

SEVENOAKS PRIMARY SCHOOL

MINUTES OF THE RESOURCES TEAM
HELD ON WEDNESDAY 21st NOVEMBER 2018 AT 7.30 PM

Governors Present: Melanie McInerney (Chair) Simon Leigh
Sarah Collins (*from 8.05pm*) Mark Nicholson
Alan Duffy Jo Tidball
Patrick Widdowson (*until 8.45pm*)

Other attendees: Suzanne Rodenhurst (Bursar) and Kath Baillache (clerk)

Part I of the minutes

Actions

1. Apologies for Absence and Declarations of Business Interests and Welcome

Apologies were received in advance and accepted from Steve Collins and Mark Nicholson. Sarah Collins had also sent notification that she would be late. No changes in business interests were declared by those present. Welcome was extended to newly elected parent governors; Jo and Patrick at their first committee meeting.

Post meeting an email was received from Rod McLay stating that due to work commitments he was stepping down from the governing body. He had however agreed to remain available for consultation on asbestos and building queries when required.

2. Minutes & Actions arising from Resources Team meeting of 19th September 2018

No points of accuracy were highlighted in the minutes. Actions not elsewhere on the agenda were discussed:

Planning Permission for Modular Classrooms - original planning permission was temporary and granting of full permission is still awaited. The committee chair had checked the District Council website and noted that permission still showed as 'pending decision' ; known that there had been an objection from one local resident.

Capital Balances on IT - confirmed that amount under-spent so far was a timing issue.

Keeping Children Safe in Education - approved at last FGB meeting. Clerk was asked to confirmed how many governors had read and confirmed this via email. Governors also requested that school checked their records for confirmation that all staff have read part 1. Clerk agreed to chase outstanding governors post meeting.

Staff well-being - two staff members had agreed to carry out a review of Department for Education publications on workload. Simon Leigh agreed to contact them and report back.

With no additional comments, parts I and II the previous minutes were approved as a true record and signed by the chair.

3. Finance

Information was detailed within the headteacher's report that had been circulated with the papers.

Admissions - governors agreed that the additional information relating to waiting lists and leavers and joiners per year group was useful. The admissions officer continues to keep tight control over the waiting lists. In January she intends to contact all families on waiting lists to see if they still want the requested place.

Financial Monitoring reports - governors had previously been notified by the Bursar of problems with the financial monitoring system, causing a delay in preparation of the report. The report for September was circulated with the meeting papers and October's report was circulated at the meeting together with a commentary on variances.

October report showed a year end (March 2019) surplus position of £13,786 this is slightly above budgeted surplus of £12,223. Bursar confirmed that she is now confident that figures are accurate. Items noted within the report:

Income:

- Proceeds from the long walk home - headteachers final fundraising walk, which took place 27-29th September, had raised £7.5K. Julia Hands had agreed beforehand that she would match fund this and the headteacher will contact her post meeting with the final figure.
- Pergola - £10K grant was successful and quotes are currently being sought.
- Breakfast Club - noted that this had had £6K more than budgeted. Bursar confirmed that capacity had increased by 20 places to 110 as 3 additional teaching assistants were keen to help out. There are currently no children on the waiting list. Explained that breakfast club is run by the school and after school club by an external provider.
- Headteachers reserve - shown as £238K. Confirmed that this was monies from the parents association (SPSA) which has been holding all of the new build fundraising income. Noted that a report of earning from the SPSA had not been seen recently. Committee chair asked the Bursar to follow this up for the next meeting.

SR

Pupil Premium - bought in professional services

The Bursar had provided a separate report for governors. Confirmed that the information was correct on the website. However, the Bursar thinks that the amount included in the original budget was an underestimate (£11.5K shown against an estimate of £23.8K). She wants to sit down with committee chair and review in further detail.

