

GLADSTONE ROAD PRIMARY SCHOOL

"Learning to Succeed"

MEETING OF THE RESOURCES COMMITTEE OF THE GOVERNING BODY

DATE: Tuesday 19th November 2019

TIME: 6.30 p.m.

PRESENT:

Mr Ray Williamson
Mrs Jane McLeod
Mrs. Linda Bull
Miss V Lewis (Clerk)

Mr Peter Southward
Mrs. Helen Halliday
Mr. Rainer Brearley

Additionally Present:

Ms Jane Pepper (Chair of Governors)

MINUTES

1. Election of Chairperson for Resources Committee (5 minutes)

The Clerk welcomed governors to the meeting and asked who may be interested in chairing the committee. As there are several members absent it was decided to defer appointing a Chairperson until the next Full meeting. RW agreed to act as Chairperson for this meeting. .

Action: Add appointment of Resources Committee Chair to next Full meeting agenda

By: Clerk

2. Apologies for absence; consider acceptance of apologies (2 minutes)

Apologies received from: -

WT – attending son's RAF passing out parade.

PS – has an extra / urgent Parish Council meeting which he needs to attend.

KH (associate) – childcare.

All apologies were considered and accepted.

Action: None Required.

3. Confidentiality (2 minutes)

Item 8: Correspondence was identified as confidential and will be recorded in Confidential Minutes.

Action: None Required.

4. Declaration of Interest in any Agenda Item (2 minutes)

There were no declarations of interest in any agenda items.

Action: None Required

5. Resources Committee Terms of Reference (2 minutes)

Governors considered the duties outlined in the Terms of Reference and adopted them for year 2019/20.

Action: None required.

6. Minutes of the previous meeting (07.05.19) / Matters Arising (10 minutes)

The Minutes from the meeting on 07.05.19 were presented. Proposed by RW and JM. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

5.8. Travel claims – was agreed at previous meeting that with the staffing review (at that time) being ongoing it was not the best time to put more pressure on staff. Staff have been verbally updated on the school's more consistent application of the leave policy.

5.13 Lockdown – this is still on the list of things to look at in the coming term. Was also noted on the health & safety check by the HandS adviser. HH attended recent training which gave information about a story that is shared with children to introduce them to the idea of a Lockdown. There is also a need to prepare staff and then move the process along and run practices. It will also be important to inform parents of what is being rolled out to avoid any anxiety or concerns.

HH: will begin rolling out the story to pupils during the remainder of this half term with the aim of rolling out and running drills next term.

5.15 Website – Schools ICT, Caroline and Lee Jeffery are still working on this. It is getting closer to being ready to go live.

6. Correspondence (Leave Requests) – a letter has not been sent to staff but CS did present to all staff at the September training day details of the Leave Policy, what is expected of staff and that school is following the policy exactly; largely down to the fact staff absences are now more impactful due to reduced staffing numbers.

11. Staffing – Health & Wellbeing will be covered separately under this agenda but there was a staff survey undertaken by KW in the Summer on Survey Monkey.

Action: Minutes from meeting 07.05.19 to be filed as per procedure

By: Clerk

Action: Begin roll out of Lockdown Procedure to children / staff

By: HH

7. Business Manager Report: Finance, Health & Safety, Benchmarking (30 minutes)

In CS's absence governors read through the SBM report and picked out key points.

Pay Policy: *Governors reviewed the document and agreed to accept the proposals made by CS re our school interpretation of Section 4, 6, 7, 8 and 11.*

Attendance –

RW: Improvement to staff attendance in 18/19 – we were not in the top 12 schools with teacher absence as published by the Scarborough News recently. We have been more fair and consistent in following the policy but the data we have is for 18/19; what is the sense of 19/20 currently?

HH: currently 5 teaching staff off sick on medium term leave. 1 x long term due to broken bone – cannot return earlier.

RW: the graphs circulated showing GRPS vs National data certainly don't seem to suggest any glaring discrepancies or shocks.

Governors feel that it would be useful to see some data from the first term following the restructure to assess the current trend and see whether attendance has been affected by the most recent large scale changes.

H&S Report – only minor issues to address in due course.

Finance: - why is there this disparity in schools' funding?

JP: fund to schools is decided by a constantly evolving formula which is weighted by statistics such as sparsity, deprivation etc. The schools that seem to lose out the most are those with the highest levels of deprivation. Historically the government makes allocations as a block and the LA weights according to factors identified by central government.

HH: would be interesting to see where this disparity is actually coming from due to the massive variance in Scarborough Schools.

RW: can we ask for a breakdown of how this has been calculated?

HH: it's the DfE rather than the LA who have provided these indicative funding figures, not sure who we would ask.

RW: perhaps prepare a letter re this and other funding concerns / disparities which can be forwarded to Gavin (Williamson). Have discussed this previously with CS. May be worth doing so before the date of the General Election.

JP: it is an election time – we can see what happens but it is worth making noise.

