

Higher Needs Funding (HNF)

Table included with the headteacher's report for June 2017. Recent applications have received less funding which makes managing staff costs difficult. Nicola Joyce is involved with the Senco forum and has been asked to put together comments from other Senco's.

Detailed SEND report was received and reviewed by the Learning and development team on Monday 12th June.

Loan update

Loan - no updates since the last meeting still waiting to hear from KCC Property Management.

Fundraising update

SPSA - have raised £460K with matched funding including the Cory Grant.

Further Grants - school has applied for a grant for ICT equipment from Garfield Weston of £46K. School should hear whether this has been successful in the next couple of weeks.

Anita Brown is also currently working on a heritage grant and agreed to forward to Alan Duffy, Bri Wood and Melanie McInerney for their input.

Next grant application to be prepared will be to 'Awards for All' for playground equipment.

Matched Funding - the headteacher has spoken with Julia Hands and explained the situation. She has indicated that she is happy to extend the matched funding offer until December 2017 and was also happy for there to be several draw downs.

Financial Monitoring

No monitoring report had been provided this month as KCC have not enabled the monitoring software. The Bursar pointed out that many schools had not yet submitted their 3 year plans therefore the system has not been fully switched from budget to monitoring mode.

The Bursar was asked if she had any concerns:

- **Supply costs** - these are higher than budgeted as one teacher was off for the large part of a term and another for 3 weeks, confirmed that neither absence was related to workload.
- **Air conditioning Unit** - a unit has had to be hired due to the high temperatures.

Suggested that the June monitoring was circulated and review at the FGB.

FGB

Asset Register

Due for annual review. This has not yet been available for review by Natalie Fitz-Gerald. However, this will need to be completely redone with the move to the new build. This will be a major exercise as some equipment will need to be written off and will not be moved e.g. whiteboards and projectors. There will also be a lot of new items to mark and record.

Suggested that review of the register be placed on the planner for an update on the task in term 1 and a full review in term 2.

5. Premises updates

New Build

Work is on target and the good relationship with contractors, Bowmer and Kirkland (B&K) continues with things that are not right being quickly corrected. Small improvements and requests have so far been covered by the Educational Funding Agency at no additional cost.

B & K are confident that completion will be at the end of the month and are currently installing fixed furniture and lighting. Completion date for phase one has advanced to the 21st August as the site manager is on holiday.

B & K expect to be on site until February. Following the demolition phase there will be site landscaping.

Kitchen adaptation - no windows were provided due to restrictions on the number of windows in the original plan and the room therefore felt claustrophobic. Bursar has asked that the solid fire door is changed to a glazed door to allow some natural light into the room. An invoice has not yet been received but the Bursar is confident that B & K will meet the cost of the requested change.

Project has been very successful in part because of the proactiveness of staff and the careful initial planning of requirements up front as well as the close involvement of headteacher and in particular the Bursar throughout the project to pre-empt problems.

Most elements were as had been hoped or better and all staff are positive about the move to the new building

Modifications to modular buildings - linkage and development of mods by KCC remains a risk and no further progress was reported since the last round of meetings in May.

In effort to reduce risk the school has been proactive and contacted Modular Direct (original installers). Following a site visit by an engineer they think they could complete the modifications within an available window for work i.e. 21/8-1/9 if instructed. Their quote has been sent to KCC property but no response has yet been received. The headteacher mentioned the problems to the local MP on his recent visit to the build and will pursue this avenue if he has to apply pressure. Bursar is very keen for KCC to accept the quote from Modular Direct to secure their availability.

Demolition (phase 2) - still working on the schedule with the aim of commencing the key stage 1 corridor during August so that work nearest the mods is completed before FS intake arrives in September. B & K are hoping to complete the demolition by Christmas (2 months ahead of schedule).

During the demolition, the villa will be within the fenced area; Bursar and headteacher have had an idea about how to use this space i.e. year 1 lockers sited in the villa will move to shared teaching space and SPSA uniform shop to the studio

During the demolition, the rear car park will become the demolition compound and will be out of bounds. There will still be use of both playgrounds and free flow will be possible around the site. Plan of work is as follows:

- Strip asbestos in August starting with the stage 1 corridor.
- Demolition of old building - November.
- On site until February.

