

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

Meeting of:	Resources Committee
Date/Time:	21 st January 2019 – 8.00 am
Location:	Homewood College
Distribution:	Governors, Website, Karen Prout, Anthony Carlo
Present:	Rachel Carter (RC) Louise Cook (LC) Flora Jenkins (FJ) till 9.17 Ginny Lyndhurst (GL) from 8.31 Bob Wall (BW) Other Janet Johnson (JJ) Clerk to Governors Karen Prout (KP) Hub Senior Business Manager
Quorum:	To be set. At least 3 governors plus headteacher.
Apologies:	Anna Gianfrancesco – accepted Fiona Martin - accepted

	DISCUSSION AND DECISION	ACTION
1.	<p>WELCOME, CONSIDERATION OF APOLOGIES The meeting was opened and apologies considered. No new declarations of interest were made. BW was chair of Management Committee at Brighton and Hove Pupil Referral Unit (PRU) and The Connected Hub (also a PRU).</p>	
2	<p>TERMS OF REFERENCE and Governor Split of duties The draft terms of reference had been considered.</p> <p>2.1 In discussion governors wanted to clarify the method for reviewing pupil premium impact and value for money and were mindful approximately 75% of pupils at the school qualified. It was ascertained the best time for full review, with the benefit of outcomes was September and for an interim update on the impact of spending on pupil premium would be to this committee in February.</p> <p>2.2 Health and Safety was to be given a higher priority and needed to be clear it covered pupils and staff as well as premises. It was noted other committees that received feedback from the groups would be represented on the Resources Committee. BW was the health and safety link governor.</p> <p>Will there be health and safety meetings at Homewood? LC and KP confirmed they would. They already took place at the PRU. Health and Safety up-date was to be a standing item on the agenda.</p>	<p>LC/FJ</p> <p>JJ/LC</p>

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	<p>2.3 Subject to the removal at item 7 of 'Pupil Premium/Performance, and amendments to reflect items 2.1 and 2.2 above, the terms of reference were approved to be put forward for agreement by full governing body.</p> <p>2.4 JJ was requested to draw up an annual agenda for the committee and this would be circulated for comments. It would be kept linked with future agenda.</p> <p>2.5 JJ enquired as to the dates governors wanted to work to for the performance appraisal year. At the moment this would remain the end of October for objective setting for the headteacher.</p>	<p>JJ</p> <p>JJ RC</p>
<p>3</p>	<p>LAST MEETING</p> <p>3.1 The minutes of the meeting 27.11.18 were agreed to be an accurate record and signed by RC accordingly.</p> <p>3.2 Matters Arising (if not elsewhere on agenda) Actions had either been completed or covered elsewhere on this agenda.</p>	
<p>4</p>	<p>FINANCE REPORT</p> <p>A. HOMEWOOD</p> <p>4.1 Budget monitoring 2018/19 Agenda papers previously circulated:</p> <ul style="list-style-type: none"> • Outturn prediction as at the end of December 2019 with some notes re anomalies. • Chart of accounts review – cost centres. <p>4.1.1 KP informed there were some anomalies with the information on the outturn prediction as the financial management system (FMS) had not been reconciled with the SIMS system for some time. It included items such as change in pay increments that had not been recorded on all the systems.</p> <p>Does it affect the budget as we see it? It affects what FMS says. Does the auto reconciliation comes through every month? There are 45 on the list at the moment. Have staff been paid correctly? KP informed she had checked and they had been paid correctly. Is the level of auto reconciliation errors an indication of the level of reliability of accounting? Yes. It can be silly things such as pay roll number not input. Can you let us know each month the numbers remaining so we can see it is improving? Yes.</p> <p>4.1.2 Current outturn (£139k dr)</p> <p>Governors noted the current outturn was projected at £139k dr They expressed their concern at the amount of variation, recalling it was £159k dr at 27.11.18 and £143k dr 7.11.18 and that there had been concern because of supply costs going up. KP informed she thought there were a lot of costings under the wrong cost centres and gave some examples; this meant there was allocation where it should not be in SIMS but not in. So to confirm it isn't less money, just in the wrong place? Yes. You are reconciling it so both systems are correct? Yes.</p>	<p>LC/KP</p>