Additional teacher KS1 Hub / Phonics – ***governors considered and agreed the extension of the teacher contract providing support in the KS1 Hub and with phonics to the end of the school year.*** This has been factored into the financial forecast and is affordable. HH advised this support has had a significant impact and has also allowed school to act on input from the English Hub, it would be a shame to have to stop this due to staffing.

Benchmarking –

RW: very interesting.

JP: supply costs seem very high?

HH: this is probably down to covering staff when they attend training courses and are involved in CPD. Also, unlike some schools, we don't use ATAs to cover full day teacher absence and instead arrange supply teacher cover to ensure that teaching standards and effective full day cover is in place.

Financial Forecast – The 3 year forecast shows that we have been effective enough to ensure we have a satisfactory position in 2021/22 with a £50k carry forward. There may be changes to come in the medium term with government matters but at present governors confirmed they agreed the revised budget and for it to be submitted to the LA.

RW: at a recent SIN meeting JP and I spoke with governors from other schools and it seems that we are very much in the right place re level of financial data and reporting being provided, governance administration etc.

Action: Prepare letter re funding to Gavin Williamson

By: CS / RW

Action: Submit revised budget to LA and update FMS Software

By: CS / VL

8. Correspondence (10 minutes)

All discussions and subsequent required actions recorded in Confidential Minutes.

Action: None required.

9. Marketing Strategy (10 minutes)

Perhaps governors could set up a working group to think about marketing and publicity. Agreed to put this on the next full agenda to open the opportunity to all governing body members.

Action: None required.

10. Staff Performance Management (10 minutes)

JP: this was put on following SIN meeting. Governors have a responsibility to hold to account the effective performance management of staff. It isn't that we need to know outcomes for individuals, but that we need to know effective systems are in place. This term its teachers – are teachers meeting performance objectives and are their future ones consistent with the SDP? Can the process be fed back to governors to allow us to challenge its effectiveness?

HH: no member of the teaching staff has not met their 18/19 teaching objectives. We have 2 teachers at Main Scale Point 6 (M6) who were eligible to apply to move to the Upper Pay Spine (UPS) but have not applied so will remain on M6. Have spoken with one member of staff who was not aware of their pay scale and did not know they were eligible. It is a teacher's individual responsibility to apply, not school. When you are on UPS you do not get an annual increment, you can move up UPS 1 to UPS 2 to UPS 3 every two years and so long as you achieve your performance management objectives this is automatic.

Governors agreed that they would like to receive a Staff Performance Review Summary at the next Resources Committee Meeting on 17.3.20 from the Headteacher. This will include feedback on teaching staff and support staff, whose reviews are scheduled for the Spring Term. Governors need to be sure that school is supporting and encouraging staff, managing any training needs, measuring performance and valuing the contributions being made. Recognising success and also identifying training needs and support. Check that staffing restructure is working for the school.

HH held initial meetings with all staff in early October which have been followed by a second meeting with line managers. A third meeting in the Spring Term will be the appraisal process. All meetings will be centred around a set of key questions given at the first meeting.

HH: these meetings are about giving staff a voice, allowing them to feedback re impact and their own feelings. Working together to come up with solutions to problems.

Regarding HH's Headteacher Performance Management: HH advised to seek advice from HR. She will need a review of some sort but a 'usual' Headteacher Review sets objectives for the coming year which is not appropriate in this case as she will revert to Deputy in January. She will also need a Deputy staff performance review in due course, to be undertaken by Garry.

Action: Schedule Staff Performance Review Summary for 17.3.20

By: Clerk

11. Staff Wellbeing (10 minutes)

CS has drafted an initial action plan to work towards the Workplace Wellbeing Bronze Award. This is on hold until January due to the significant workload involved. It is felt now is not the right time to add further duties and actions but rather, let things settle this term and revisit in January.

Governors have high regard for staff wellbeing and are keen to move this forward, in addition to being more involved in performance management and being aware of staff workload.

HH: Data logging/tracking and monitoring systems have been adjusted to reduce workload. Some meetings are scheduled within the school day to ensure good work home balance. Teachers plan collaboratively, which for the most part is felt to be positive and supportive. Nobody is forced to use this system and can decline to work collaboratively and this is organised within year groups. Important that planning sessions don't just become 'meetings'.

HH: In 18/19 I worked out all off the directed time. Of the 1265 hours of directed time there were still hours left over ('contingency time') at the end of the year allowing for extra planning or meetings. Haven't worked it out for this year yet but it is an interesting tool and useful to know. Also useful for staff, regarding fairness and goodwill.

Action: None required.

12. Approve & Adopt Policies (10 minutes)

FMS003 Budget Management Policy

HS001 Fire Safety Policy

HS003 Health & Safety Policy

HS010 First Aid and Medicines Procedure

HR021 Pay Policy 2018/19 – some changes as discussed but it is fully invested in by the unions etc.

All policies are the most up to date model NYCC approved versions. Copies of all documents have been made available to governors for reference.

All policies were approved and adopted.

Action: File policies as per procedure (intranet, website, paper file)

By: Clerk/SBM

13. A.O.B (10 minutes)

None.

Action:

The Meeting was closed by the Chair at 8.05pm

Signed _____ Dated _____