

SEVENOAKS PRIMARY SCHOOL

MINUTES OF THE RESOURCES TEAM
HELD ON WEDNESDAY 24th SEPTEMBER 2014 AT 7.45 PM

PRESENT

Melanie McInerney (Chair)
Steve Collins
Peter Davies
Alan Duffy
Natalie Fitz-Gerald
Simon Leigh

Victoria Kerton
Amanda Manuel
Bri Wood
Jo Wildman
Kath Baillache (Clerk)

Action

PART I OF MINUTES

1. Apologies for Absence and Declarations of Business Interests

Apologies were received in advance from Trevor Thake and Jo Wildman was welcomed and thanked for attending the meeting. There were no changes to declarations of business interests.

2. Minutes & Actions arising from Resources Team meeting of 18th June 2014

Actions were gone through and minutes agreed unchanged.

3. Admissions update

There are 506 children on the school role. There is currently one space in reception which should be filled from the waiting list. There are also a few spaces in year 3 and no waiting list.

Alan confirmed that where spaces had arisen this has been due to individuals moving out of area. Tours for new parents have already begun. Explained that the format had been changed this year to cope with the increased number of tours.

4. Committee Terms of Reference

Current terms circulated. An additional term to allow for the formation of subgroups for the new build project was added and some terms moved to the newly formed pay committee. Changes approved by the committee will be added by the clerk and highlighted ready for ratification at October's FGB meeting.

Policy Review Calendar:

Agreed that rolling review timetable was working well and this should continue to be run by the clerk. Requested that the retirement procedure was removed. This was due for review however Bri has found that KCC do not have a model policy and retirement procedures are flexible. This policy though helpful in the past was thought no longer relevant. Victoria had also investigated governmental advice and found nothing. As this is a standalone policy with no others cross referenced governors approved the decision to remove this policy from review list and klz. Clerk to action

KB

5. Finance

Financial accounts – monitoring report as at end of August 2014 shows a yearend rollover surplus of £65,496.

Income:

Stated hours - appeal made by Bri in August against stated hours for an individual pupil was upheld and funding will start from October, backdated to September. No funds will be received for the additional support provided earlier. The additional funding will be £8,800 per annum. Confirmed that the SEN budget covers all resources to support children with SEN.

Expenditure:

E15 -Water - usage is considerably up with first 5 months showing usage up by 50%. Leaks in the meter and boiler room have been investigated but none found. Musselwhites found a problem with water pressure in the boiler but no leaks. They suggested usage may be due to a tap being left on. As a precaution the tap in the Rosegarden toilet will be changed to one that shuts off automatically. As the meter can be accessed relatively easily governors requested that usage is monitored on a weekly basis to build up a pattern of usage. Bri agreed to add this job to the site managers regular list of jobs.

BW

Other items under pressure include E02 (supply teachers) and E12 (building maintenance) which only has sufficient money to cover emergencies.

Curriculum Spend – query raised at learning and development team re SEN budget on curriculum, spend which stated "under threat". Bri confirmed that this meant there was insufficient curriculum budget left to support SEN requirements for the year. This is associated with the establishment of new inclusion manager & evaluation of provision to meet needs. A £500 overspend has been sanctioned by AD. Confirmed that the curriculum spend budget still runs from April - March as there was some confusion as to whether this had been changed to match academic year.

Free School meals (FSM) – uptake figures will be taken on two Thursdays, first census being Thursday 2nd October. The uptake recorded on these days will be the basis of FSM funding. Anything below 87% take up will be clawed back. Current average daily take up is running at 89%.

Charging Policy - minor changes made by Bri with regard to residential trip fees for children receiving FSM. Approved for review in 3 years.

Finance Policy - minor changes made by Bri with regard to authorising bodies. Victoria requested the inclusion of a paragraph from the pay policy in section 3.7 prior to recommending to the FGB for ratification.

VK/FGB

6. Staffing

Detailed report circulated by headteacher.

Review of new staffing structure - report indicated that new structure with Assistant Heads and Phase Leaders was working well along with increasing delegation by AD. The positive impact Jo and Jane are having round school is also more apparent. Jane has had more time to focus on new staff induction and training and active involvement in day to day running of the school. Suggested that next well being governor visit should incorporate a update on implementation of the new structure. All staff are currently getting used to the new chain of command i.e. Phase leader to Assistant Head to Headteacher.

Behaviour - the additional leadership capacity provided by the new structure allows an element of triangulation for oversight of pupil behaviour. Phase Leaders monitor behaviour within the phase and pick up parental concerns. Assistant HTs look at behaviour log. So far only one concern was picked up from the log and on investigation the matter had already been picked up and dealt with by the Phase Leader. The behaviour policy which is due for review in January is currently being updated to reflect the changes.

SATs / School Improvement Plan - governors congratulated school on results for attainment and progress and supportive letter received from KCC. Head was also pleased to note the consistency of the data over time. Governors also recognised the contribution of Karl Newman and his accurate pre MFS analysis of the data. The advantage of having this analysis early is that SIP priorities could be set and data was available early for appraisals.

Performance Management (PM) Process - New structure has provided more time for Alan to focus on performance management meaning that PM process for teaching staff will be completed by end of term 1. The intention is that if pupil data analysis is available in term 6 that appraisal statements can be completed for staff by the end of the each academic year.

This is first year where there is a link between teacher's performance and pay. As the process is new, expected that it would become easier going forward with evidence collected during the year by line managers.

