Consent for Absence

Apologies received from Laura Theobald and Sara Walsingham

Appendix 1 – Document pack pre-sent to Governors

2. Governing Body Organisation

- 2.1 Election of chair & VC - Present members nominated for (JG) to be Chair and (SW) to be Vice Chair
- 2.2 Membership
- 2.3 Declarations of interest in items on the agenda & Register of pecuniary interests for 2018-19 - No added interests to declare
- 2.4 Acknowledgement of TOR & Code of Conduct – Unchanged all agreed

(SF) commented that the Resources Committee reviews the performance/pay policy, however this was not part of the pack and was sent via email. (SF) requested to mention on the documentation that this policy has been sent via email.

(SH) confirmed that the policy had been sent electronically.

- 2.5 Governing Body Annual Calendar – Next Resources meeting is 28th February 2019

3. Agreements of the meeting from the last meeting

(JG) confirmed that (GCM) promptly resent out the tender document as per point 4.1 of the previous minutes

(SF) pointed out that at point 9 there was a typing error “whistling policy” which should have read ‘whistle blowing policy’

All agreed previous minutes

4. ½ Year budget review & forecast, current status

Pg23 This budget represents the first 6 months of this financial year. Overall no significant changes to original budget.

Income: There has been no extra income or funding to date. There might be an increase in bank interests that will be received. (GCM) has taken this into consideration and increased bank interest to be received accordingly.

Expenditure:

Current expenditure for teaching staff salaries was at 46% at the end of September. There has been a small saving in support staff salaries as around three members of staff resigned during the summer holidays. Noted that this will most probably be counteracted by the supply budget, E26 & E27.

E20: increase in predicted expenditure covers the new IT lease for the new equipment project.

(GCM) is happy to report that the new IT lease includes a strategic plan for IT and a comprehensive report.

(SF) questioned how much equipment will need to be replaced to get up to date.

(GCM) confirmed that all classrooms mobile equipment is being changed currently as part of the new lease just agreed and signed. The existing servers need to be updated, this is scheduled for April 2019, this entails keeping two of the newest existing servers and building virtual servers around these to serve all three schools; the main hub will be in one school, probably Orchard. This system will all be cloud based allowing for data to be retrieved and managed from any school. There will be a need to then upgrade to windows 10. All new mobile equipment will have windows 10 as this are Chromebooks and therefore web based laptops which will always have the up to date windows software; however all the other equipment needs to be upgraded and most likely more investment will be needed next year to replace all the office and teachers' PCs and replace all remaining old IWB with new LCD boards.

With the new equipment for the classes ie: Chromebooks and iPads work has commenced on carrying out all background work in order to be ready for delivery and setting these up on servers, which will be managed on the cloud. The understanding is that this way any upgrades, apps and other work can be managed by the IT Technician in house and the IT support company remotely. The broadband was upgraded to a faster speed a couple of years ago through LGfL (London Grid for Learning) and is fast and reliable.

(JG) questioned when this is due to be finalised?

(GCM) confirmed that the aim would be by Christmas 2019

(JG) questioned if this IT company was reliable as a private provider.

It was confirmed that procurement processes had been duly followed and (GCM) had sent HLT the tendering document to review its compliance.

(SH) clarified that due consideration of what to do with the old equipment is being looked at, one avenue is to collect it and dispose of it as per the disposal policy. The iPads could be taken by Apple albeit only working ones; this could potentially generate some return.

(SF) confirmed that the Apple idea was a positive one as the company will recycle them which is good.

(SH) confirmed that the extra IT costs have been included in the end of the year carry forward. (GCM) may have a few savings in a few other areas but not able to quantify this as yet exactly.

(JG) mentioned that ideally the school would be aiming for not much more than what has been predicted already as a carry forward figure.

This was confirmed by (SH) the knowledge that the LA over time has less money to support schools in financial difficulty was also pointed out.

