

WICKHAM COMMON PRIMARY SCHOOL
MINUTES OF RESOURCES & PERSONNEL COMMITTEE MEETING
Wednesday 6th March 2019 – 5pm

Present:

Tony Warran (TW) – Vice Chair
 Gareth Walters (GW)
 Debz Allis (DA)
 Karen Wilson (KW)

Approved Apologies:

Jack Hayes (Chair)
 Johnny Cleary

In Attendance:

Alison Reed (AR)
 Sharon Newman (SN)

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| 1. | APOLOGIES FOR ABSENCE Jack Hayes and Johnny Cleary had sent apologies. TW chaired the meeting. | |
| 2. | DECLARATIONS OF INTEREST & GOVERNORS REGISTER OF PECUNIARY INTEREST None. | |
| 3. | REVIEW ACTIONS AND MATTERS ARISING AND APPROVE PREVIOUS MINUTES (a) Completion of the Ofsted briefing sheet for this committee remains outstanding. <u>This would be discussed at the FGB.</u> (b) Clerking – the CEO had suggested that governors take minutes in rotation. The committee did not believe this was practical. (c) Finance – IR35 Employment Status Check. GW suggested an amendment to the wording of the minutes as follows: ‘Committee agreed that the school would not contact HMRC regarding back-tax. Further advice had been taken and on balance it was felt that the auditor’s recommendation was incorrect’. <u>The committee agreed this revised wording.</u> (d) Premises – actions would be discussed under item 9. (e) Risk Management – KW had recirculated the revised risk register. She said that the CFO was planning to talk to each LGB about their risks in the near future. (f) Voluntary donations – SN had written again to parents this term in an attempt to boost donations (g) The minutes of the meeting held on 14/11/18 were approved and signed by the Chair, subject to the amendment agreed above (see 3c). | JH Clerk |
| 4. | COMMITTEE MEMBERSHIP AND REMIT Given the Trust level review of governance that was taking place, <u>it was agreed to put on hold the proposed review of membership of the WC sub-committees (skills audit/best match).</u> | |
| 5. | GOVERNORS TRAINING NEEDS AND ITS IMPACT DA said there was still a small amount of funding left in the governors’ training budget if governors wished to undertake some training. | |
| 6. | FINANCE <ul style="list-style-type: none"> <u>Budget Monitoring and Adjustments January 2019</u> – the Committee noted the following: Extra devolved formula funding of £17k had been received. The Trust intended to use this towards upgrading ICT across the Trust schools | |

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| | <ul style="list-style-type: none"> DA reported that Devolved Formula Capital (CIL510) and any additional DFC (CIL571) will be used to replace a number of desktop computers. This will be necessary following the replacement of the server at Easter (using £9k from reserves) since existing machines cannot support Windows 10+ securely Support staff pay increases from April 2019 of between 2.25% and 6% were not currently in the budget. The anticipated increase had been 1.2%. This has inevitably had a detrimental impact on the end of year bottom line. Teachers' pay increase – the grant covered the teachers' pay increase in two instalments (two financial years) but the school will have to fund this from April 2020. Tree Tops (Breakfast and After school) Club – the following points were made: <ul style="list-style-type: none"> The club is proving very popular and numbers have increased. KW has taken on the admin role but it was noted that this might be impacted by the restructuring of finance and business services. If the Tree Tops Club expands further it will need an additional member of staff and to move to new space/accommodation which would require refurbishment and the installation of kitchen facilities. The additional staff member could be paid for out of the additional income generated by larger numbers going forward but refurbishment would have to come out of this year's profit from the club. <u>Cashflow</u> – The committee noted the cashflow analysis. There was nothing exceptional to report. <u>Review contracts for Renewal</u> – there was nothing to report on the Contracts Register. <p>The Central Team is pursuing a single cleaning contract across the Trust and will also take the lead on the School Bus and Stone King contracts. DA had also suggested that Speech & Language services be negotiated centrally to maximise benefit and consistency of service which currently varies across the four schools.</p> <ul style="list-style-type: none"> <u>Financial Efficiency Ideas</u> – nothing to report. <u>Yearly Financial Planner</u> – nothing to report. <u>Audits</u> – The committee noted the final Internal Audit Report for Governors (21 November 2018) which was unchanged from the interim report. Governors praised the school for no issues being raised during the audit reporting period. <p>(g) Draft 2019/20 budget</p> <p>The committee noted the first draft budget. AR said the CFO had specified a number of criteria to be used in preparing the budget in terms of pay-related factors, pay scales and inflation. This budget would be discussed at the MAT Resources & Audit Committee next week. Key points noted were:</p> <ul style="list-style-type: none"> It excludes any further additional income that might come in for teachers' superannuation employers' contribution as there is no firm guarantee at this stage It does not take into account any impact of restructuring finance and business services or staffing cuts The draft budget shows an in-year deficit of £171K. <p>In discussion, governors queried the reduction in the GAG (IL102) and what MFG protection related to. <u>AR said a reduction in pupil numbers (15) impacted on the GAG and agreed to check what the MFG protection was.</u></p> | AR |

