

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

Meeting of:	Resources Committee
Date/Time:	27 th November 2019 5pm
Location:	Homewood College
Distribution:	Governing Body, Website, Karen Prout
Apologies:	Anna Gianfrancesco - accepted
Quorum	At least 3 governors in addition to the Executive Headteacher must be present for decisions to be binding. The meeting was quorate throughout.
Present:	Governors (voting) Luke Burstow (LB) Louise Cook (LC) Executive Headteacher 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.

	DISCUSSION AND DECISION	ACTION
1	WELCOME, APOLOGIES AND INTERESTS BW was requested to chair the meeting and apologies were considered. BW reminded he was Chair of the Management Committee and LB's spouse was Executive Head of a Special School in the local authority. No new declarations were made when invited. Withdrawals by staff during discussions pertaining to individual staff salary would be required otherwise all governors could take full part throughout.	
2	ORGANISATION OF COMMITTEE Papers: terms of reference and agenda plan <ul style="list-style-type: none"> • Chairing of Committee – this would be addressed at the next full governing body meeting • Terms Of Reference Review – it was agreed to continue with the current document pending review with the agenda plan. • Annual Agenda Plan – this was to be reviewed along with the policies. 	#
3	MINUTES Papers: Minutes 16.10.19 The minutes were agreed to be an accurate record and signed accordingly.	#
4	MATTERS ARISING / STRATEGIC GROUP 4.1 The action list was reviewed and updated. <ul style="list-style-type: none"> • The scheme of delegation was awaiting a meeting with local authority finance to ascertain the position re virements. JJ reminded a new 	

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<p>local authority model had been produced.</p> <ul style="list-style-type: none"> • The data protection policy and freedom of information policy action would be considered with the policy review. Monitoring reports as part of head teacher report template were suggested. • LC confirmed contributions to pay for damages to school property were requested. • The offsite provision report would be presented to the full governing body meeting. This report is being produced by Judy Sherrington. 	LC/JS
<p>4.2 Strategic Group Update KS informed:</p> <ul style="list-style-type: none"> • Learning walks had taken place and children were getting used to the new teachers. • Interventions were being undertaken. • The one to one support with pupils had commenced and the local authority was looking into the possibility of being able to go to a different site to effect this. <p>What happened to the pot of money for the outside cabin? It did not go ahead. It would not be suitable for this.</p> <p>How is attendance? We had 31 on site the other day. LC said it was just under 61%, some analysis was in course.</p> <p>Overall is attendance increasing? Yes slowly.</p> <p>How is your (KS) workload? Better and I have the support I need and we know what to do with the children. We have got some good supply staff at the moment. I am delegating where I can. Governors wished to review the workload to ensure ability to attend to managerial and strategic matters.</p>	
<p>4.3 Premises</p> <p>What was staff response to the consultation re comparative costs and benefits of developing both sites? A couple have volunteered to join the group but we are still waiting to hear from the local authority that may have concerns about the union response and there is also the issue of needing a local school to site the primary PRU provision.</p> <p>Governors posited it could drag on for 3 years yet provision for existing pupils was required and decisions. There were no plans yet the local authority was putting forward September 2021 as the completion date. Governors cautioned against ambitious timelines and suggested the school calculate what is needed to keep the current premises going.</p> <p>LC and KP agreed there were no major items expected. A governor added the biggest cost would be the staffing for the site.</p>	
<p>BW would follow up with Edd Yeo re timescales for adaptations either here or at Lynchet Close, and a project time line. KP would provide a brief report on the implications for costs on expenditure till Sept 21 or beyond.</p>	BW KP
<p>4.3 Pupil Premium FJ informed the Department for Education had brought out a new template to report on Pupil Premium and agreed to copy this to all. FJ would visit the school to review pupil premium use and report back to FGB.</p>	FJ

