

SEVENOAKS PRIMARY SCHOOL

MINUTES OF THE RESOURCES TEAM
HELD ON WEDNESDAY 21ST SEPTEMBER 2016 AT 7.45 PM

Governors Present: Steve Collins (Chair) Natalie Fitz-Gerald
Melanie McInerney (from 8.25pm) Simon Leigh
Alan Duffy Trevor Thake
Tim Emly Bri Wood

Other attendees: Kath Baillache (clerk)

Action

PART I OF MINUTES

1. Apologies for Absence and Declarations of Business Interests

Apologies were received in advance and accepted from Rod McLay and Rob Hartley and post meeting from Peter Davies. Melanie has sent notification that she would be late and had asked Steve Collins to chair the meeting in her absence. Welcome was extended to all at the start of the new academic year.

No changes in business interests were declared.

2. Minutes & Actions arising from Resources Team meeting of 15th June 2016

A change was requested to wording in section 5 i.e. forecast 'rollover' rather than surplus. The actions from the minutes were run through:

Safeguarding - clerk confirmed post meeting that the module was available on GEL and alerted those governors who still needed to complete.

Cory Trust - KCC wouldn't accept original paperwork, Cory have made some amendments returned papers to KCC. However still not signed.

Fundraising Update - governors congratulated the headteacher on successfully securing a £50K donation from Conway, a family run company who have recently moved their head office to Sevenoaks. They are hoping to promote construction and have been suggested as the main sponsors for the headteachers London walk. Confirmed that this £50K donation will also be match funded.

Drains Survey - there continue to be drainage issues dealt with by KCC.

Waste Contract - confirmed that this has been signed and that ideally the school should recycle more; staff have been reminded.

Catering Contract - confirmed that this had now been signed.

Support Staff Reviews - confirmed that Melanie McInerney had met with the headteacher to review.

Asset Register - Natalie Fitz-Gerald reviewed the register in June and found a few pieces of information missing or recorded in the wrong place. She has rechecked it this term and confirmed it up to date.

Parts I and II of the minutes from the last meeting were approved as a true record. Following the requested amendment by the clerk these will be signed at the FGB.

KB

3. Governors Responsibilities and year Planner

Committee Vice-Chair - over the summer the committee has had email conversations and has received interest from two governors. A joint position was suggested and agreed between Simon Leigh and Natalie Fitz-Gerald. Suggested that individual responsibilities would be clarified going forward.

MM

Special Educational Needs Governor - this important role and Ofsted focus was left vacant by Lizzie Bourne's resignation from the governing body at the end of the summer. This was discussed at the learning and development team meeting and Ian Harby had agreed to assume in addition to IT. As both roles are large; queried whether an individual would have capacity for both. Also thought that given the strategic and financial discussions around IT in school whether this are fitted better with the Resources Team. Chair of governors agree to have discussions outside the meeting and update at FGB.

SC

Personnel responsibility - vacant position previously held by Victoria Kerton and more recently by Silvia Schwark. Areas of involvement include: staffing structure, well-being, performance management and succession planning. Melanie has also been involved in the financial aspects of the role.

Res

Committee Terms of reference - no additional comments as these were reviewed in detail last year. Asked whether anything specific was required for the new build. The Bursar requested the removal of 'Fire drill procedure for lettings' as this was not required as a separate policy being included within letting. Confirmed that the school are only required to ensure that lettings have adequate safeguarding and first aid cover. As not subcontracting a service but providing a facility the onus on the school was lower. Clerk removed policy from list post meeting.

Planner - no changes were requested although at the Learning and Development Team a useful look forward to the next meeting had been suggested to ensure that individuals were aware of requirements well in advance of the next meeting. Agreed that this was a good idea to improve effectiveness.

4. **Premises**

The site manager (Francis Calvert) has announced his intention to retire and leaves the school on the 7th October. Governors requested that thanks were relayed on behalf of the governors for all the work he has done. His role will be covered by Dan Gadd. Before the Site Manager leaves the health and safety governor will go through the statutory timetable with both staff members and will schedule in a monthly visit as support while Dan assumes the new role providing an update at each Resources meeting.

RM

Asbestos Register - when Rod McLay is next in school asked that he also carry out his annual check of the register.

RM

New Build update - weather has been favourable so far. Only problem over the summer was digging through the gas main supplying the villa and studio as this was incorrectly shown on the plans. Confirmed that works were on schedule, Meetings continue weekly and Bursar confirmed that they today signed off decisions on furniture, colours and layout.

8.25pm Melanie McInerney entered the meeting

Modular Buildings - discussions have started between KCC and Bowmer and Kirkland (B&K) regarding enhancements required to the structures including additional toilets (children in the mods currently have access to the main building for additional toilets however mods alone do not possess the statutory number of toilets for the number of children using the facilities. There have also been discussions around the linkage of mods 2 & 3 and around the challenge of moving safely around the site during the demolition phase in October 2017. Confirmed that there would be a short window for salvage prior to demolition.

