

**Hoyle Court Primary School Governing Board
Minutes of the Finance and General Purposes Committee Meeting
Held on Friday 17 January 2020**

The meeting commenced at 9:40am.

Present: Val Sherred- Chair (VS), Judy Walton (JW), Tim Phillips (Head), Rosalind Sheridan (RS), Roger L'Amie (RL), Ben Dickinson (BD), Roger L'Amie (RL), David Pike (DP)

In Attendance: Nageena Khan - Clerk to Governors
Nancy Tordoff, School Business Manager (NT)

Welcome and Introductions

VS introduced the meeting and welcomed all.

F&GP 16/19 Apologies for absence and their acceptance

Apologies were received from Liz Will, these were accepted.

F&GP 17/19 Declarations of Interest for Items on this Agenda

NT to leave under item F&GP 22/19, which will be covered at the end of the meeting.

F&GP 18/19 Any Other Business and requests for Agenda order variations

- Leadership Pay
- Leave of Absence request

F&GP 19/19 Minutes of the Previous Meeting: 04 October 2019 (*previously circulated*)

The minutes were approved as an accurate record of the meeting, proposed by JW, seconded by Head. A copy was signed and dated.

F&GP 20/19 Matters arising from the Minutes not Covered by the Agenda

None.

F&GP 21/19 2019-20 Quarter 3 Budget Monitoring Report

The budget was circulated.

The Carry Forward at the end of QTR2 was £17k. At the end of QTR3 this has increased to £56,458. NT informed that she has carefully analysed all figures. She provided a breakdown:

- £26.5k more income has been received than anticipated.
- £5,756 more has been received for the teacher pay grant.
- £2.5k additional funding from breakfast club
- £1,250 extra for an EHCP for a child
- £2,681 additional Pupil Premium funding
- £10,366 additional income for after school club
- £2.5k extra income from Sports Clubs
- £3-4k three times per year from the Pre-School- the figure is based on the percentage of pupils.

Total- £26,403

Q: VS- is that extra income?

Head explained that although the school is not full he is confident that extra income will be received.

Savings on Expenditure:

- £2k has been saved on teacher salaries.
- £6,086 savings have been made- a Cover Supervisor resigned and was not replaced immediately. A LSA is carrying out teacher training and the agreement

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Action

is that she can complete her teaching practice at Hoyle Court in conjunction with a placement for two days a week until Christmas.

- Breakfast and After School Club Salaries- the manager has reduced her hours.
- Caretaking and Cleaning- the cleaning contract has still not commenced due to pension issues. The company has applied to WYPF to become a member and there is an agreement to start the transfer on 01 April 2020. HR advice has been sought.

Total savings- £11,049

Q: VS- is the ordering process working better now?

NT replied that it has improved but there is still an issue with internet ordering, however an invoice can be obtained. Any spend on the credit card that is not budgeted for is an issue.

Q: JW- didn't we agree at the last meeting that all orders need to be approved by SLT first?

NT replied yes, the process is much better, the hardest area to monitor is subscription to software and licences as these are sometimes taken out/renewed by other members of staff.

Q: VS- Have you received any further information from School Funding?

NT informed that she met with Helena (school funding officer) who wanted to scrutinise Q2 monitoring rather than looking at the future budget position.

Head recommended at the last Achievement Committee meeting purchasing data tracking software (OTrack) as this will provide accurate and consistent data and save staff members a significant amount of time that can be used to improve data outcomes.

DP arrived at 10:00am.

Assessment week takes place three times a year and staff members will appreciate having the software and information presented to governors will also be more streamlined.

Q: DP- is it worth looking at the surplus in the context of SFVS and where to focus monies?

NT replied yes. In terms of prioritising spend, the hot water boiler needs replacing. There is £3k in the Capital budget and the school will received another £7.5K at the start of the year. A Saalex loan could also be applied for.

Q: JW- With future funding uncertainty should we look at doing this now?

The committee agreed for NT to cost this and compare the school paying for the work or taking out a Salix loan.

- The Carry Forward is 4.34% which is within the allowed limit.
- The financial scorecard remains green.

The committee thanked NT for all the hard work and being so prudent in very difficult times.

F&GP 23/19 Premises Update

- Hot Water Boiler- this broke down one day before the Christmas holidays. The boiler was second hand when installed in 2012. Parkside Facilities managed to

NT

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repair the boiler so that school could remain open. NT to explore options for a new boiler.

