

**HOTHFIELD JUNIOR SCHOOL GOVERNING BOARD**  
**RESOURCES COMMITTEE MEETING 13 SEPTEMBER 2016 AT 6.30PM**  
**MINUTES AND ACTION POINTS**

|     | <b>Item</b>   | <b>Minutes</b>   | <b>Action Points</b> |
|-----|---|--|----------------------|
| 1   | <b>Welcome and apologies</b><br><br><b>Appointment of minute taker</b>                      | Present were Alison Gornall, James Procter, John French, Matthew Clayton-Stead, Sally-Anne Boyes (as school business manager), Jon Grimshaw (as observer) and Neil Whitaker (chair). No apologies were received. MCS was appointed minute taker.   |                      |
| 2   | <b>Declaration of Interest</b>  | None (although note that certain members were absent for item 9 below).  |                      |
| 3   | <b>Notification of Any Other Business</b>   | None.  |                      |
| 4   | <b>Minutes of last meeting</b>  |  |                      |
| 4.1 | Consideration , and if thought fit approval, of minutes of Resources Committee 21 June 2016 | The draft minutes circulated to members prior to the meeting were adopted as a true record of the meeting. Proposed: JF, seconded: JP.   |                      |
| 4.2 | Matters arising from Resources Committee meeting minutes                                    | <p>NW informed the committee that a new clerk, Catherine Pratt, had been appointed.</p> <p>It was agreed that the funding for the split site was to be a Joint Committee matter.</p> <p>SAB reported that the draft Q1 budget monitoring report which had been reviewed at the 21 June meeting in draft format had been signed off in that form.</p> <p>JP reported that the school website had been updated with the details of the sports grant. In relation to how to measure attainment, JP felt that this was difficult but that we are reporting in a way that we can and should report, including that we had achieved the Sainsbury's schools sports gold award for the second year, and the successes of the school's sports teams.</p> |                      |

|          |   |  |   |
|----------|---|--|---|
|          |   | No other matters arising not specifically dealt with by the agenda.  |   |
| <b>5</b> | <b>Resources Committee</b>  |  |   |
| 5.1      | Proposal to join with AVI Resources Committee for future meetings | Following a discussion about the merits of joining with AVI's Resources Committee for future meetings, it was agreed that it was desirable in principle to hold the meetings of Hothfield's and AVI's Resources Committees at the same time and in the same place, to ensure consistency and to avoid duplication of effort. This agreement is subject to a suitable time being agreed (it being noted that AVI hold their Resources Committee meetings during the working day).   | NW to liaise with Ellena Cohen to discuss meeting times.            |
| 5.2      | Proposed policy review schedule for coming year                   | SAB presented the 2016-17 policy review schedule to the meeting.<br><br>Governors queried the extent to which efforts were being co-ordinated with AVI and SAB confirmed that she was starting to put together one list of policies across the two schools.<br><br>The policy schedule was accepted by the committee.  |   |
| <b>6</b> | <b>Finance</b>  |  |   |
| 6.1      | 2016-17 Budget  | SAB presented the Q2 budget monitoring report.<br><br>It was noted that revenue was due to increase compared to budget in I03 (High Needs) due to a pupil unexpectedly asked to stay on at Hothfield (additional £17,388) and I05 (Pupil premium) due to additional funds being received from Bradford (additional £7,000).<br><br>It was also noted that expenditure was due to increase to budget in E03 (Education support staff) to cover the additional pupil staying on (£12,331) and E01 (Teaching staff) to cover anticipated requests to move through the expert teacher grades (£9,238). Additionally, the additional £7,000 pupil premium income would be used during the year.<br><br>The overall effect was an in year deficit of £40,667, up from £34,446. This would leave an overall surplus to take forward of £22,275. | SAB to bring 2017/18 projections to the November resources meeting. |