Health and Safety matters arising:

Site Security - security of the top field has been an issue as users of the Adult Educations Centre can currently walk onto the field. Therefore, KCC have agreed to fund the erection of a metal fence across the field at a cost of £7,655.

Flow through the site at start and end of day - pedestrian traffic through the narrow gate on Bradbourne Road has been very busy. Suggestions for alleviating the problem include:

- parents walking up Linden Chase and down through the Adult Education Centre (this has been agreed to with a short review and an emphasis on parents not parking at the centre).
- Staggered finishing times i.e. foundation stage-3.10pm, KS1-3.15pm
- The commencement of clubs will also make a difference
- Travel plan - application to ensure cars reduce speed down Bradbourne Road.
- An additional access point has been cut in the wall, however this cannot be used until the new gate on order is installed (approximately 2 weeks)

A governor queried whether metal railings could be added to the pavement by the gate. Research in the past through Kent Highways has revealed that there is insufficient space to introduce this.

Accessibility Policy - due for 3 yearly review. Agreed that this was currently out of date with all changes in school since the policies last review. Suggested that Sam Jeffery rewrite and then headteacher share with Bursar. Policy will be circulated to governors for approval prior to the FGB. Agreed that review should only be marked forward for one year as changes will be required again for the new building.

AD/BW

5. **Assessment headlines**

Chair of governors shared the assessment headlines from the SATs discussed at the learning and development team meeting; summary sheet having been circulated to all.

Foundation Stage - compares favourably with Kent and national data in all areas.

Key Stage 1 - results of phonic screener taken by year 1 pupils were below Kent and national levels. Mock screening had not indicated a problem. Improvement in this area is a key spotlight focus. Other results were favourable in comparison with Kent and national data though more work is required on achieving greater depth in maths and writing.

Key Stage 2 - data favourable against county and national figures and significantly above for greater depth learning in writing and high scores also achieved in maths and reading. Not shown in the summary data but known that there is still work to be done closing the gap for vulnerable groups including SEN and pupil premium children.

Overall attainments results were very positive with features that need work being clearly signposted in the SIP and spotlights for term 1-3. Feedback from other schools indicates that the floor standards are low. The school compares favourably with other schools in its challenge affiliation group however there are some discrepancies with writing and inconsistent application of criteria. Governors congratulated the headteacher on a good set of results.

Chair of resources asked if there were any budgetary implications from the results. Apart from tweaks to the evolving assessment system and training booked a development no significant costs were highlighted.

6. Safeguarding update

Following updates to Keeping Children Safe in Education in May the headteacher had sourced a new model policy from KCC which had been placed on klz prior to the meeting. The headteacher has been through and amended staff names as appropriate. He also confirmed that he had gone through the changes with all staff and reading the policy formed part of the staff induction.

Safer Recruitment - the headteacher attended a course recently and as a result is tightening job specifications. He would also like to send the office manager (Rachel Sermon) on the course as she obtains all references for new staff members. It has previously been noted that a governor involved in interviewing should also undertake the training. As previously agreed confirmed that Jo Wildman will undertake the NSPCC training online at a small cost to the school.

The course also highlighted the need to interview volunteers. headteacher is considering how this will be best achieved. Suggested that a clear set of simple guidelines are prepared.

AD

Actions:

- All to review policy in pending section of klz and make any final comments.
- Change guidelines for volunteers / parents and ensure that these are rigorously enforced
- Revisit security policy with staff, pupils and parents.

Post meeting the governor responsible for safeguarding (Peter Davies) confirmed by email to the committee that he had reviewed the policy which did not contain significant changes though he highlighted 3 points for the headteacher for clarification on implementation:

1. Do we have a register of staff who have signed to confirm they have read the revised policy? (as required in Section 8)?
Headteacher confirmed that once the revised policy has been approved that he will ensure all staff read section 1 and maintain this record of this.
2. Have we contacted all other organisations who use the school - it is not clear if this section applies to clubs who do not interface with children e.g. are not on site during school hours nor have children attending their club/service - to confirm they have appropriate child safeguarding in place, and refusing to allow those that don't to use our premises? (Section 22)?
Headteacher agreed to investigate further though a timetable and evidence and implementation was requested by the governor.
3. Are we clear enough what parents need to do if they see something that causes them concern - this week's newsletter to parents raised awareness of the issue but did not say who should they contact?
Headteacher confirmed that the newsletter had specifically referenced the Designated Safeguarding Leads in school i.e. headteacher, Jane Durkin and Julie Haslam.