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5	<p>FINANCE REPORT Papers: Projected outturn + Outturn anomalies notes</p> <p>The outturn projection at 14.11.19 was now £44k dr down from the previous £80k dr KP explained the commentary and took questions. What has caused the change? KP informed they had received funds for two members of staff from the local authority. When all the figures were finally worked out it was now expected to be £77k dr It was noted that in an instance of long term sickness a claim could be made on insurance but this would not cover the full costs of the replacement member of staff. Have you looked at sickness levels and put in a projection? KP Not yet. Are you hitting all the dates for performance management meetings? Yes. Governors were pleased with this improvement. What had changed to make the heading Other support staff surplus increase? People have left who were not replaced by permanent staff.</p> <p>Discussion turned to the methods being adopted to enable staff to have more time on their professional duties including ‘supervision’ by educational psychologists.</p>	
6	<p>SCHOOL DEVELOPMENT PLAN Paper: Summary evaluation re progress since Ofsted</p> <p>LC showed the updated school development plan.</p> <ul style="list-style-type: none"> • LC had attended a training session re intent, implementation and impact. • Curriculum maps were still being written but are in progress. <p>A governor suggested contacting the Savoy Hotel Trust as they were providing funds for schools for catering courses.</p> <p>Are there any items not proceeding as planned? School trips; however, we have some lined up and it is not finance that is stopping it. The programme was not yet in place for returning for school but was being worked on.</p> <p>Governors noted that the section re attendance had not completed yet or some of the later ones and checked when this was expected. It would come to full governing body and governors would take ownership of certain items. Governors stressed the need for a 3 year plan and recommended that although the way forward with premises was not known a plan should be based on existing circumstances. They noted the overarching strategic plan for the Hub was still outstanding and LC informed this could not be done until the rearrangement moved forward.</p>	
7	<p>SCHOOL FINANCIAL VALUE STANDARD (SFVS) Papers: Register of Interests governors;</p> <p>7.1 Register of Interests. JJ confirmed no new interests had been declared at the annual review. KP and LC informed there was nothing on the register for staff.</p>	

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	<p>7.2 Scheme of Delegation This was discussed at 4.1</p> <p>7.3 SFVS No items were presented for noting. It was acknowledged the business continuity plan would not be completed in full.</p> <p>7.4 Benchmarking performance tables data LC informed the school was still waiting the service level agreement with the local authority about how the funding matrix would be reviewed. The meetings with the LA to consider this across the three SEN Hubs kept getting cancelled. We will know re the commissioned places for next year but will not be fully aware of the resulting budget. We are still commissioned for 45. You will know in December how many children you are commissioned for from September 2020? Yes</p>	
8	<p>STAFFING</p> <p>8.1 Staffing Structure LC passed around the current and ideal staffing structure. These were confidential and withdrawn after the discussion. It also included an indication of cost changes. Savings were indicated of £37k against the current staffing structure, that took into account pensions but not pay protection and used this year's costs.</p> <p>The ensuing discussion included reasons for not going ahead, teaching time and whether it included the desired curriculum and all the 45 pupils. Governors supported the plan to have longevity beyond existing staff, to accommodate change. LC agreed and added that ideally teachers would teach more than one subject.</p> <p>What do you need to do to develop this? I need to know if we are moving and what facilities we have there.</p> <p>What is the curriculum you want to offer? Should we challenge you to deliver the curriculum with what you have?</p> <p>Would the budget balance with 45 coming in? No.</p> <p>Would it be appropriate to have some primary? We could not have them here and they are funded differently.</p> <p>It was agreed that the model needed to be worked on further and (if possible) show provision with an in-year balanced budget. This may require alternative pupil number/income models (and staffing) to enable comparison.</p> <p>KS withdrew 18.51</p> <p>8.2 Pay Committee Governors now sat as pay committee.</p> <p>8.2.1 Pay Policy</p> <ul style="list-style-type: none"> ❖ It was agreed the committee would recommend to full governing body the local authority model be adopted with the following amendments <ul style="list-style-type: none"> • Section 10 a,b,c,d to be Nothing or Nil. • Section 12 was to remain and the set scale would be used. 	LC

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	<p>LC would provide the amended policy.</p> <p>8.2.2 Pay recommendations Governors considered and approved pay recommendations. KP and LC left 19.01</p> <p>8.2.3 Headteacher pay A verbal report from the headteacher performance management group was given by BW. The process had been completed and they had had advice and it was drafted by the school improvement partner. The targets had been met. Objectives next year were around the Hub, pupil progress and the curriculum.</p> <p style="padding-left: 40px;">❖ The committee agreed with the recommendation.</p> <p>LC returned 19.15 and was informed the outcome.</p>	
9	<p>POLICY REVIEWS DUE (other than staffing) LB had commenced work on this and received information from JJ. They were scheduled to meet the next day with LC.</p>	
10	<p>HEALTH and SAFETY No items were raised.</p>	
11	<p>PRIORITIES Identify governor visits and training. No new items were identified.</p>	
12	<p>ANY OTHER BUSINESS There being no further business, the meeting closed 19.22</p>	

Signature noted in minutes of meeting 20th January 2020

..... Signed dated

Item	Owner	Action	Update/Due Date
5 th June 2019			
4.1.4	KP/LC	Provide paper on offsite provision – liaise FJ if queries on content Now to be presentation by JS – LC to arrange	FGB – December 2019
16 th October 2019			
3.2	BW	Arrange GT to attend an appropriate meeting	
3.2	KP/LC	Provide asset register and set up system if required for any write offs	Not completed
4.7	KP	Provide contract renewal list	On report
27.11.19			
4.3	BW	Contact Ed Yeo and report back	
4.3	FJ	Visit school re PP and report back to FGB	FGB
8.2	LC	Provide amended pay policy for FGB	4.12.19
#	JJ	Admin action	