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| | <p>There followed a discussion about the minimum level of reserve funding in terms of cash flow that the school could cope with and what options there were to review some activities, e.g. music. DA said that in terms of staff capacity the school was probably already below the minimum staffing ratio. Teachers were on a general rather than departmental contract so any review of activities would have to be done role by role across the whole Trust, EG SENCOs/Assessment Leaders.</p> <p>GW concluded that the key issue for 2019/20 budget was likely to be pupil numbers, assuming full funding is received for teachers' superannuation employers' contribution. TW asked if the school would ever increase pupil numbers in KS1 classes IE to 32 as in KS2. DA said that was a decision to be taken nationally rather than locally, max. of 30 in a KS1 class is a government ruling.</p> | |
| 7. | <p>PUPIL PREMIUM AND PE AND SPORTS GRANT</p> <p>Nothing to report.</p> | |
| 8 | <p>PUPIL STATS</p> <p>409 pupils on roll as at 1/3/19.</p> <p>GW suggested going to talk to the sales office at the new residential housing development in Layhams Road to say that WC have school places available. <u>DA agreed to pursue this.</u></p> <p>DA announced there were 173 applications for Reception places for 2019/20, of which 23 were siblings.</p> | DA |
| 9. | <p>PREMISES</p> <p>(a) <u>Munday & Cramer 5 Year Care and Maintenance Plan</u> – Mundy and Cramer had advised that there were no serious issues to address at present. It was noted, however, that a number of fire doors were non-compliant. They advised using the Fire Risk Assessment report to support a further CIF bid application.</p> <p>(b) <u>CIF Works</u> – KW reported that the replacement of the fire alarm system was nearing completion. The alarm had gone off one day and the school had been successfully evacuated in three minutes. DA said the school had been very pleased with the contractors who had also undertaken some additional work out of the contingency fund.</p> <p>(c) Crack in playground sided retaining wall – DA reported that builders had assessed the crack and said there were no obvious signs of movement. <u>KW had referred this back to Munday & Cramer to check the surveyor's notes and was awaiting their response.</u></p> | KW |
| 10. | <p>RISK MANAGEMENT</p> <p>See item 3(e).</p> | |
| 11. | HEALTH AND SAFETY | |