(GCM) also mentioned that in May, Orchard needed to replace the WiFi which was an unexpected cost. A new system was installed as this option was cheaper than repairing the old one. The bonus is, the new system is also cloud based. This will need to be done at SW at some point as the school is not sure if the current WiFi infrastructure will cope with all new equipment need to be changed. GCM is hoping to replace the WiFi at Southwold in February half term. Hoxton Garden will need to be looked at in the new Financial Year.

Also noted that there has been a small increase of £1,004 in capital funds.

4.1 Private School Funds

Friends of the school account holds parent contributions for summer fates, cake sales, winter fetes and so forth. The account is in the school name and thus has to be audited and signed off by the Chair of Governors. It is less than 10k but the school needs to make sure it is signed off and audited by a third party, which it has been by the New Wave Federation manager, another Federation of schools in Hackney.

4.2 Financial Benchmarking Report

This report shows that the Federation overall achieves good value for money and is close in comparison to other schools/federations in the borough. A number of areas were discussed and contrasted, such as:

- Supply Staff budget showing high expenditure versus other Federations and School we have been compared to, but at the same time staff salaries show a saving, SH explained that this is mostly due to leadership strategy trying not to have contracted staff with permanent contract if cuts are needed when the new national formulae is implemented and cuts might be experienced.
- The CPD budget spent is high comparatively but this was commented by SF to be good as if money is invested in staff training is a good investment.
- JG asked what constituted 'Indirect Employee Expenditure' GCM confirmed this to include: Recruitment advertising, inter site travel, redundancy, Site Managers clothing and Council Tax, agency fees, staff welfare and DBS checks.
- Other areas where also mentioned such as teacher insurance costs and the benefit of buying or not buying into this scheme, GCM confirmed that this was a scheme run by HLT and that it was not cost effective buying into the scheme unless long term sickness absence was an issue in the Federation which is not.

The document was found to be quite interesting and a good analysis to look at. It was agreed that this is a helpful tool as it raises questions for schools.

It was noted where schools in the same borough compare in terms of expenditure against similar budgets. There are some discrepancies on the data however due the fact that schools compared are not of the same size and there are some items that do not seem to be clear on how other schools have allocated their funds. The benchmarking document is prepared by Hackney and only compares Hackney Federations and Schools.

(JG) noted on Pg.30/31 that it is positive that we can compare benchmarking for learning resources. He also questioned what was the general feeling of the document?

(GCM) confirmed that this information is useful but there are also other avenues to benchmark. Mr Hall concluded that the document also showed how the school is doing as regards to strategic planning e.g. the investment in CPD.

5. Staffing Update

5.1 Current structure including leadership structure

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

5.3 Apprentice Teacher programme update

(SH) advised members that HG will have a second Yr4 class in January, which was not noted on the document. The school continues to be a two form entry school but is growing. They will be using the apprentice teacher to cover the class as it is a small class and they have named it 'Carnation', from January there will be only one vertically grouped class.

- Orchard has two resignations for the end of this term.
- A national shortage of teachers has made recruitment difficult as has been previously discussed.
- A Deputy Head at Orchard who is currently on maternity is due to come back after six months maternity. This absence is being covered by an experienced member of staff.
- Staff absences are mostly being covered internally in order to minimise agency usage and have continuity for the children
- The apprentice teacher programme, 5 candidates were recruited one had to drop out due to personal difficulties, and has indicated that she may return next year. The four remaining candidates are beginning to take more class responsibility. The schools will need to budget for apprentices next year. Overall the whole recruitment process was considered successful.

(JG) questioned what the issue with recruiting the SENCO role was

After several unsuccessful recruitment attempts for a suitable candidate for the role of SENCO, the role has been filled internally. The role requires not only a pastoral but also an academic background and the general candidates were more pastoral; The model of recruiting internally from candidates who understand the schools high expectations has worked better for the schools historically.