AD

7. Finance

Admissions - table included within Headteacher's report. This shows reception numbers at 87 though 2 more spaces have been offered; one child with additional needs so potentially up to 89/90. Admissions Officer continues to maintain effort in filling spaces with the transient local population.

Parent Tours - the headteacher will be doing tours every Monday starting on 19th September. 50 online bookings have already been made. This year parents can see the minimal impact of the building and the

benefit and expectations of new building should illicit extra interest. May potentially be more difficult next year with reception classes in the modular buildings and challenge of the demolition.

Review of expenditure and forecast - financial monitoring report circulated as at end of August. These show a projected year end rollover of £45,840. This is a better position than in May but slightly behind budget.

Major changes highlighted:

Income

Loss of income from lettings from Lightning Gymnastics.

Expenditure

- E18 - unexpected additional cost of air conditioning units and bill for summer chlorination (chlorinating water tanks and mixer taps) was higher than previously at £2120. This has to be carried out annually as statutory legionella testing. Confirmed that next year this will only be required for the villa and modules and will therefore be significantly less.
- Site Manager's retirement and teacher pay awards are both reflected in the figures.
- Support Staff total contribution pay percentages - Bursar had input the updated percentages to the budget planning software only to discover that these fields had not yet been activated. When the software is working this will reduce the surplus by £15K.

Year end surplus - this will reduce the surplus to approximately £30K, a new governor queried the level of an acceptable surplus which was explained and the committee confirmed that they were happy with this level. A governor suggested that an action plan should be developed to find savings of at least 50% of the additional payroll costs (i.e. £7.5k) to increase the rollover to nearer the budget level. With still half of the year to run and potentially further costs arising this was considered to be prudent.

Variable costs

- Asked if there was the potential to clawback any from the curriculum budgets. Confirmed that Jane Durkin had been asked to speak with subject coordinators and get them to review their action plans and projected expenditure on behalf of Learning and Development Team.
- The Bursar hopes to find a further letting to fill the Thursday evening that is now free.
- KCC loan repayments - not yet known when the first payment is due. A governor asked of a monthly cashflow was prepared. Confirmed that due to the regular receipt of educational funding this is not necessary however this is why the monthly monitoring is prepared and year end forecast updated for each Resources meeting. Confirmed that the loan will be set up by KCC as the drawdown is required to pay it's account with Bowmer & Kirkland.

Loan update

Confirmed that the school has had loans in the past; the last being for the playground development. The last repayment on this is due in 2 months.

Key issues:

- Fundraising forecast is currently £420K against an original target of £500K.
- Loan facility granted for £200K at a low interest rate which could allow potential cashflow cushion and can be repaid early. Repayment of capital commences after drawdown.
- KCC have not yet signed the loan agreement or supplied a payment schedule. It is expected that B & K will ask for the first repayment when they have spent the first third of the money. The Resources Committee requested that confirmation is urgently sought from KCC regarding loan drawdown timings. With a significant sum in the new build development fund (held by SPSA) and matching available, the school has options over when the drawdown could start. The Bursar offered to ask B&K when this first invoice date is likely as well as KCC for clarity to inform decisions on cashflow requirements for payments.
- Information Technology consultations (see below) have identified the potential for considerable IT investment as part of the move to the new building. With the current sums raised plus the loan option there would be funding available for this.
- A governor cautioned taking on the debt as a further pot to dip into as required and asked that a rigorous approach be adopted on future spending plans.

Confirmed that fundraising and matched funding sits within the SPSA account and is therefore not part of the school's reserves and therefore not affected by the clawback rules.

IT Plan - unanticipated spend

Most of the interactive whiteboards in classrooms are over 10 years old and survey revealed that the existing projectors would require a mounting pole within the new classrooms to be reused. When the projectors eventually fail then the mountings would be obsolete & refitting would be cumbersome &

expensive. If new equipment is purchased B & K have the responsibility of installing. The approximate cost of replacements would be in region of £65K however as the meeting only took place on 20th October no quotes as yet.

Villa whiteboard - unfortunately this is failing and needs to be replaced unexpectedly. It is proposed that this is replaced by a giant interactive TV (Promethean) as known that this can then be reused in the new build.

Suggested that with all the IT issues that Bursar worked through these with the IT governor (Ian Harby) post meeting and provide an update at the FGB.

BW

The headteacher however sought general agreement from the committee that once the financial implications were fully understood that governors were in broad agreement that IT equipment could be replaced for the new build. Although noted that IT takes up the majority of the curriculum area budgets noted that it is now a vital tool for delivery of all curriculum areas.

Actions Required:

- Bursar to speak to Ian Harby
- Need full evaluation of the proposal and details of any resale elements.
- Continue fundraising beyond original target if possible as there may be other unforeseen expenses.