The Hub - this is a new initiative that has been started in school to provided for 10, year 5 and 6 children who are working at levels significantly below their peers. Governors wanted more information on the initiative in order to understand the financial implications. Of the 10 children:

- 5 are in receipt of pupil premium funding
- 6 (including 2 of PP children) are in receipt of higher needs funding (HNF)
- 3 additional children (all PP) have HNF applications currently pending
- 1 child - currently has no funding linked to them

Children are supported 3 mornings per week in the Hub and have a specialist teacher. Confirmed that this teacher had professional references and met IR35. She is supported by 2 teaching assistants some of whom work 1:1 with individuals in the group.

Explained that many mainstream schools, including SPS, are struggling to accommodate the growing needs of some children and that this was a positive innovation to support these children. Feedback has so far been positive and the impact on the children's' well-being had been noted. However, acknowledged that that impact versus costs would need to be carefully measured and reviewed.

The committee chair asked if the numbers included in the budget for professional services need revising as no plans for the Hub were proposed at the point the budget was set. As Bursar did not know what had been included at the time of the budget this was difficult to assess; TA costs still in TA line only addition is the £8K for the specialist teacher.

The Bursar confirmed that assessing where PP and HNF funding is being spent was still a work in progress. The committee stated that they would have liked to have seen an evaluation of this proposal, including input by the SEN governor before it was introduced and that a full evaluation of this initiative, including the economics of it be presented at the earliest opportunity.

Capital Balances

Confirmed that no further invoices have been received from KCC for building repayments since they were last chased in August.

Sarah Collins entered the meeting at 8.05pm

Higher Needs Funding (HNF) Applications - Bursar provided an update. Back dated monies are still not through. Three applications pending for children in the Hub. KCC representative is visiting on 22nd November to go through with the Bursar. Mark Nicholson had agreed to take on the governor financial monitoring responsibility. Suggested that that Bursar goes through detail on his next visit.

MN

Asset Register

Bursar confirmed that this had been completed. All assets tagged, sold items are listed on EBay document or scrapped. No further action required.

Promethean Screens – see confidential minutes

MM/SR

Catering

Bursar and committee chair had met with KCC catering procurement service. Cost if KCC prepare the tender and draw up the contracts will be £1500 with an additional £750 to manage the process. Confirmed

that there were no contractual problems with Accent due to the breach of contract. Actual contract is due to expire in March 2019. Committee Chair thinks that KCC service will add value, ensure due diligence and act as first point of call if there are problems in the future.

Bursar and Committee chair are meeting with KCC representative again in December to go through specification. Aim will be to retain meal price and choice of meals as well as incorporating the allergen meals controls process. A governor asked if parents would be involved. Confirmed that they had been involved at the final selection stage last time.

Thought that 8 to 9 companies will tender for the contract and the process is expected to take up to 3 months.

Benchmarking

Chair had reviewed the school's financial information against the KCC benchmarking data and provided a summary of her findings. The analysis shows that SPS income and expenditure compares well with other similar sized schools:

- Excellent at generating income from facilities and services
- Teaching staff costs comparable
- Support staff in line (these have been higher in recent years)
- Admin and clerical staff costs slightly higher

Confirmed that the Bursar was reviewing a few areas that were higher and these will be considered when preparing next year's budget. Governors thanked Melanie for her work and agreed no further action was required.

4. Premises updates

Frustrations around response of contractors to new build snagging list were highlighted in headteacher's report. A complaint sent to the Education Funding Agency did illicit a response a day and a half later. However disappointing that after such a positive relationship during build with the contractors that there have been problems at the end.

Update on electricity billing

- Validation of the meters is still outstanding, scheduled date is now 21st December. This recalibration has been asked for since July and Acorn's meter continues to run at 20% lower than the schools. School has the meters for both preschool and Acorns. Payment of the invoices is still outstanding, and Acorns have been asked to pay 80% of the amount owing without further delay.
- Billing contractors for the excess electricity usage due to inadequate commissioning- Bursar is in discussions
- Temperature control over summer - it has come to light that during the hot summer that EFA set the new build temperature at 17°C when outside temperatures were in region of 25°C. Therefore, considerable amounts of power were being used to cool the building.