- The Federation will continue to run its own in-house leadership course and initially feedback is positive.
- The schools have also invested in signing up with an online course provider to allow for whole school training on Health & Safety and the awareness of GDPR. The site offers many more courses that staff can take at different times during the year and as many times as necessary and it will not cost any more than the annual subscription.

6. Pay Committee Performance Management Update

All teaching staff progressed to the next spine point of their pay scale. No one has moved to the upper pay scale this year.

The Pay Committee met to discuss the Executive and Headteachers' salaries and there was an external consultant for advice.

7. Health & Safety

(SF) was pleased to point out that the only item from the initial audit document was that action points were not clear as to which individuals were going to carry them out/action them. These have now been corrected. These reports highlight only one item which is not an on-going item; the fire doors which the school is aware

of. Therefore there is nothing that causes concern and overall (SF) is happy that there is almost a clear bill of health.

Appendix 2 – H&S Audit Report Action Plan 2018-19 handed out by GCM to all present

The H&S Audit raised one safeguarding issue 'the wedging of doors open' this is however problematic because if it is a member of staff on their own with a child then the door needs to be kept open. A solution to this is a 'door stop release' which in the event of a fire alarm going off, the door closes automatically. The schools may need to invest in more of them across the schools and they are triggered to close by the decibels of the fire alarm. These door stop release units are battery operated and therefore the batteries would need checking periodically.

(SF) suggested that the (PM) selectively picks key doors for this release stop fire door fire doors

Mr Hall noted that the H&S audit was useful as it highlighted some key actions for example the basement at SW and its emergency lighting and this supported further discussions with HLT.

Mr Hall confirmed that the Risers at ORC have now been completed. Point 2 of the audit states remedial works to be carried out to 14 fire doors with issues these are doors at HG which have holes above the doors that need to be sealed.

It was also confirmed that although the schools do not use HLT for H&S audit or reporting they have a statutory right to audit all schools in Hackney which they will inform the school when they are due to visit. They have already audited Southwold. Orchard and Hoxton Garden are in pipeline to be audited before the end of March 2019.

7.2 Fire safety training has been completed except for a handful of staff who are now being pursued.

7.3 Safeguarding Training has been delivered to all staff and up to date

8. Impact statements for PPG, Sports Premium

The PPG and Sports Funding Statements for all three schools have been uploaded onto school web sites.

Overall disadvantaged pupils are doing extremely well. The Federation heavily subsidises activities to ensure that teaching and learning opportunities meet the needs of all pupils with high impact. There is not very much funding in the Sports Premium however a new criteria is that schools need to disclose how many children can swim 25 meters. This is not easy as the swimming coaches do not currently keep records. Nationally there is not a good number of children can swim the 25 meters. Discussions with the swimming provider are ongoing.

9. ICT Strategy: Leasing and Purchase Update

This item was discussed in point 4 above.

10. Premises Update

Capital works are almost complete

The play equipment at ORC has been serviced and a building and painting programme has been put in place as there are a number of jobs that need to be done to keep the schools maintained.

Noted that HLT are still not happy to pay for the windows for SW as it is a costly job but that will need to be done at some point in the near future, GCM will continue to liaise with Hackney to try and get a positive response to this issue.

10.2 Risks and longer term planning

An unexpected cost at ORC during the summer was the removal of the fence at the back of the football pitch to cater for the growth of the school.

The schools over all are all well-presented although the windows at SW are still an ongoing issue. (SF) re-affirmed that the Premises Manager's house at Hoxton Garden needs to be maintained to keep it water tight, otherwise over time will be in disrepair.

11. Policies

11.1 Emergency Management Plan

(SF) Confirmed this was reviewed last year and will need to be reviewed again in 2020. The policy was approved bar one slight change to James Gowland's telephone number as this was incorrect – **GCM to action**

11.2 Pay Policy

All agreed to adopt the HLT pay policy.

12. AOB

(SF) Requested one item: to ensure that the school gates are open on the Well street entrance on the evening when meetings are scheduled to enable swift parking in the playground.

Meeting finished @ 5.59pm