

**HOMEWOOD COLLEGE  
GOVERNING BODY  
MINUTES**

<b>Meeting of:</b>	<b>Resources Committee</b>
<b>Date/Time:</b>	16 <sup>th</sup> October 2019 - 5.00 pm
<b>Location:</b>	Homewood College
<b>Distribution:</b>	Governors, Website, Karen Prout
<b>Quorum:</b>	At least 3 governors in addition to the Executive Headteacher must be present for decisions to be binding
<b>Present:</b>	Governors (voting) Luke Burstow (LB) Louise Cook (LC) Executive Headteacher Anna Gianfrancesco (AG) Flora Jenkins (FJ) Bob Wall (BW) Chair  Other (non-voting) Janet Johnson (JJ) Clerk to Governors Karen Prout (KP) School Business Manager, in attendance Kate Schofield (KS) Seconded Head of School, observer.
<b>Apologies:</b>	Rachel Carter (RC) - accepted Fiona Martin (FM) - accepted

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<b>WELCOME INTRODUCTIONS APOLOGIES</b> It was agreed BW would chair the meeting and apologies were considered.	BW
2	<b>DECLARATION OF INTERESTS</b> BW declared he was Chair of the Management Committee. AG was head of safeguarding for the local authority. LB's spouse was Executive Head of a Special School in the local authority. JJ invited governors to consider whether any withdrawals from discussion or voting and governors decided no action was required.	
3	<b>LAST MEETING -MINUTES and MATTERS ARISING</b> LC arrived 17.13. Paper: Draft minutes 5.6.19  3.1 Minutes The minutes of the meeting held 5.6.19 were agreed to be accurate and signed accordingly.  3.2 Matters arising The action list was updated. A number of matters were still outstanding and these would be considered at the full governing body meeting on the 21 <sup>st</sup> October. <ul style="list-style-type: none"> <li>• The website had been checked for compliance and it was suggested that the IT technician attended a governor meeting.</li> <li>• LC requested a fresh policy review schedule and this was</li> </ul>	#   BW  BW  BW

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	<p>noted.</p> <ul style="list-style-type: none"> <li>• Offsite provision – it was requested Judy Sherington give a brief presentation to governors.</li> <li>• KP informed the franking machine contract had been cancelled.</li> <li>• KP informed she had not found an asset register or write off list and would take this forward.</li> </ul> <p><b>What is happening about our request for an audit?</b> KP: we have not heard back on this.</p>	<p>BW LC</p> <p>KP/LC</p>
<p>4</p>	<p><b>FINANCE REPORT</b></p> <p>Papers: Outturn as at 23.9.19 along with comments on anomalies and the original budget document. Exhibited on screen: Outturn as at 30.9.19 and Services to Schools take up list. JJ requested a copy, to be circulated to governors.</p> <p><b>4.1 Outturn 23.9.19</b> As at the 23.9.19 the outturn was projected at <b>£66k dr deficit</b>. KP gave further information and took questions.</p> <p>The outturn at the end of September had now been completed. <b>Is there any variance?</b> Some of the queries had now been resolved but there was a £10k difference. <b>Is it 10k more in deficit?</b> Yes. Governors requested sight of the later outturn.</p> <p><b>What is your overall interpretation of where the budget is at and your concerns?</b> It is where we thought it would be although we have added in staff. We have added an extra teaching assistant (TA) and we have sickness and many offsite programmes so the TA will alleviate stress and reduce sickness.</p> <p><b>4.2 When was this appointment discussed with governors?</b> LC said: tonight re the additional TA, the replacement TA occurred during the year.</p> <p>Governors could not recall such a discussion and requested a structure diagram and the cost of each post to equip them information to consider changes and enable them to support the school should the deficit increase.</p> <p>LC informed the TA was to replace long term supply and it would be far cheaper.</p> <p><b>4.3</b> Governors questioned LC closely on the issues surrounding the appointment, their concerns included:</p> <ul style="list-style-type: none"> <li>• Understanding whether the issue was to challenge the high level grading of the TA</li> <li>• Affordability of higher level TAs</li> <li>• The size of any overall savings in having a permanent member of staff rather than agency despite any on costs or contract breaking arrangement costs. LC explained the relative costs.</li> <li>• The staffing budget that had been set too high</li> <li>• The lack of agreed priorities and vision – whether the ideal</li> </ul>	<p>BW LC</p>

