

SEVENOAKS PRIMARY SCHOOL

MINUTES OF THE RESOURCES TEAM
HELD ON WEDNESDAY 8th MAY 2019 AT 7.15 PM

Governors Present: Melanie McInerney (Chair) Cassie Malone
Steve Collins Patrick Widdowson
Sarah Collins
Simon Leigh

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 from Mark Nicholson. No changes to declarations of business were made by those present.

2. **Minutes & Actions arising from Resources Team meeting of 23rd January 2019**

Two minor points of accuracy were highlighted in the minutes; these were amended by hand on the hard copy for signature and corrected on the version for the website. Actions not elsewhere on the agenda were discussed:

Fire Evacuation Policy - this has been rewritten for the new building. Noted that the new system had already been tested twice; one planned and one unplanned. Headteacher and bursar were now happy that plan works effectively. Plan was approved.

Noted as part of this exercise that the fire alarm sounders cannot be heard in the playground. Therefore two more sounders are required to be installed, approval given by the committee.

Health and Safety Policy - confirmed that required updates had now been made to the policy. Clerk agreed to move from pending post meeting.

Business Continuity Plan - bursar had informed the governors prior to the meeting that this had completely changed and needed to be rewritten. Assurance was given that a robust procedure had been agreed and was in place. Carried forward to the next meeting.

SR

7.30pm Pat Widdowson entered the meeting.

Updated Code of Conduct - headteacher confirmed that this had now been redistributed to all staff.

Staff Absence Procedures - this model policy was adopted by the headteacher in January. Noted that procedures were already working effectively and governors confirmed their approval. Clerk moved from pending post meeting.

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

3. **Finance**

Details provided in headteacher's report for: admissions, secondary school destinations, absence, staff training, safeguarding, attendance, premises and staffing. Matters discussed:

Admissions - 90 places had been offered for September 2019, including 43 siblings. Acceptance offer deadline is 13th May; hoped that all places will be filled.

Year end Closure position - Year end revenue rollover position (end of April 2019) is unchanged from that reported at March FGB i.e. £92,548. Bursar was thanked for her significant efforts to get to this point.

Catering Contract - Nourish Contract Catering Ltd have started catering in school. KCC as part of their oversight of the project carried out a spot audit today. Sensible improvements were suggested: plate storage (purchase of a plate stacker) and moving the storage of pre-plated allergen meals away from pasta.

Unfortunately, previous caterers (Accent) left the kitchen in a mess and took most of the catering staff. New caterers are carrying out a deep clean on Saturday 11th May of floor and equipment.

7.40pm Steve Collins entered the meeting.

Positives notes:

- Under Accent meal numbers were dropping. New caterers served 500 meals on Friday i.e. 82% of school.
- Salad bar, which is stocked with more child friendly salads is emptied by the children daily.

Allergen Children - meeting arranged with families of affected children to provide reassurance on the procedures in place. Suggested that new caterers were allowed a period to settle in and then trial could trial after half term. Known that one child ate a meal on Friday and was fine.

4. Premises updates

Some updates in the headteachers report. Updates discussed:

A governor asked how many outstanding snags were left on the new building; now only playground, landscaping and small leak in plant room.

Playground - the bumps in the playground, which were investigated over Easter have been blamed on contaminated hard core. However it is still not known if they are to be pulled up and replaced. EFA are still in discussion with Bowmer and Kirkland.

Landscaping - meeting took place between EFA and B&K at the end of April and EFA pointed out that landscaping was not acceptable, EFA are holding them to account.

Building Management System - bursar stated that after the problems encountered last summer and the subsequent investigation into classroom temperatures, fans and filters were changed and re-programmed where required. The school has on-going access to the IBMS specialist until it is content with the working conditions and this is also being monitored by the EFA. All staff will be reminded to use the ventilation systems in their classrooms correctly and asked to not over-ride the system. It is likely that auxiliary fans will be needed to cool the rooms, this will be closely monitored.

Premises considerations for the budget

Confirmed that all jobs capitalised where possible.

- 2 new external water fountains to be installed for children - £1900 each (approved)
- 2 under stair cupboards (quotes pending). A governor suggested that fire regulations were checked and assurance gained with quotes that these were met.
- Alarm linkage for modular buildings as previously discussed (planned for May half term).
- 2 fire sounders for playground
- Modular roof repair - completed, invoice awaited
- New furniture for the additional class this year (approved)

5. Health & Safety Matters arising

None.