Bursar was thanked for her perseverance with this frustrating matter.

Updated Premises Plan - circulated with papers. governors agreed that it was useful to have the plan showing jobs completed and prioritised. Matters discussed further:

- Pergola quotes - grant obtained by Anita for £10K, SPSA are donating £2K and rest will come from headteacher's fundraising walk monies. 4 quotes have been obtained. Best value is a firm from Borough Green (LAPA) at a cost of £15,461, next cheapest is a firm based in Hampshire at a cost of £18,195. Governors agreed to go with local firm which represented best value. Bursar will contact the firm but thinks installation is likely to be January.
- Boot storage - required as part of play development. Quotes are being obtained and amount will be covered from fundraising.

Patrick Widdowson left the meeting at 8.45pm

Tree checks for safety - not listed on the plan but required for Opal play development. All trees to be used a part of play areas need checking and eye-line branches and trip hazards need removing. Quote obtained is £2K. Chair queried where funding was coming from. Explained that parents had been told that monies fund raised by the headteacher would be used to enhance play. Expected expenditure is in region of £10K with £3K currently spent. The £2K for the tree works will be covered within the remaining.

5. Health & Safety Matters arising

Visual inspection of premises and equipment conducted by headteacher, Bursar and Site Manager conducted on 15.11.18 circulated with the meeting papers.

Fire alarm link between modular classrooms and new building - all cables have been tested and interference found on one. Easiest solution is to feed through a new cable to check the signal. This is planned for 20th of December.

Site Movement - one-way system for cars is in use for breakfast and after school clubs and working reasonably well. The aim is still to get most children walking to school. Parents had asked if the blue gate on Bradbourne Road could be reopened. On review it has been decided that from a health and safety perspective this gate should remain shut due to the narrow pavement and worries that younger children might run into the road. School is fortunate enough to have several safer entrances.

A governor noted that people were currently making their own paths on site. Bursar stated that once routes have been established that they would be turned into paths.

Lollipop Person - since retirement of the last incumbent not been able to recruit, despite several adverts.

Site Security - asked if a review of site security on the new site had been conducted yet. Apart from checks made daily this has not yet been done. Thought that new headteacher should conduct a full review.

c/f

Asbestos - governors would still like something in writing from B & K to retain with the asbestos register stating that all asbestos has been removed; currently have a certificate from B&K to say that asbestos under the villa has been removed Bursar to follow up.

SR

Noted that KCC will provide the next free asbestos check of the whole site, next due in April 2020 but asked whether survey needed now or whether a statement from contractors was sufficient. Bursar agreed to check with health and safety governor.

Emergency Data - data collection sheets have been returned. Grab bags are currently in the Bursar's office however going forward data sheets will be encrypted and uploaded to klz. They can then be accessed from elsewhere so physical grab bag will no longer be required. It has been decided that information will be updated 6 monthly.

6. Staffing Updates

Short update in the headteacher's report. Matters discussed further:

Staff absence reporting - procedures in school are being tightened slightly, agreed that this was especially important with the increased teaching and support staff numbers. Headteacher explained the impact of absence and knock-on effects across the school (equivalent of 118 days last term). Data collected can also be used to benchmark going forward:

- Probationary periods - school is currently undertaking reviews for support staff who joined in September 2018.
- Absence recording - more robust procedures for recording when staff arrive and leave (Bursar monitoring). Stricter application of the absence procedures. Lisa Doleman has taken on the responsibility and has received training on use of SIMs for recording the information. Unpaid leave now automatically deducted from following month's salary. The absence & special leave policy does allow for paid leave in certain circumstances, but this is restricted to 3 days p.a.

Maternity Cover - will be required for one teacher and one TA this year.

Performance Management - reviews for teaching and support staff have been carried out. Recommendations were presented and agreed by the pay committee. The pay committee also met with both assistant headteachers to talk through their objectives for the year ahead. This new initiative was received positively by the staff.