|          |   |   |  |
|----------|---|---|--|
|          |   | Governors expressed concern that whilst a single year deficit was acceptable given the relatively healthy cumulative surplus, the deficit was not sustainable at a level of circa £40,000 going forward. SAB agreed to bring 2017/18 projections to the next Resources Committee meeting.   |  |
| 6.2      | Capital spending fund   | JP discussed the need to spend the capital spending fund wisely given that we would be moving school buildings in the medium term.<br><br>The committee agreed in principle that capital spending should be on portable items and essential maintenance (particularly interactive whiteboards).   | SAB to clarify if interactive whiteboards can be easily moved without being damaged. |
| 6.3      | Finance Policies  | The committee considered the Financial Management Policy and the Charging and Remissions Policy.<br><br>SAB reported that these were in line with AVI subject to the approval levels being lower at AVI, and the fact that AVI had a debit card, which we do not.<br><br>The policies were agreed to be adopted by the committee.   |  |
| <b>7</b> | <b>Pupil premium</b>  |   |  |
|          | The PP Spending Plan for 2016/17 as presented by JP and SLC at the 21 June meeting was approved subject to discussion of impact on similar spending plan for 2015/16 by Standards Committee<br><br>Note –Standards Committee assessed the impact of PP spending for 2015/16 at their meeting in July 2016 with approval | JP reported that standard committee in July approved the impacts, which was the condition attached to the PP spending plan. As such, the plan is adopted.<br><br>It was noted that the amount available has increased by £7,000.<br><br>It was proposed that this money be held as a response fund for matters which may arise during the course of the year. The committee approved this approach. |  |
| <b>8</b> | <b>Premises</b>   |   |  |
| 8.1      | H & S monitoring update   | The committee reviewed the updated monitoring report. The committee discussed the proposal to fill in the pond.   | SAB to look at costs for placing mesh over the pond instead of filling it in.        |

|           |  |  |   |
|-----------|--|--|---|
| 8.2       | Update on summer works to building                                     | <p>JP reported that classrooms had been redecorated over the summer. Certain cupboards had been removed to create more space, and flaking paint etc dealt with.</p> <p>JP also reported on a break-in over summer, the details of which are confidential.</p>  |   |
| 8.3       | Premises Policies  | The committee agreed to accept the model Bradford CCTV policy.   |   |
| <b>9</b>  | <b>Personnel</b>   |  |   |
|           | SAB and AG were not present for the duration of this agenda item.      |  |   |
| 9.1       | Quality of Teaching  | The committee reviewed two anonymised teacher appraisals: one secure and one improving.  |   |
| 9.2       | Members of Pay Committee only: Annual review of teacher's pay          | Pay statements for each individual teacher other than the HT were reviewed and approved by the committee.  |   |
| 9.3       | Members of Pay Committee only: Review of school business manager's pay | The committee approved a change to the pay scale point for the school business manager.  |   |
| 9.4       | Update on recruitment after June interviews                            | JP reported that two TAs had been taken on on one year fixed term contracts.   |   |
| 9.5       | Personnel Policies   | <p>The Flexible working and Pay policies were reviewed and agreed.</p> <p>The Redundancy and Premature Retirement policies were reviewed. Concern was expressed by governors that the policies represented a significant change to current redundancy arrangements. It was agreed that further work would be undertaken by JF, who would speak to Michele Huddart at Bradford and an Aire View governor, to ensure that a fair policy consistent with Aire View was adopted.</p> <p>It was proposed to review the Staff Equal Opportunities and Equality and Diversity Policies in November.</p> | <p>SAB to provide JF with details of Michele Huddart.</p> <p>JF to speak with Michele Huddart and an AVI governor and report to November's committee meeting.</p> <p>Committee to review the Staff Equal Opportunities and Equality and Diversity Policies in November.</p> |
| <b>10</b> | <b>Safeguarding</b>  |  |   |
| 10.1      | Single Central Record  | <p>An anonymised sample from the single central record was presented to the committee.</p> <p>It was noted that the single central record had been externally verified.</p>  |   |

|           |  |   |  |
|-----------|--|---|--|
|           |  | JP noted that it had been a good process and we have comfort, and evidence, that we have followed safe recruitment policies.  |  |
| 10.2      | Health and Safety                      | It was agreed that a Governor, on the next Governor Visiting Day, undertakes a review of all H&S logs and documentations in particular SCR and Maintenance Schedules along with SAB and PC; ensuring that relevant gradings for the logs have been actioned |  |
| 10.3      | Safeguarding Policies                  | The Medical Needs Policy and Intimate Care Policy were reviewed and adopted, it being noted that the Medical Needs Policy did differ to that of AVI's.  |  |
| 10.4      | Emergency Policy                       | It was noted that the Emergency Policy is on the secure staff area of the school website.   |  |
| <b>10</b> | <b>Review of Actions and Deadlines</b> | See 'Actions' column.   |  |
| <b>9</b>  | <b>Time and date of next meeting</b>   | The next meeting is at 6.30pm on 8 November 2016.   |  |