6. Staffing Updates

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

Staff Attendance - staff absence is continuing to reduce, which is excellent. Headteacher confirmed that she is still doing the first stage absence review herself. Table shows that from September to April there has been a 45.4% reduction in staff absence days. Also noted that pupil attendance, particularly for vulnerable groups was improving. Noted that, though never authorised, some holidays were still taken by families during term time despite the application of fines by KCC to each parent for each child absent.

Resignations and appointments – there was a lot of interest from high calibre applicants for 3 teaching vacancies. Appointments have been made for the new class (which will take the school to 3 full forms per year group throughout), to replace a retiring teacher and another teacher who is leaving at the end of the year.

Living Wage Implications - government initiative and recommended by Kent from April though not funded.

- Kent Range 2 positions £15,627 increases to £17,364
- Kent Range 3 positions £15,628 increases to £17,365

At this school, Total Contribution Pay awards are applied from September and 'living wage' increases are not statutory, however, it was agreed that it was appropriate to apply these increases from 1st April.

Staffing considerations for the budget

Living wage - make commitment to living wage for affected staff and then see how can be achieved.

Increased leadership capacity to be provided:

Through creation of a DHT position (4 days /week), an increase in AHT days worked (+1day) and an increase in AHT management time (+1day), resulting in a net increase of 3 days of management time.

A governor asked how the additional management time would be used:

- Increased leadership capacity and accountability – only the DHT has authority to make certain decisions in HT's absence.
- Increased capacity to embed new assessment system and follow up on teaching and learning priorities.
- Move forward to gain an SEN inclusion mark.
- Redesign the roles and responsibilities of the senior leadership team so lines of communication are clearer and empower the phase leads through CPD to contribute more effectively.
- Headteacher would also like to invest time in CPD for the whole staff and upskill teaching assistants.

A governor asked if new structure is what is required. Headteacher explained that for a school of this size she would expect 2 DHTS, however has agreed to run with discussed structure in the short term. End product is a more sustainable model for the schools size. Confirmed that the staffing structure is published on the website for parents to see.

SEN provision - 5 mornings of provision for the Hub have been included in the budget. This will be based on need. Headteacher feels that if run well, The Hub could be innovative and the schools personal response to the lack of provision available within the county and the increasing needs of pupils. She has looked at other local provision and felt that The Hub was good in comparison. However provision must be fluid, have the correct ethos and not outweigh the disadvantages of children being in their own class. Provision will be both pastoral and academic with measurable impact over 3 monthly periods.

Teaching Assistant Provision – there will be changes to the way TAs are allocated as the new leadership structure, accountabilities and ways of working are embedded.

A governor asked how class teachers will respond to this change? Noted that there would be a period of readjustment but hoped that by fixing some of systems in school that pressures on teachers would be reduced.

Professional Services Bought in - as a result of the budget process the headteacher and bursar have been through every specialist service that the school uses to assess cost and learning impact, some have been cancelled as a result.

7. Budget Discussions

Bursar circulated at the meeting revenue and capital budgets showing comparison of proposed 19/20 budget against actual position for 2018/19. Initial numbers are based on Kent's budget model and worked on a worst case scenario with deliberate strategies as to where to cut back and where to invest. Projected position in the circulated profit and loss account was a yearend surplus of £33,561 with a carry forward of £90K.

Income

- Noted that minimum funding guarantee had not kicked in. Bursar agreed to check decreasing % as inflationary pressures are increasing year on year.
- Extra £48,105 received for new class.
- Lettings income reduced as we have lost Multi-sports and Lightning Gymnastics – aim is to increase again.
- Catering - meal cost increased from start of term 5 to £2.30, the first increase for several years. Initial signs are that meal numbers are increasing. There is an opportunity to consider offering to cater for other local schools. This will be reviewed once Nourish have embedded their operation. In previous year noted that have had a separate catering spreadsheet to show all costs and profit clearly and to include Tucasi management system.
- Donation - £8K shown in the plan. The SPSA have kindly agreed to donate this amount to the school. In keeping with previous years, it was requested that this sum was not shown in the budget.
- Although no three-year-plan circulated for this meeting, noted that as school will be 3 form entry throughout from September 19 that there will be no lump sum increase in income in years 2 and 3.
- Breakfast Club - noted that cost will rise from £3.50 to £3.85 per session to cover required wage increases.

Expenditure

○ **Staffing:**

Teachers – committee requested a breakdown of salary differentials for joining / leaving & promoted staff.

Support staff - a governor asked the cost of applying the Living Wage increase to affected staff? circa £3,500.

Caretaker - interviews took place at the end of April and an offer has been made. Position is no longer fulltime with new building but 25 hours per week.