Staff contracts - Bursar is undertaking a review of staffing contracts as some inconsistencies have been found e.g. across the 4 different systems used for contracts, payroll & planning; & a wide range of support staff arrangements. A representative from Schools Personnel Services is scheduled to spend some time with the Bursar.

7. Policies

Staff Recruitment Policy - due for 3-year review. The committee chair had circulated the new updated model policy. Although this could only be found in a pdf version the Bursar agreed to amend this in school. Governors agreed that it would be sensible to adhere to the model and noted the useful checklist. Bursar to amend the pdf version and make relevant for Sevenoaks Primary then forward to clerk for the addition of the policy header sheet.

SR/KB

Code of Conduct (schools and academies) - due for 3-year review. The committee chair introduced the new updated model policy from Schools Personnel Services (Sept 18). Agreed that this was comprehensive but that some parts needed staff signatures so follow-up would be required. Suggested for this reason it should be introduced to staff at the January inset by the new headteacher. Governors approved, ratification required at December FGB prior to circulation to staff at inset.

FGB

8. Other Matters

General Data Protection Regulations (GDPR) update

Updated GDPR checklist and near miss-register circulated with the meeting papers. Governors were pleased to note that the number of instances recorded on the register had reduced significantly.

Upcoming and outstanding actions:

- Acceptable Use Policy for Governors - suggested Mark Nicholson is going to adapt the staff policy for governors to sign.
- Following the server upgrade, photocopiers are being replaced on 21st December which will facilitate GDPR compliance.
 - New printing procedure for staff - all staff will have own card and can only print their own documents. Confirmed that children in IT suites will still be able to print their work.

A governor pointed out that on the Hub report, that initials of the 10 children had been included. Agreed to add this oversight to the near-miss register.

9. AOB

Leaves - a parent governor noted the treacherous wet leaves on the pavements around school. She agreed to contact Highways post meeting to raise their awareness of the situation.

Headteacher - thanked for attending his final Resources meeting at the school.

Headteacher left the meeting at 9.30 for discussion of confidential matters.

Meeting closed at 9.35pm

Date of next meeting: Wednesday 23rd January 2019 at 7.30pm.

Signed by the Resources Chair : _____ *Date:* _____

Actions arising from this meeting:

Action	Whom	Date	Completed
1. Mark Nicholson and Bursar to review HNF and PP funding at first monitoring visit.	MN/SR	Post meeting	
2. Melanie to draft letter to Opus and Bursar prepare a shopping list.	MM/SR	Post meeting	
3. Confirmation in writing from B & K re asbestos removal.	SR	Post meeting	
4. Bursar to amend staff recruitment policy and forward to clerk for addition of front sheet.	SR/KB	Post meeting	
5. Bursar to chase SPSAs income report from their treasurer.	SR	Res Jan	
6. Acceptable Use Policy for governors.	MN	Res Jan	
7. Review of site security.	HT	Res Jan	
8. Ratify the new model code of conduct policy	ALL	FGB DEC	

Governor planner extract 2018-19:

	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
Term 3 January 2019	<p>General</p> <ul style="list-style-type: none"> • RISK REVIEW • GDPR Updates • Acceptable Use policy for governors <p>Finance</p> <ul style="list-style-type: none"> • Update on HNF applications • Play 4 Ages annual update • Breakfast Club annual update • Update on screens and electricity • Update on pupil premium • Income report from SPSA treasurer <p>Premises</p> <ul style="list-style-type: none"> • Planning Permission update - modules • Review updated premises plan • Fire safety procedures • Site security review and update <p>Staffing</p> <ul style="list-style-type: none"> • Update on staff attendance from HT • Appoint external advisor for HT PM • Non-teaching staff review • Well being update - staff questionnaire repeat <p>Review:</p> <ul style="list-style-type: none"> ❖ Fire and evacuation policy (3yr) ❖ Teacher capability and appraisal policy (3yr)