- MAG lock on Library Door now fitted- £700.
- Roof Leak- a minor leak in the staff room is being managed whilst a repair is being sought.
- Development of Outdoor Environment- the wet weather hindered the progress on the EYFS outdoor environment; however the work is now nearly completed. Work on the trim trail is starting today and the garden area will be redeveloped.

Q: DP- have you got a cost for fixing the roof?

NT replied not yet, she is waiting for a response from the company that repaired the roof previously.

Q: is there any chance the LA can cover the cost for the repair?

NT to look into this.

NT

F&GP 24/19 SFVS

NT informed that the document has been published in a completely different format this year. DP and NT attended training in the autumn term and Head and NT have scrutinised the information.

There are currently 295 pupils on roll, twenty pupils below capacity.

Q: VS- the supply staff figure looks high for other when benchmarking against other schools. Why is this?

NT explained that this was due to maternity cover. The school was unable to secure fixed term contracts as planned, so had to rely on supply.

Q: JW- Energy seems to be higher here. Why is that?

NT explained that newer parts of the building have sensor based lighting, however older parts have switch based lighting and these lights are not always switched off.

- Under B6, financial future for three years, it was noted that no school can know this information.
- Business Continuity and Disaster Recovery- **NT to explore setting up a risk register for school.**
- Benchmarking will be undertaken in the spring term. DP to work with NT on this.
- There was a discussion regarding governor involvement in the renewal of contracts. **It was agreed that the annual renewal of contracts will come to the next F&GPC meeting.**
- Quotes- NT informed that the school uses the YPO framework for sizeable items. The DfE website will also be explored for recommended companies.

NT

NT

The SFVS will be submitted to School Funding then to the DfE.

DP suggested for a timeline to be created of when actions need to be completed. The SFVS will be included on the committee agenda in July 2020.

NT to amend the SFVS and send to Clerk to circulate to all governors in preparation for the next Full Board meeting.

NT

Signed..... Date.....

F&GP 25/19 NEU Governors Network Briefing (enclosure)
The document was circulated to the Committee, governors found this to be a very useful paper. **This will be circulated to all governors in preparation for the next Full Board meeting.**

Action

Clerk

F&GP 26/19 Safeguarding Update including Health & Safety

- The Health and Safety Consultant carried out an inspection and made some minor recommendations.
- ROSPA inspected the outdoor and indoor play equipment; there were no major issues.

Q: DP- I have taken on the health and safety responsibility as a governor and it would be good to have a follow up walk around after Dale Barton has visited and look at what has been done. Can this be arranged?

The committee thought that this was a good idea. **DP to liaise with NT.**

DP, NT

- The Safeguarding Audit has been updated and will be submitted by half term. Almost all areas are RAG rated green. **Head to send the audit to Clerk to circulate to governors.**
- The new format of the SCR check is almost complete.
- There was discussion around the issue of EHCP referrals and turnaround of applications. The LA is really behind with processing applications.

Head,
Clerk

F&GP 27/19 Policy Review: Managing Investigation, Staff Attendance, Staff Grievance and Complaints, Appraisal, Capability, Disciplinary (enclosures)

PACT HR Policies- Head reported that the new HR service is excellent and he feels reassured that the school is receiving quality, up to date advice. The majority of the policies circulated are model HR policies.

Q: DP- Managing investigations- it is worth checking when this policy was written as case law around suspension has changed in the last year. Can you ask PACT about this?

Head to check this with PACT HR.

Head

Q: RL- I think a Staff Development policy is missing; this could be merged with the Capability policy. Could we rename this policy Appraisal and Development?

Head explained that staff development forms part of appraisals, performance management, the SDP and development timelines. JW saw the Appraisal policy as being positive and suggested that it could be renamed. Head informed that all policies have been through the unions and best practice is to talk to union representatives about this in schools and obtain feedback. Once agreed the policies will be shared with staff members.

Q: DP- when you send the policies out to staff, could you remind them that there is currently no union representative in school? I am happy to put my email down to share with staff.

Head to do this. He informed that a meeting was recently arranged between support staff and unions in school.

Q: JW- staff attendance- can you explain the difference between seven or more days and four continuous days?

NT clarified that the policy refers to seven or more days in a twelve-month period and four weeks of continuous absence. DP highlighted that if someone hits a trigger it is important to know that they do not always need to proceed to capability

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etc. NT explained that SLT will have a consideration meeting with staff members when they hit a trigger and if someone, for example, suffers from migraines it is possible to alter the number of triggers. RL added that it was important to encourage staff only to return to work when they were fit enough. DP informed that he completed some training on running investigations and is happy to meet with Head to look at this.