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<p>How confident we can be as a governing body with the accuracy of the outturn as it keeps changing? LC confirmed there had been some money trickling in from the local authority that was reducing the deficit. KP stated that governors should have a clear forecast at the beginning of the financial year and that apart from unexpected items that should be correct.</p> <p>Are you able to account for the agency staff expenditure if asked? Is it just a change of budget head or has there been more expenditure? Yes we could account for it. It includes, for example, tuition staff that should be under the heading of supply.</p> <p>Governors stated that it was difficult to challenge expenditure without the clarity. KP informed that this late in the year it would probably add to the confusion to make virements now and that local authority finance had said to just leave it. LC reassured that she did not feel there was any irregularity. We have been careful on costs and the building shows there has not been the maintenance expenditure. There have only been repairs and no expenditure on improvements.</p> <p>Where are we with the local authority re the moneys for improvements? There is a meeting with the team before Easter to redo the canteen and the front entrance.</p> <p>Is the money going where you feel is appropriate? Yes.</p> <p>KP was thanked.</p> <p>4.2 Financial Scheme of Delegation (<i>up-date</i>) The work on the form and alignment with the PRUs had not yet been finalized. It would receive attention. A system was required to enable secure financial management.</p> <p>4.3 Review of Staff and Governor interests Governors had already received the staff interest register. Nothing of concern was noted. Governor interests had previously been considered.</p> <p>4.4 Development of Budget 2019/2022/24 (<i>update</i>) A governor had already highlighted the increasing pension payments due and that although the Department for Education was covering the 40% increase this year there was a need to take it into account for the future. LC informed this was being discussed at the school forum and a budget models would need to take into account the possibility it would be funded by the school in later years.</p> <p>Given the reduction in deficit by £100k in one year, what is the likely outturn for 2019/20? LC informed work on the budget had started by including the basic income and last year's expenditure. This resulted in an excess of expenditure over income of £100k per year. KP was asked to investigate and could report it was due to staffing difficulties. Governors recalled this was in accordance with the findings of the previous (interim) headteacher. LC added that when she compared actual staffing last week with the model, they were 5 members of staff down, which had a big impact on the budget.</p>	<p>LC BW FJ LC BW RC</p>
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	<p>How many pupils do you have on roll at the moment and the numbers of staff? 52 pupils, 6 teachers which includes the Head of School, 7 Higher level Teaching Assistants, 5 Teaching Assistants plus some other support staff and Individual Needs Assistants (if any). We need to consider how many pupils we need to be viable. A governor with experience of special schools elsewhere confirmed the teacher numbers seemed similar for the numbers on roll and questioned teaching assistant numbers. LC informed numbers were similar to the SEMH schools she had seen and noted a D level Teaching Assistant was paid more than an unqualified teacher.</p> <p>Governors suggested that if the pupil/teacher ratio was similar then it must be due to the cost of the Teaching Assistants and/or deployment systems. LC informed Homewood also had an offsite teacher and an SEN lead, also that although the local authority had always thought there were a lot of staff but not certain of their contribution, she thought there were now fewer of these.</p> <p>Are there currently any Teaching Assistant vacancies across the PRUs? No just for one teacher.</p> <p>Do you have Higher level Teaching Assistants at the PRU or the Hub? No and I think there would be detrimental impact if we looked at reducing numbers of Teaching Assistants here. If you look at working across the group, there may be some scope for ensuring parity with SEN points as at present the Connected Hub has no one with them and the PRU has some. The Teaching Assistants receive a statutory SEN payment at SEMH schools. There is also the issue that everyone will need the same number of points.</p> <p>What can we do to help you with the budget for 19/20? We would like to know the resources needed to enable the school to achieve 'good' Ofsted status, including having the curriculum you need to offer.</p> <p>A governor had visited the school more than once and reported that the classrooms had seemed resource poor. She enquired whether they had just been put away or not there. LC informed teachers took different approaches.</p> <p>Are staff afraid resources may be mistreated? Yes.</p> <p>What is your dream list that we need here? We need a computer in each class. A governor supported having higher expectations.</p> <p>Do they have laptops? Yes a set that gets moved around.</p> <p>LC and KP had a budget planning session lined up and the draft budget would be the main item on the next Resources committee meeting. This was agreed to be 27th February, 8.00 am.</p>	JJ
5	<p>SCHOOL IMPROVEMENT Leadership and Management – plan/progress In discussion it was agreed this would be monitored by governor visits and input from the recently formed executive governor group drawn up to include governors from each committee or working group. Standing item for this committee if anything happened. JJ was requested</p>	