- **Staff Development** – significant investment for next year (£9.8K budgeted 18/19 and £20K budgeted for 19/20. CPD is an important focus for whole school).
- **Professional Services** - reviewed in detail to see if adds value for children. E.g. 2 of the services that were reviewed can be replicated more effectively by our own staff delivering significant savings in the process.
- **Building Maintenance** - over budget in 18/19 (£27K actual against £10K budget) due to lots of one off jobs e.g.: replacement fire panel, new access control panel, door closers, new filters and roof works. Although just under £16K budgeted for next year governors suggested that a contingency is built in as this is a large school and there are always unforeseen costs due to wear and tear. Suggested that bursar look over the last 5 years budgets and see what contingency was built in. A contingency circa £15K could be accommodated within the projected surplus.
- **Grounds Maintenance** - budgeted amount more than doubled from £8K to over £16K. This was more in line with actual spend this year and relates to tree works and increased areas to mow.
- **Cleaning** - maintained largely as is. Cleaning issues relate more to management of the cleaning company's schedule of work and chasing.
- **Energy** - settled down now and budgeted set as 18/9 actual i.e. £37K. Noted that for the FGB is would be useful to have pre and post new build energy figures to demonstrate the improved energy consumption despite bigger building.
- **Other Occupation Costs** - confirmed that this related to alarms, CCTV, barriers and waste management. Asked why although actual last year was £18k that only £16K was budgeted. Confirmed that this was a result of a change of alarm company from Protech to IDH who cover both CCTV and alarm system for less.
- **Learning Resources** - maths updated this year, new class will need furniture (suggested this could be taken from the capital budget). Bursar is still to review the numerous subscriptions the school has to see if all are worthwhile. Asked if this included a full set of resources for new class?
- **IT Learning Resources** - Ian Harby has met with ICT coordinator and technician. Proposals which have been included in revenue & capital budgets will be discussed at learning and development committee on Monday 13th May. Noted that school was well stocked for IT and that upgrades had been done recently. Confirmed that warranties and licences were included in budget.
- **Special Facilities** - higher last year as a result of holding £27K for the partnership. Partnership funds are now held by Ide Hill.
- **Direct Revenue Financing** - capitalised: external water fountains, under stairs cupboard, modular roof, fencing and artificial grass which comes to the £41K figure shown.

A governor asked if there are other areas in which the headteacher would like to invest? Headteacher is considering employing a Family Support Worker for the school if there is space in the budget. This role would help support vulnerable families in school, run parenting courses and provide outreach.

Changes requested prior to submission of budget for FGB approval

- ❖ Bursar and committee chair to check formula for minimum funding guarantee.
- ❖ Remove SPISA donation.
- ❖ 3-year-plan to be fully extrapolated into spreadsheet for the FGB meeting.
- ❖ Include an appropriate contingency for unforeseen issues in building and grounds maintenance.
- ❖ Pre and post new build energy figures to demonstrate energy savings.

- ❖ Spreadsheet to clearly show catering income and expenditure, including breakfast and after school provision.
- ❖ Consideration of loan, SPISA monies and direct revenue financing treatment.

Committee Chair and Bursar agreed to meet over the next week to review actions above in order that the 3 year plan can be circulated by 16th May pre FGB.

MM/SR

Risk Register - not yet reviewed but known that needs to be submitted with the budget.

All governors thanked bursar for huge efforts with school finances in her first year and on a creative and commendable budget.

8. AOB
None

Meeting closed at 9.30pm

Date of next meeting: Wednesday 19th June at 7.30pm.

Signed by the Resources Chair : _____ Date: _____

Actions arising from this meeting and extract from governor year planner 2018-19:

Action	Whom	Date	Completed
1. MM and SR to incorporate discussed changes into the budget	MM/SR	Post meeting	
2. Business Continuity Plan to be rewritten.	SR	Res June	
3. Approve 3 year plan and loan treatment	ALL	FGB MAY	

	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 6 June 2019	Membership <ul style="list-style-type: none"> • Appoint chair and vice for coming year. General <ul style="list-style-type: none"> • Review GDPR checklist and DPO appointment. • Risk Review related to Resources matters Finance <ul style="list-style-type: none"> • Challenges for the year ahead Staffing <ul style="list-style-type: none"> • Headteacher interim review • Staffing update - absence update • Staffing arrangements for September Premises <ul style="list-style-type: none"> • Premises updates • Priorities for summer holidays - revised premises plan Other <ul style="list-style-type: none"> • Review year planner and timetable for year ahead Review: <ul style="list-style-type: none"> ❖ Business Continuity Plan review c/f ❖ Finance Policy (ann) ❖ Governors allowances (ann) ❖ Ck for amendments to pay and reward policy