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| | <p>DA updated the committee on recent works completed around the school and reported that the PTA are currently funding a refurbishment of the hall which will take place during the Easter holidays and into the May half term using own caretaking staff rather than contractors. Further work to lower the EYFS covered area and add a side cover and also to replace the floor surface outside is being quoted for and will hopefully be undertaken over the summer break. PTA funding all these works.</p> <p>GW raised a query about the practicality of the Adverse Weather Policy. It states that staff should liaise with the Headteacher regarding whether or not they can get to school but in reality this should be their line manager. DA said there was a well understood cascade in the event of adverse weather and the school was aware of which members of staff were most likely to be able to get in should there be snow. <u>The policy had been approved at FGB and KW would send it to the COO.</u></p> | KW |
| 12. | <p>POLICIES</p> <p>KW reported that the Trust had issued a number of Trust-wide policies and that governors could access these on the governor folder she had set up on MyUSO. <u>Governors queried why the Complaints Procedure was not a Trust-wide one and DA agreed to check this with the COO (Kim Williams)</u></p> | DA |
| 13. | <p>PERSONNEL</p> <p>One TA had resigned in October and had now left (minuted last time). Two Midday Supervisors had retired at Christmas. Although these posts continued to be funded in the budget, the Trust had put a blanket freeze on staff recruitment so they had not been permanently replaced.</p> <p>A proportion of the TA responsibilities had been re-allocated to existing staff taking on additional hours on a 'claim only contract'.</p> <p>Following a period of sickness from the SENCO DA told the Governors that she had asked the CEO for additional funding to employ an additional teacher to return the SENCO to her full time role (now in class 40%) but this had been declined. <u>She agreed to share the CEO's response with governors but will first check if this is permitted with HR and the CEO.</u></p> <p>The committee was concerned about the health and safety impact of having fewer MDS's in place and agreed there needed to be a clear policy about when schools could recruit during this period of transition as it was clear that a blanket policy was not appropriate. <u>It was agreed to raise these concerns with the CEO and the Resources & Audit Committee the following week.</u></p> | <p>DA</p> <p>GW</p> |
| 14. | <p>A.O.B and CONFIDENTIAL ITEMS</p> <p>a) Centralisation and Restructure of Finance and Business Services.</p> <p>TW read out a statement to the Resources Committee prepared by himself and JH expressing concern about the lack of consultation with the local governing body from the Trust regarding the Centralisation and Restructure of Finance and Business Services.</p> <p>'The Wickham Common Resources Committee are not happy and wish to</p> | |

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| | <p>register its frustration for the lack of communication from the Trust regarding the recent proposed restructuring programme of our non-teaching staff with whom this committee has always worked closely.</p> <p>Although we acknowledge there are major changes for the wider business of the Trust and there will be a need for a certain level of confidentiality during the change, the lack of consultation on this matter meant the Committee has been unable to support the Headteacher and staff through its remit.</p> <p>Members of the Committee were only informed through coincidence which caused an uncomfortable situation to arise.</p> <p>We believe the experience of this Committee should have been utilised to advise on wider communication to reduce the impact on individuals and the school as a whole.</p> <p>We feel that without this consultation we have not been able to support the school and staff in the way we should. Without this inclusion on such big decisions for the school we feel that we are no longer fulfilling our role to our satisfaction.'</p> <p>DA and SN thanked TW/JH for their fair and supportive comments.</p> <p>b) Strategy Away day</p> <p>GW and SN provided feedback on the recent Trustees Strategy Away day on governance. A consensus was reached that one LGB member would remain as a Trustee on the Board and that Members would be completely separate. This was subject to approval by the Board.</p> | |

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| 15. | <p>DATE of Next Resources and Personnel Committee : 12 June 2019 at 5pm</p> <p>The meeting closed at 6.50pm</p> <p>Chair</p> <p>Date</p> | |
| | <p>Supporting Documentation</p> <p>Budget amendments 2018-19</p> <p>Governor's Budget Monitoring Report Jan 19</p> <p>Breakfast and After School Club finance report</p> <p>Cash flow report 2018-19</p> <p>Internal Audit Report (November 2018)</p> <p>Draft 2019-20 budget</p> <p>Pupil Stats at 1/3/19</p> <p>Risk Register Oct 2018</p> <p>Adverse Weather Policy</p> | |

