

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

Meeting of:	Resources Committee
Date/Time:	27 th November 2018 5pm – 7pm
Location:	Homewood College
Distribution:	Governors, Website
Quorum:	Terms of Reference not yet in place. Quorum to be set. At least 3 excluding Executive Headteacher
Present:	Governors: Flora Jenkins Rachel Carter, Vice Chair of Governors Louise Cook, Executive Headteacher Other: Kim Breckell, School Business Manager, in attendance items 1-4.1 Janet Johnson, Clerk to Governors
Apologies:	Fiona Martin – accepted Ginny Lyndhurst – accepted Kerry Clarke - accepted

	DISCUSSION and RECOMMENDATIONS	ACTION
1.	<p>WELCOME, CONSIDERATION OF APOLOGIES AND INTERESTS Rachel Carter opened the meeting and apologies were considered. It was noted Sue Shanks had offered to attend as numbers were low and Kerry Clarke would be arriving late. [KC did arrive later but did not realize the gate was open and therefore to was not able to gain entry]. Thanks were extended to both.</p> <p>No new declarations of interest were made when invited and all governors could take full part in discussions although it was noted the meeting was not able to make decisions. Recommendations would be made for consideration at the next full governing body meeting.</p> <p>RC offered to chair meeting and committee.</p>	
2	<p>CHAIRING OF COMMITTEE</p> <ul style="list-style-type: none"> ❖ In discussion it was recommended Rachel Carter be Chair of the Committee for this academic year. 	
3	<p>REMIT and MEMBERSHIP OF COMMITTEE The terms of reference were still being worked on.</p> <ul style="list-style-type: none"> ❖ It was recommended membership be considered at the next full governing body meeting.. ❖ It was recommended this committee sat 1/2 termly for this academic year to be reviewed for the next academic year 	

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

	<p>JJ gave advice as to the role of associate members.</p> <ul style="list-style-type: none"> ❖ There was no recommendation to recruit an associate member at the moment but this would be reviewed should a knowledge or skills gap be identified. ❖ There was a recommendation for a governor who was not staff to be linked to health and safety. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>ACTION: Bob Wall to forward final draft terms of reference for full governing body approval, liaise RC</p> </div>	<p>BW RC</p>
<p>4</p>	<p>FINANCE REPORT</p> <p>Governors had already received: the supply staff/agency breakdown; the outturn prediction calculated 7.11.18 with anomalies noted and Chart of Accounts Review – cost centres. The information as at 27.11.18 was now tabled. All documents were signed by the chair of this committee. KB and LC took questions.</p> <p>A. HOMEWOOD</p> <p>4.1 Budget monitoring</p> <p>The outturn 7.11.18 showed a deficit of £143k dr and an underspend in direct staffing costs of £38,653k. The latter was more than offset by agency costs. Kim Breckell (KB) informed this had been checked through with Karen Haworth from local authority finance. The outturn at 23.11.18 was £159k dr due to increase in agency staff costs resulting from transfer fees, long term sick leave and cover as a teacher had left. KB informed the budget would be looked at again and the local authority supported a virement to show the commitment to date. She would take the request for the virement to the full governing body meeting.</p> <p>4.1.1 Agency staff cost heading.</p> <p>Estimated expenditure on the agency staff head was noted to now be £77k. A governor suggested that the figure of £25k in April was unrealistic as £46k had already been spent and more was projected. KB recalled that budget sum had been allocated on a 'hopeful' basis but there had since been staff absences.</p> <p>If we continue on this line, is there a plan in place to pull it back? KB gave a brief outline as to the various staffing and the effect on costs.</p> <p>Are there any agency transfer costs on the horizon? Possibly £7k.</p> <p>Why is offsite tuition listed under agency? The local authority classes it as staffing. Reading intervention to offsite tuition.</p> <p>Do you classify work experience as agency? Yes for the staff member who co-ordinates it.</p> <p>Governors noted that approximately £18k of expenditure had been more curriculum based than agency and supported splitting the agency heading to enable easier assessment of actual agency costs, including staff absences, careers and offsite tuition.</p> <p>4.1.2 Premises</p> <p>Are staff costs for maintenance included in staffing? Yes.</p> <p>KB informed the school continued to try to reduce maintenance. Some of the work was paid for by the local authority. The main cost historically had been repairing damage and those costs are being kept down by not re-glazing.</p>	<p>KB</p> <p>KB</p>