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<p>was, for example, teachers or TAs – the business case had not been made clear</p> <ul style="list-style-type: none"><li>• The ability to make long term appointments</li></ul> <p>They also noted a one term saving had been made as the school now had a full complement of staff.</p> <p>4.4 LC responded that</p> <ul style="list-style-type: none"><li>• Consistency would improve</li><li>• TAs were needed as at the moment teachers were doing some TA work and currently it was preventing some one to one work.</li><li>• Recruitment was only on a fixed term basis although after two years the member of staff could have permanent staff rights.</li></ul> <p>The request was noted. [Further discussion later]</p> <p>4.5 Staffing – supply/agency continued</p> <p>The outturn as at 16.10.19 was shown on screen. The deficit was projected now to be <b>£80k dr.</b></p> <p>KP informed of some staffing movements and reminded governors that when the budget was set there were some teachers that had not yet been employed.</p> <p>Governors noted that for supply expenditure of £20k had been estimated and LC informed they were not supply staff but on the equivalent of zero hours contracts.</p> <p><b>Agency – we budgeted for £30k, which, reflecting back to last year, being truly realistic what do you think it will come in at? LC it does not include the income from insurance cover.</b></p> <p><b>What is the bottom line on staffing then? £30k overspent. LC informed that is because we are awaiting income from the local authority.</b></p> <p>Governors lamented that it was still not easy to tell whether the school was within budget and after further questioning received confirmation from KP that with the current level of staffing, the direct staffing costs would be £24k overspent at the end of the year and there was at least £12k due back in.</p> <p>They stressed that detailed analysis of your current staffing plan was very important before commitment to employing any permanent staff. It would also aid decisions to ensure the staffing structure would be suitable.</p> <p><b>Do we know the cost of the pensions and the local authority's TA back pay error? It is ongoing.</b></p> <p><b>Are we correct that according to the outturn figures you are planning no more agency costs this year even though if we carry on spending at the current rate it will double? Yes that is why we are asking for the extra staff. However, we cannot say there will be no sickness or no more agency.</b></p>	
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	<p>particular children? Yes. Do you need to budget it separately? KP we invoice it separately and the INCO allocates it to the individual.</p> <p>Governors stated that the strategy had improved. They were; however, still concerned that <b>underperformance for this group was a big issue – why?</b> LC explained that pupils are still disadvantaged even if they were not pupil premium. Some entered the school very late and sat no exams which brought performance down.</p> <p>Governors suggested there was a need for some progress measure or impact for the year 7 catch up and this would be left with LC.</p> <p>19/20 strategy It was noted that the children in care funds may need to be deducted from the £40k premium funds expected. Governors <b>enquired whether the funds allocated to the teaching assistant were to enable them to have their main focus as diminishing the difference.</b> LC confirmed a teaching assistant would be doing interventions with them for maths and a teacher for English. <b>Are chrome books for home use?</b> LC we are reviewing the list. We might keep them in school. <b>If you ran a homework club, would they come?</b> Some may. <b>Are they no longer being rewarded financially for coming to school?</b> KS informed pupils received something for 100% attendance. LC advised that it had been a bit more stringent. It was in the budget under a different heading.</p> <p><b>Designated teacher for looked after and previously looked after children.</b> LC confirmed Martin Brown was the designated teacher.</p> <p>The plan 19/20 and outcomes 18/19 would be posted on the website forthwith and any superseded items withdrawn.</p>	<p>?? Was this left with LC to complete?</p>
6	<p><b>SFVS</b> Papers: SFVS (completed 2019) and unpopulated 2020 form.</p> <p>Governors were already aware the requirements had changed and would likely take a significant time for completion but could enable improved benchmarking.</p> <p>KP would carry out preliminary work and FJ would meet with her 3<sup>rd</sup> December to finalise it ready for governor review. The audit request had not yet been moved forward by the local authority.</p> <p>The asset, write off and contract list had been discussed at item 3.</p>	
7	<p><b>STAKEHOLDER INFORMATION</b> No policies had been provided and this item was not taken. It was known that there was a new statutory policy list.</p>	BW
8	<p><b>SCHOOL IMPROVEMENT (leadership and management)</b> Papers: leadership and management section of the school improvement plan (tabled); Draft pay policy 2019/20</p>	