All policies were approved, for ratification to Full Board.

F&GP 22/19 Staffing Update including Staff Absence

Head informed that the following will be discussed:

- Deputy Head v Assistant Head- the Deputy Head role is a known vacancy as a resignation letter has been received and the consultation process for recruitment has started.
- SBM role
- PPSM role
- Appeal/Nomination Committee for a restructure if decided.
- HLTA v Cover Supervisor
- Lunchtimes
- PPA

All roles were discussed with the HR Advisor on 27 November 2019.

HLTA/Cover Supervisor Roles- there are currently three Cover Supervisors in school. Head explained the role of HLTAs and Cover Supervisors and there seems to be a lack of clarity around this. The current Cover Supervisors work in this role but do cover classes for longer and claim HLTA hours when doing so. Head wants a more consistent arrangement and proposed placing the three staff members on 50:50 permanent HLTA and Cover Supervisor role. They will cover PPA as part of this role. One Cover Supervisor is returning from maternity leave at the end of the half term. The proposal will cost a little more but not a significant amount and it allows clarity in the roles in school.

Q: VS- is that acceptable to do?

Head replied yes, he has already sought HR advice before making the proposal. One of the Cover Supervisors has requested to be a full time HLTA. The school needs flexibility to able to provide internal cover.

Q: BD- so won't the staff members have to fill in overtime sheets anymore?

Head replied that this was more about job security and recognising the role that staff members are carrying out.

Q: DP- are other staff members not eligible to apply for these roles?

An internal advert could be looked at; other staff members have been given opportunities on two occasions before but did not apply for the role. DP advised for Head to seek HR advice on this as it is formalising working arrangements.

Q: JW- What is the difference between LSAs and Cover Supervisors?

Three people have a cover supervisor role; they take on HLTA role 50% of time.

Q: DP- What can we put in place to ensure that the 50:50 split is followed?

Head informed that this will be timetabled carefully with the HLTA role ring-fenced. This will be closely monitored. BD added that the staff members will have pre-arranged times they carry out the HLTA role for example PPA cover.

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Q: VS- the Nurture room is such a benefit but is not being used full time and is managed by non-teaching staff. The level of LSAs across school cannot be cut any further and if there is more money centrally the school can look at more staff, maybe some apprentices. Have you explored options? It would be beneficial to use the Nurture room more if at all possible.

Head replied that there will be a notional saving of salary for the Deputy Head role and he is keen to explore apprentice roles, predominantly in KS1. DP highlighted that the school needs to be clear who is responsible for the apprentices. Head explained that the school pays an apprenticeship levy annually but has not previously recruited apprentices. He is currently in discussions with Bradford College regarding this.

Q: DP- who manages the apprentices? They need to get something out of this too.

Head informed that the details in terms of line management and roles will all be clarified before any apprentices start working in school.

Q: DP- can we ensure that we know who will be supporting them here? It has to be about offering the apprentices opportunities too.

Head suggested that the Deputy Head could be asked to manage this as part of their role.

Staff Attendance- Two meetings are taking place next week with HR to discuss ongoing absence.

Recruitment- the SLT met with the Head of Leadership Recruitment and the manager of Prospects. The package provided by PACT HR is effective and Head and NT felt much more reassured after meeting with the service yesterday. They recommended for the school to buy the recruitment package from PACT HR for £4.5k.

Q: VS- due to the bad experience with a previous HR service are we clear that we need to raise any issues if they come to light?

Head replied yes.

Q: DP- will we get another chance to recruit to the role if we are not successful at first?

Head stated yes, the school will have two chances to recruit. There will be five people on the recruitment panel. An external Headteacher will also advise the panel on the interview days. **DP will share the adverts with his networks.**

DP

- Shortlisting will take place the week commencing 24 February 2020.
- Interviews will take place on 10 and 11 March 2020.
- DP, RS and VS volunteered to be members of the recruitment panel. **Head to circulate dates to all governors; those involved must be available for all dates.**

Head

The Committee agreed to purchase the recruitment package from PACT HR for £4,500.

BD and NT exited the meeting at 12:21pm.

A confidential item was discussed.

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F&GP 28/19 Any Other Business Referred from item F&GP 18/19 Above
A confidential item was discussed.

F&GP 29/19 Date of Next Meeting: Friday 01 May 2020 at 9.30 am

As there was no further business VS thanked all for attending and the meeting closed at 1:26pm.

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