Finance Policy - due for annual review. Only change is the interest rate recorded in section 3.11 which has gone from 1-0.75% below base rate. Approved by the committee and recommended to the FGB for ratification.

FGB

Pupil Premium and Sports Legacy Funding - Simon Leigh confirmed that he is meeting with Jane Durkin and that she is aware of the need to update the website with details of last year's spend and proposals for next year. The PE coordinator is also aware - email today to say that school has been awarded the gold sports mark and confirmed that this would be included in the updated report on the website.

Higher Needs Funding (HNF) update - 2 applications have expired and have been realigned with their Educational Health Care Plan reviews. Confirmed that the funding would be back dated once agreed.

3 additional requests for HNF were agreed over the summer

1 new application is being prepared however no support is being provided as yet also expected that a child in reception will need funding and the Senco has arranged a meeting with parents.

8. Staffing Update (see confidential minute also)

Headteacher had prepared a detailed and thorough report. Covering staff, performance management for support staff, safeguarding, well-being, premises, admissions and attendance. Points discussed:

Attendance - noted that a congratulatory email had been received from the Head of KCC Attendance Service on 1st September stating that school attendance of 96.6% ranks it as 'good' and only 0.4% away from the best Ofsted quintile.

Pay and Reward policy - policy on the planner for this meeting to check for updates over the summer and to ensure that pay bands listed were correct. Confirmed that this was the only change with bands being updated by 1%. Model policy approved and recommended to the FGB for approval. Clerk to remove reference to the partnership on the fly sheet.

FGB

Holiday and Inset changes - the headteacher will forward his suggestions to the governors for the changes to the holiday dates for their comments. The chair of governors agreed post meeting that this should be circulated to all.

9. AOB

Reception and KS1 snacks - a governors asked the reason for the delay in mid morning snacks. Explained that a form that should have gone to county was late thus causing the delay. Position is now rectified.

5K Run on Sunday 2nd October - all governors who were able were asked to assist with the run. Last year 500 tickets were sold this year already over 650 have been sold and we are on track to sell 800.

DBS checks - governors were reminded of the need to obtain DBS check by September. Those with outstanding paperwork were asked to take this to the school office and those due to still action to contact the school office for the online link. Outstanding checks required for: Trevor, Peter, Tim and Rob.

10. Expectations for the next meeting

- Headteacher's performance review - MM
- Premises walk update - TT
- Health and Safety Review - RM
- Refresh Emergency Plan - BW
- Freedom of Information Publications scheme review - AD

Meeting closed at 10.00pm

Date of next meeting: Wednesday 16th November at 7.45pm

Policies for Review at next meeting:

Policy	Staff Member responsible	Governor Responsible	Review date
Freedom of Information Publication Scheme	Alan Duffy		November 2016

Signed by the Resources Chair : _____ Date: _____

Actions and extract from year planner:

Action	Whom	Date	Completed
1. Clerk to check safeguarding module on GEL and who still to complete.	KB	Post meeting	Actioned
2. Clerk to amend typo in June minutes and get signed at FGB	KB	Post meeting	
3. Melanie to clarify responsibilities of two committee V-Cs	MM	Post meeting	
4. Alan and Bri to change accessibility policy and circulate to governors for committee approval.	AD/BW	Post meeting	
5. H/T to formulate safeguarding plan for volunteer interviews.	AD	Post meeting	
6. Loan- Bri to speak to B&K and KCC re likely initial drawdown date.	BW	Post meeting	
7. SC to review capacity for SEN and IT roles.	SC	FGB Oct	
8. BW to speak to IH re IT proposals and costs.	BW/IH	FGB Oct	
9. Ratify Finance policy	ALL	FGB Oct	
10. Ratify Pay & Reward policy	ALL	FGB Oct	
11. Review coverage of personnel governor responsibility.	MM	Res Nov	
12. Rod to meet with Dan and Francis re statutory premises requirements and arrange regular monitoring visits and provide termly updates.	RM	Res Nov	
13. Update on asbestos register annual check.	RM	Res Nov	
14. Headteacher to provide updates on safeguarding queries.	AD	Res Nov	

Resources Team	
Standing Items	Review expenditure and Forecast H&S update Staff update – teaching standards, PM timescales Staff welfare & attendance New Build - fundraising, loan Chgs in Business Interests School Security issues
November Term 2	Risk Review for year Personnel responsibility allocation Clarity on Vice-Chair roles Safeguarding Update on safeguarding queries - AD Ck pupil data added to emergency plan Finance Update on HNF applications Update on pupil premium and sports legacy funding Update on IT proposals Premises Update on Site Manager role Asbestos Register update New build progress/problems Update on fundraising and loan Premises walk update Health & Safety Review Staffing Review headteacher's performance Well being update Review: Freedom of information publication scheme update (3 yr)