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

<p>4.1.3 Curriculum costs were on track.</p> <p>4.1.4 Income/ reduction of deficit What is delivering the reduction in deficit? Staffing being kept tight and an increase in income from higher numbers on roll in comparison with previous years. What are your numbers at present? 51, quite a jump but they will not all stay on roll and we will only get part year funding for some.</p> <p>Governors established the full year budget allocation for staffing alone (£1.068m) clearly exceeded the income (£0.923m) listed on the outturn. Budget and income however, were classed separately and income was £1.18m with the commitment to staffing £1.015m.</p> <p style="text-align: center;">❖ The outturn was accepted.</p> <p>4.1.5 Longer-term forecast How is the 3 year forecast shaping up? We are in progress of doing a 5 year forecast too and we are looking at breaking even. The local authority would like a 3 year plan to clear the deficit.</p> <p>Governors noted the reduction in deficit from £225k dr and suggested that it would be useful for future meetings if a governor summary or more explanations of the items in the comments box could be provided if that was an easy matter for staff. They agreed the current format did have the benefit of being verified by the local authority as it was their figures; however, it was not immediately obvious how the budget, income and contingency were treated.</p>		
<table border="1" style="width: 100%;"> <tr> <td>Action LC – circulate 3-5 year plan to the GB</td> </tr> </table>	Action LC – circulate 3-5 year plan to the GB	LC
Action LC – circulate 3-5 year plan to the GB		
<p>4.1.6 Pupil Premium The expenditure on rewards and activities elicited some discussion and governors were concerned to ensure pupil premium funding was being spent properly and evaluated carefully. Ofsted had asked about the rewards and had been satisfied it was motivating for these students.</p> <p style="text-align: center;">❖ More details were on the website and governors recommended the full up-to-date report be considered by full governing body.</p>		
<table border="1" style="width: 100%;"> <tr> <td>Action RC – liaise BW</td> </tr> </table>	Action RC – liaise BW	RC BW
Action RC – liaise BW		
<p>KB leaves 18.35</p>		
<p>4.2 Financial Scheme of Delegation JJ gave advice and the document was requested for the next meeting.</p>		
<table border="1" style="width: 100%;"> <tr> <td>Action LC provide up-dated Scheme of Delegation to reflect executive headship and Resources committee powers</td> </tr> </table>	Action LC provide up-dated Scheme of Delegation to reflect executive headship and Resources committee powers	LC
Action LC provide up-dated Scheme of Delegation to reflect executive headship and Resources committee powers		
<p>4.3 Review of Staff and Governor interests. The governor interest report had been circulated. The staff register would be</p>		

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

	<p>provided for the next meeting.</p> <div style="border: 1px solid black; padding: 2px;"> <p>Action LC to oversee provision of interest register. JJ take governor interests to FGB for signature by BW</p> </div> <p>B. PRU and TCH background. LC informed the BHPRU had a licensed deficit that was reducing from £65k with the outturn this year forecast at £23k dr. The TCH was projecting a small surplus. The merger was proposed from September with a new, merged DfE number. The combined PRU was likely to have broken even at the end of the year after next.</p> <p>LC was thanked then discussion moved to item 6.</p>	<p>LC JJ</p>
<p>5</p>	<p>SCHOOL IMPROVEMENT Leadership and Management – plan/progress</p> <div style="border: 1px solid black; padding: 2px;"> <p>Governors had received the school improvement plan and this item was to be passed on to the full governing body for discussion. Action – RC BW</p> </div>	<p>RC BW</p>
<p>6</p>	<p>STAFFING 6.1 RECRUITMENT and 6.2 STRUCTURE The Senior Business Manager had been appointed and there were some vacant positions across the SEMH hub. Models for a new administration structure had been drawn up and considered by LC and the heads of schools. All had favoured the third model. Costings and rationale were now tabled for governors.</p> <p style="color: red;">Given the staffing costs overall on the budget a saving of £22k is a saving from what? The 22k is an overall saving across the 3 provisions. So what would it be for Homewood? What I have done is try to apportion the salary, with a 10% cost to Homewood. Given the staffing costs, you are proposing a minor amendment to the structure, have you got a major structure plan for staff? Not yet, we can only do a major change when a significant move goes ahead and that would need to be approved by governors. Whenever the opportunity arises we will move to ideal structure. The positions within the structure will be fixed term or temporary.</p> <p>Governors commented that it was almost impossible for them to know about the budget without certainty as to what is going on. They supported consistency of staff in view of the school improvement needed following Ofsted.</p> <p>A structure diagram was passed around. How many teachers do you have for the 45 students? 7 and 7 Higher level teaching assistants. Are we getting full value for money for staff with TLRs/UPS/SEN points? A special school does not have to have a SENCO.</p> <p>6.3 Pay Policy 2018 RC and FJ would review the model policy and liaise with LC by email to take to full governing body for approval. JJ reminded the review of the effectiveness of the pay policy was due.</p>	

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

	<p>6.4 Appraisal Policy 2018 LC proposed amendments relating to support staff and the policy was requested to be provided for approval at the next full governing body meeting.</p> <p>Are the appraisals being done? This is not clear at present. Governors expressed concern about this not being done.</p> <ul style="list-style-type: none"> ❖ Governors considered and recommended approval of two requests to increase scale recommended by LC. They checked the cost of the proposed rises and cautioned LC to have regard to the budget and going forward with robust objectives and monitoring of appraisals for all. 	
7	<p>PREMISES – Site Development LC gave a very brief update and confirmed Jo Lyons and Georgina Clarke-Green would be attending the full governing body meeting to discuss the issue.</p>	
8	<p>Headteacher’s Performance Management – Update LC confirmed a meeting had taken place with the governors on the headteacher’s performance management group and Paula Sargent the school partnership advisor.</p>	

Signature noted in minutes 21.1.19

..... Signed dated