Process

1. Performance against targets and evidence collected from line managers
2. Final appraisal statement produced by headteacher with pay recommendations
3. Share appraisal statement with individual staff members to check accuracy and add comments
4. Agreed statements and HT's recommendations on pay taken to pay committee for approval

Alan has so far been through 75% of statements with staff and they have been well received. Melanie agreed to check that the process is compliant with the pay policy.

MM

Pay Committee - due to meet on Thursday 2nd Oct to go through headteacher recommendations. Unfortunately Melanie is unavailable. Expected that it will comprise: Victoria, Ian and Amanda in Melanie's absence. Suggested that the agenda of the meeting should be sent to staff in advance detailing the membership of the committee for transparency, As the progress data is good this year process should be more straightforward.

- Headteacher to present appraisal statements seen in advance by Victoria.
- Review and approve headteachers recommendations

7. Premises

Health and Safety Matters– none to report.

Premises matters - no urgent matters arising currently.

Asbestos Register - Bri confirmed that the register is up to date. Rod will review the policy prior to its' review at the next meeting.

RM

8. New Build Update

EFA and KCC current positions

A further meeting planned for 23rd September was cancelled. However as a result Kevin Powley does not envisage the proposed timeframe slipping.

EFA had concern over the initial 'control option drawing' which didn't meet all requirements in terms of cost and educational need. The EFA have also identified that the position of the building on the site will require reviewing.

Once they have 'a deliverable and affordable option' they will then present this to the governors. It is expected that this will be pre FGB meeting on 16th October. They are also awaiting the cost plan in order to advise KCC and school on their expected funding contributions.

The control drawings will provide evidence that a building of the proposed size could be built on the space available. They are based upon an understanding of what needs to be included however it is not yet known what the costs are in terms of LA contribution and shortfall that school would need to meet. The modular buildings would be included within the drawing however these will still require upgrading to comply with new building regulations since their installation.

Kevin Powley is next meeting with KCC on 25/9. Alan has also spoken to the Director of Property at KCC (Rebecca Spore) and would hope an email response following this meeting. It is not clear how much funding KCC have put aside. Governors were asked to remain positive and deal with next stage when fuller information is received.

Timescale

- Jan- Feb - contractor chosen. They then have 2 weeks to prepare a design ready to go for local planning permission. This usually takes up to 6 months assuming there are no objections.
- July 2015 - planning permission through
- September 2016 - new build complete

Loan

The KCC director of finance (Keith Abbott) has confirmed that a £200K loan would be approved. This would be over a fixed 7 year term with ½ % variable interest rate. Once approved, the school would have a year to draw down the funds & thereby commit to the loan. Governors were reminded that if they chose to become an academy there would be no capacity to borrow. The 5 year plan circulated with meeting papers included the loan repayments and showed they could be covered within the budget.

Fundraising and Communication

EFA and KCC made it clear in July that they did not wish any communications to be made without first consulting them. This position remains unchanged.

There has been some general communication to parents and although a number of events are planned and organised within school. However the school is not in a position to do a major media launch yet

Over the summer there has been significant communication via Basecamp however some governors were concerned that as we will have little time when do launch that needed more potential structure in terms of consideration of:

- local fundraising
- parent body fundraising
- national/ corporate fundraising (Melanie and Victoria agreed to look at this)
- Employee matched funding for parents who work in the city - as school is a charitable trust relatively easy
- Community Grant Schemes - time consuming as require full articulation of the project
- Ensure Gift aid collection by SPSA to maximise fundraising amounts
- Look up setting up a new building development fund for donations (Alan agreed to send Melanie the letter to compare with letters used by Tonbridge Grammar for their recent building programme.)

- Ask at next parent council meeting for volunteers and find about parental expertise
- Re-establish school Fund - donation from each family via SPSA to ensure Gift aid

Discussions included consideration of the need to be realistic about what can be raised as this would predetermine the expectations for the build.

Best Way forward

Alan is concerned that currently appear good at developing strategies, however he voiced concerns that currently we do not have sufficient capacity to carry strategies forward.

- Assess which strands are missing
- Identify governors and parents with capacity to help and take a lead
- Campaign launch date proposed as mid October
- Two major ways of helping ie; giving money and getting involved
- A piece will be placed in the Newsletter regarding matched funding from employers
- Prepare a bank of communications. As tacit agreement on communications is required from both EFA and KCC send draft communications to KCC press office and Kevin Powley at EFA giving 72 hours to respond prior to proposed release.
- Suggested that first communication should be sent out next week especially as Kevin Powley suggested that should start fundraising now as time sensitive. Suggested that check that have correct routes for communication with EFA and KCC in advance of launch.
- Governors and staff to support events
- If you commit to do something ensure that it is carried through.

Governors were reminded that as Basecamp has a wider membership, confidential communications should only be through KLZ accounts.

9. AOB

Department of Education requirement - circulation received via Governormail. Reminder that sports funding needs to be recorded on the website.

Thank you - The work of Jo Wildman and the parent association was acknowledged particularly with the extra pressure of additional events. Bri was concerned that the bulk of the effort was falling on a minority and that more individuals needed to get involved.

Meeting closed at 9.55pm

Date of next meeting: Wednesday 19th November

	<i>Resources Team</i>
<i>Standing Items</i>	<i>Chgs in Business Interests</i> <i>Review expenditure and Forecast</i> <i>H&S update</i> <i>Staff update – teaching standards, PM timescales</i> <i>New Build</i> <i>School security issues</i>
<i>Nov / Dec</i> Term 2	<i>Review Year Planner</i> Premises <i>Premises walk update</i> <i>Health & Safety Review</i> <i>Ck pupil data added to emergency plan</i> Staffing <i>Review headteacher's performance</i> <i>Well being update</i> <i>Review:</i> <i>Asbestos policy</i>