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<p>8.1 LC tabled and talked through the leadership and management section of the school improvement plan which had been completed in part. The school improvement plan had been written in line with the new Ofsted framework. The fine details were due to be discussed with the senior leadership team and the school improvement partner would be attending to rewrite the school self-evaluation</p> <p>The priorities had now moved to looking at everything ‘through an SEMH (social, emotional, mental health) lens’ as these were the barriers to pupils’ learning at the school. It had been worked on with the educational psychologists. They had met re the behaviour policy and integration of the different strands of learning and formulating how it could be made a reality. As a resource the educational psychologists were very useful but they were also helping us to develop the vision.</p> <p>The coherence and consistency priority was about the improvements as identified by Ofsted, their new framework and high expectations for academically and behaviour. We have strong therapy and teaching and learning and the interventions need strengthening. Interventions are required to address the needs and better behaviour and learning will follow.</p> <p><b>Is the post to deliver interventions short term?</b> KS responded that once that person was in place there would not be a need for use of teaching assistants to contain pupils on return from exclusion.</p> <p><b>How long will it take to appoint somebody? Can we afford it?</b> KP it will be 7/12 of their salary and we will appoint till March.</p> <p><b>What grade?</b> A C grade teaching assistant.</p> <p>A governor considered it a credible argument that you need to get to the point that we are moving beyond behaviour containment and <b>enquired if there would be a method of measuring whether the new role was successful.</b> LC confirmed there would. A governor went on to suggest that if there was proof of a successful project further funds could be chased. Governors were pleased that the review of priorities had been taken with such good care but suggested actions were needed to ensure stability of leadership.</p> <p>KS added that regrouping of children was being reviewed in order to enable the planned interventions.</p> <p style="padding-left: 40px;">❖ It was agreed to commit the expenditure for the temporary post, providing ongoing evidence was taken.</p> <p>KS and KP withdrew 18.54.</p> <p>8.2 Leadership. LC confirmed the current leadership at the school and governors enquired what support was needed for current management and if there were ways of relieving their administrative burden. They wanted to ensure support and training provision as well as seeking to use any existing resources across the Central Hub. LC had</p>	Chair
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	<p>already looked at the latter and was in discussion with Kate Vallance at the local authority about management generally.</p> <p>Actions: BW would contact KS with thanks. Breakdown of costs and budget relating to alternative ongoing management options would be provided.</p> <p>8.3 Pay Policy 2019/20 The local authority had reviewed the pay policy with the unions. In discussion it was agreed LC would provide the pay policy for approval by the full governing body.</p> <p>❖ LC gave verbal information and sought governors' approval to a decision on an unqualified teacher's pay. Approval was given.</p>	BW
9	<p><b>EFFECTIVENESS OF COMMITTEE</b> This item was not taken.</p>	BW
10	<p><b>HEALTH AND SAFETY</b> Papers: Health and safety group report and the Fire Risk Assessment.</p> <p>LC took questions. <b>Fire Risk Assessment - have all the code red issues been addressed?</b> Yes. The assessor said it was a good report when he attended. The reports were accepted.</p>	
	<p><b>ANY OTHER URGENT BUSINESS</b> It was noted AG would be unable to attend the November meeting. There being no further business the meeting closed 7.00</p>	

Item	Owner	Action	Update/Due Date
21.1.19			
10	LC	Review policies on website 20.2.19 Need to be urgently addressed	Now for FGB 21.10.19
27.02.19			
2.2	LC KP	Resolve Scheme of Delegation issue and take to FGB or next Resources committee for agreement	Still outstanding
2.3	All	Bring the annual plan into use	Next meeting
8	BW	Continue with Risk Register/checklist	Now for FGB 21.10.19
9.2c	LC	Liaise DPO re provision of data protection report and any updated DP policy & FOI policy for next meeting	
10	LC	Co-ordinate and report back on H&S action matters.	Next meeting
5 <sup>th</sup> June 2019			
4.1.3	LC (KP)	Provide as a paper for each meeting a comparison of all the supply and agency costs, whether or not they are insured, and the cause	To go with agenda for each meeting
4.1.4	KP/LC	Provide paper on offsite provision – liaise FJ if queries on content	Now to be presentation by Judy – LC to arrange
6.4	BW/LC	Take forward as appropriate – H&S report, sickness data, staff/pupil survey on wellbeing and accessibility plan	27.11.19

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8.3	?	Take forward any training needs of committee	27.11.19
9	LC (KP)	Follow up audit request	
16 <sup>th</sup> October 2019			
1	BW	Committee Chair to be appointed	21.10.19
3.2	BW	Review and move on outstanding actions	
3.2	BW	Arrange GT to attend an appropriate meeting	27.11.19
3.2, 7	BW LC	Liaise re approach to policies, contact JJ if information required	Moved forward under FGB with Luke
3.2	KP/LC	Provide asset register and set up system if required for any write offs	
4.2	BW LC	Ensure information provided	
4.5	KP LC	Revert back to governors with projected agency costs	
4.7	KP	Provide contract renewal list	
7	BW	And 2.3 of Feb meeting re policy review	as for 3.2.7
8.2	BW	Contact KS	done
10	BW	Follow up if further papers, re serious incidents required	

Approval of signature noted in minutes of meeting 27.11.19