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	to circulate the visit reporting pro-forma.	JJ
6	<p>STAFFING Pay and Appraisal update Have all the appraisals taken place? Yes.</p>	
7	<p>HEALTH and SAFETY KP had met with the local authority lead and undertaken a brief health and safety walk. A wider, in depth look, including of documentation would follow, along with an audit. The site felt neglected. LC informed painting evenings were held and governors requested to be invited to assist. Further NCS involvement would be pursued. FJ leaves 09.17 How is health and safety monitored at Homewood? The school business manager used to do a weekly walk with the caretaker. There are weekly and termly forms but not so much day to day monitoring. Is there someone that can be assigned that? We will think about that it would probably be the school business manager. LC confirmed the site manager was up to date with all the training. See also 8.3</p>	
8	<p>RISK MANAGEMENT / SWOT 8.1 In discussion it was considered a SWOT (strengths, weaknesses, opportunities, threats) analysis would be appropriate for the full governing body to consider every few years and that this committee should take forward risk management as a standing item on the agenda. 8.2 A number of risk areas were highlighted, including sickness, health and safety, buildings, reputational, performance, asset management and financial. JJ was requested to send further information and examples. 8.3 Some current risks were discussed further. Have you reviewed sickness records for patterns? They are not too bad at the moment but it is a risk if there is not enough staff. What about buildings? KP informed the fire expert was concerned about the number of locked doors that don't automatically open. What was his view on this? He was going to look at it in line with legislation and then meet with LC and KP. Do you think he would advocate a different system? Possibly. A different system works at the PRU. When did he visit? Last week. I will chase him up re visit today. Whoever does the checks will be delegated to who does the human resources/finance support. Could a child do it? We could think of it. For the daily check. It was noted the business continuity plan and the asset management plan were required by SFVS 8.4 LC added that too many new pupils at once can create issues for risk so a staggered induction process was in place. The college sometimes got complaints about delays in induction. A governor was taking this issue forward to provide information to enable governors to understand the</p>	JJ

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	<p>process and take it up with the local authority if necessary. LC informed that transition was being reviewed and some linking work was being done with the PRU. For risk management and health and safety purposes we are not taking on more pupils as it is not sustainable at present.</p>	
9	<p>SFVS It was agreed BW would review the document with KP and report back at the next meeting.</p>	BW KP
10	<p>POLICY MONITORING (if not covered elsewhere) JJ gave advice and reminded some of the policies that were in want of review of either wording or effectiveness. In discussion it was agreed:</p> <ul style="list-style-type: none"> • Suitability for a pan-hub policy and monitoring should be considered as they fell due for review. • Some policies would benefit from being put on the website. • JJ would circulate the list of policies and their review date. • A schedule for review would be incorporated with agenda plans and policies with linked objectives would be reviewed for effectiveness together. • Some policies would benefit from being put on the website. <p>LC informed progress had been made with GDPR and an audit was being undertaken shortly.</p>	JJ LC
11	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • The updated premises document awaited from the previous full governing body meeting had not been received. This would be chased and governors informed upon receipt. • LC informed some funds from the virtual school had been received to employ someone re the children they are involved with. The funds were for the whole Hub and were ringfenced. <p>Will that alleviate pressure here? Temporarily as they are doing it for 2 years. There being no further business, the meeting closed 9.49</p>	

..... Signed Dated
Signature noted in minutes of meeting 27.2.19

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ACTION PLAN SUMMARY

Item	Owner	Action	Due Date
2.1	LC FJ	Arrange for provision of interim pupil premium impact of spending report. Liaise FJ if query re general content. JJ include on agenda. NB: An action from FGB Dec 18 was for AC to provide full trail of the pupil premium expenditure.	20.2.19
2.2	LC JJ	Arrange for an up-dating report on Health and Safety to be provided for each meeting. Liaise BW if query on content. Include on agenda.	20.2.19 then ongoing
2.3	JJ	Make amendments to draft and take to FGB	20.2.19
4.2	LC/KP	Inform committee re numbers on reconciliation list	20th
4.4	JJ	Inform GB re meeting date	4.2.19
5	JJ	Circulate visit pro forma	8.2.19
8.2	JJ	Provide further information on risk management	8.2.19
9	BW KP	Review SFVS, draw up action plan and bring to Resources committee for recommendation to FGB	20.2.19
10	JJ	Forward policy list	8.2.19
10	LC	Review policies on website	20.2.19