Official Opening of the building - planned for term 1/2. Although had talked about a final farewell to the old building there were concerns that there would be too many events for term 6 therefore decided to have a lower key event linked with the open afternoon on 28th June. Suggested that the local Residents Association should be invited.

Transition to new build / summer holiday plans - Bursar is currently working out the summer schedule. There will be working insets during the holidays.

Pickfords are doing the move and foreman has been in three times to view the site. Although they are not contractually obliged to move equipment and furniture from the villa the Bursar believes they will do this. The Bursar will be on site for the whole of the decant and will be able to deal with any issues that arise.

Unwanted equipment sales - asked if sales of unwanted furniture and equipment with value had been started. Bursar does not currently have the capacity for this and needs a willing individual to photograph items and place them on EBay with purchasers to collect. Miriam agreed to contact a mother on Sevenoaks Mum's network who is a successful E-Bayer and Chair of governors will ask his son to photograph items and complete an inventory. Also suggested that items are listed on the newsletter. Noted that anything raised would also be matched funded.

Health and Safety issues arising

Rod McLay asked if Bursar had received all the Operation and Maintenance manuals for the new building as this is essential for September opening. This should include:

- Water systems
- Fire Systems
- Electrical Systems

Building will still be under KCC control and statutory testing will need to be done. Bursar confirmed that a full training schedule was booked in for site staff over the summer. Rod agreed to try and make time to visit site staff in term 6 for updates.

A few items that he would like to raise include:

- **New asbestos Register** - Rod agreed to look at the register and send a note to the committee.
- **Site Access** - following risk assessments
- **H & S plan for new build** - ready to practice emergency drills in new environment.

Cladding - following the catastrophic fire in the news asked if new build was affected.

Post meeting note: Bri has contacted the EFA & KCC for a written response to questions raised by governors, staff & parents.

6. **Staffing Updates**

Covered within the headteacher's report as at June 2017. Headteacher was delighted to inform governors that the key posts in school had been filled:

New Assistant Headteacher appointment - interviews took place of some strong candidates with different strengths. Sarah White has been appointed. She is currently Deputy Head of an academy in Gravesend.

School Business Manager - following a third round of interviews; Natalie Houston has been appointed. It is hoped that she will be able to start during term 6 for handover, induction and to provide extra capacity for Bri Wood. Bri will be relinquishing her role as Bursar at the end of September but will see the new build to completion.

A further Teaching Assistant was appointed on 13th June, she is a qualified teacher and has previously taught in school. Bri is currently completing a workforce census and noted that many staff have numerous qualifications. Purpose of the census was not known.

A handful of members of staff are leaving at the end of term, several have had very long service and a significant impact on school life. The headteacher is currently considering how best to recognise their contributions.

Staffing Arrangements for 2017/18 - complex and requires careful consideration of each class team depending on SEN support. Considerations involve the phase leaders and Senco. Confirmed that Lindsay Anderson keeps a spreadsheet of each classes staffing journey through school. Headteacher has made a further change today and agreed to circulate the finalised list post meeting; he reminded governors that this information was confidential until parents were officially informed.

Well-Being Survey - date for feedback to staff agreed as 21st June. This will consist of a short presentation from Simon Leigh and then splitting into groups for discussion. The logistics of the split were still under discussion at the time of the meeting.

7. **Policies**

Pay Policy - Bursar informed governors that KCC model policy is being completely rewritten. She is booked on a web-training session regarding the changes, on the 29th June. Melanie McInerney asked for the log-in detail post meeting so that she can also participate. Clerk diarised for update in September at the latest.

8. **Planner**

Draft planner for 2017/18 circulated with meeting papers. Clerk had added the policies due for review and any governor's terms of office that were expiring. Governors were asked for any additional comments:

- ❖ Term 3 - remove item on Blackland Farm fees as this is picked up through financial monitoring.
- ❖ Suggested remove references to loan and new build as these constitute normal business.
- ❖ Safeguarding - as Miriam Nadarajah, who normally sits on the L & D team was taking over this responsibility asked if this item should be moved from Resources to full GB. After a brief discussion agreed that it should come to Resources once per year in term 6 and following completion of the safeguarding audit with the headteacher will also be reported on at the term 6 FGB.

Meeting efficiencies suggested:

- Continue to ensure that meeting papers are circulated in a timely fashion.
- Each Resources and FGB meeting governors are provided with a detailed headteachers report. To save time going through the report and ensure that governors have read it in advance suggested that governors should prepare questions in advance otherwise the content would be taken as read, this should then allow more time for other important discussions.
- Within Resources individual governors have specific responsibilities on which they feedback at each meeting. Wondered if this consistency could be achieved across the whole GB.
- Hopefully once in new building GB should have increased capacity for other discussions. Suggested that Ofsted readiness should be one of the earlier items covered.

9. Expectations for the next meeting

- Annual review of terms of reference
- Set monitoring targets for the year
- H & S for new build
- Demolition update

10. AOB

Partnership Meeting scheduled for 6th July - so far Steve Collins and Melanie McInerney have confirmed they will be attending.

Rescheduled FGB date - reconfirmed as Thursday 13th July. Tim Emly sent his apologies in advance due to work commitments.

With fewer decisions than usual required at this meeting the committee chair thanked governors for their continued work and closed the meeting slightly early.

Meeting closed at 9.15pm

Date of next meeting: to be confirmed once new timetable is approved at July's full governing body meeting.

Signed by the Resources Chair : _____ Date: _____

Policies for Review at next meeting:

Policy	Staff Member responsible	Governor Responsible	Review date
Policies linked to Safeguarding due for annual check.	Alan Duffy	Peter Davies	May 2017
Pay & Reward (ann) <i>Ck for updates ready for September PM process</i>	Bri Wood NEW model policy	Melanie McInerney	Sept 2017
Finance Policy Due for annual review	Bri Wood	Melanie McInerney	Sept 2017
Accessibility Policy Due for 3 yearly review	SBM		Sept 2017
Charging Policy Due for 3 yearly review	SBM		Sept 2017
Asbestos Policy Ck model policy for new building	SBM	Rod McLay	Sept 2017
Emergency Plan Ck plan and security protocol for new building	SBM		Sept 2017

Actions arising from the minutes:

<i>Action</i>	<i>Whom</i>	<i>Date</i>	<i>Completed</i>
1. Rod to arrange mtg with site staff in term 6.	RM	Post meeting	
2. Bri to check changes to pay policy for September	BW	Post meeting	
3. Clerk to obtain signature of the May minutes.	KB	FGB May	
4. Receive results of safeguarding audit and annual safeguarding report and confirm policy compliant for term 1.	AD/MN /PD	FGB May	
5. Review June financial monitoring.	BW	FGB May	

Extract from the draft year planner 2017/18:

	<i>Resources Team</i>
<i>Standing Items</i>	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
Sept/Oct Term 1	Review Year Planner Risk Review for year Monitoring <ul style="list-style-type: none"> Set monitoring targets for premises, H & S, financial monitoring etc Update on asset register Finance <ul style="list-style-type: none"> Update on HNF applications Update on pupil premium and sports legacy funding Staffing <ul style="list-style-type: none"> Review how staffing working in new build Update of teachers PM process Premises <ul style="list-style-type: none"> H & S for new build and site movement update on modular improvements Transition update Asbestos Register update Update on fundraising and loan Review <ul style="list-style-type: none"> ❖ Terms of reference and policy calendar (ann) ❖ Pay & Reward (ann- FGB) ❖ Finance Policy (ann- FGB) ❖ Accessibility (3 yr) ❖ Charging Policy (3 yr) ❖ Asbestos Policy - ck model policy for new build Review Emergency plan and security protocol for new build