

**HOTHFIELD JUNIOR SCHOOL GOVERNING BOARD
RESOURCES COMMITTEE MEETING 21st JUNE 2016
MINUTES AND ACTION POINTS**

	ITEM	MINUTES	ACTION POINT
1	<p>Welcome</p> <p>Appointment of Minute taker</p> <p>Apologies</p>	<p>Present: Steve Anderson, Sam Healey (Chair), John French, Alison Gornall, James Procter (Head), and Sally-Anne Boyes (SBM)</p> <p>AG was appointed minute taker.</p> <p>Received from Matthew Clayton-Stead and Neil Whitaker</p>	
2	Declaration of Interest	None	
3	Notification of AOB	<p>It was asked that the Resources Committee consider changing the Clerking arrangements for the school year 16/17. At present the service is provided by Clerking for Governors. However, to foster closer relationships with AVIS during this transition year, it was suggested that the service be provided by BMDC and in particular the same Clerk as AVIS – Catherine Pratt.</p> <p><i>Q. Is AVIS happy with their Clerk?</i> <i>A. Yes they are and it is thought that 1 Clerk will be beneficial to both schools.</i></p> <p>The cost for 18 meetings (6 x FGB, 6 x Standards Committee and 6 x Resources Committee) would be £3108 from BMDC and approximately £3060 from Clerking for Governors. At present only £2000 has been set aside for clerking. (6 x FGB and 6 x Standards Committee)</p> <p><i>Q. Is clerking needed for Resources Committee?</i> <i>A. It was felt by all present, that professional clerking was appropriate for the Resources Committee enabling all members to play their part within the meeting.</i></p> <p><i>Q. From where will the extra cost of Clerking (c. £1000) be found?</i> <i>A. SAB stated this could be covered by reducing the overall carry-forward.</i></p> <p>Proposed by JP: BMDC Clerking Service be engaged to provide Governors clerking to HJS for 18 meetings per year starting Sept 2016. Seconded: JF. Agreed by all present</p>	<p>JP to inform NW of decision to appoint BDMC as the clerking service for HJS .</p>

4	MINUTES OF LAST MEETING		
4.1	Consideration and if thought fit approval of the Resources Committee minutes	The previously circulated draft minutes from 5 th May 2016 were considered to be a true record of the meeting and adopted. Proposed JP; seconded SA	
4.2	Matters Arising from the Resources Committee minutes		
4.2.1	JP to bring the new plan for PP funding based on data	To be dealt with under PP – 6.1	
4.2.2	JP to write to SwimStart	JP confirmed that he had written to Swimstart informing of the Governors decision regarding Y3 swimming and that no reply had been received.	
4.2.3	NW to seek funding available for split site	Due to the absence of NW, it was agreed to carry this item forward to the next meeting	NW to seek funding available for split site
4.2.4	Joint Committee costs	It was thought that this item was put on in error as it had been dealt with during the last meeting.	
5	FINANCE		
5.1	Budget Monitoring	<p>The budget was considered as of end of 21/6/16, however Q1 end is actually 30/6/16.</p> <p>SAB stated that there had been some variances during this quarter due to increases SEND funding resulting in an additional £10,030. Additionally, variances to the Agency Supply Teachers and Bought-In Services (from a Sports Coach and the Bradford Music Service to cover Y4 PPA) has led to another net gain of £4424.</p> <p>Extra funding has had to be set aside to support a child with a new EHCP however some of this will be received in the future.</p> <p>SAB reported on the impact of the 2016/17 NJC staff pay settlement and stated that a 2.2% rise has been built into the HCSS financial modelling tool used by schools. Using her own figures, it is possible that the modelling tool may have over-estimating the rise.</p> <p>Q1 budget monitoring needs approving and signing-off by the Committee after 30/6/16 thus SAB will email the Q1 budget monitoring duly amended for the decision regarding the new clerking arrangements at the end of the month.</p>	SAB to email the Q1 amended budget monitoring report after 30/6/16 for approval
5.2	Charging and Remissions Policy Revision	The HJS Charging and Remissions Policy is based on a model policy from BDMC. The policy is set within a legal framework of what schools are able to charge parents and carers for and what they are not. Schools are able to set their own criteria for charging for some activities.	

		<p>It was agreed that current claimants of FSM would be able to benefit from these waivers and remissions. However anybody experiencing financial hardship could approach the school in confidence, and would be considered for waivers rather than not take part in an activity.</p> <p>Acceptance of Charging and Remissions Policy proposed by JP; Seconded by SA. Agreed by all present</p>	
5.3	Emergency Planning	<p>The committee was presented with the School Emergency Plan; Fire and Evacuation Plan and Business Continuity Plan to ratify. All these were based on model policies from BMDC tailored to the specific needs of HJS. They will be available online and as a paper copy.</p> <p>Possession of a Business Continuity Plan fulfils one of the School Financial Value Standards (SFVS)</p> <p>Proposed JP; Seconded SA. Agreed by all present.</p>	
5.4	Sports Grant	<p>It was agreed to continue with the same format as previous years when using this ring-fenced grant: enabling increased participation and attainment in sport.</p> <p>A specialist coach will work alongside staff in the classroom to increase teaching skills in a yet to be agreed sports discipline.</p> <p>A new initiative for this year includes a Sports Academy for the talented focussing on cricket, football and rugby whilst another targets the reluctant sport participants.</p> <p><i>Q. Has the sports chosen led to the club being mainly for boys?</i> <i>A. Although many boys attended, some talented girls have also been selected. It is not exclusive at all.</i></p> <p><i>Q. The website shows participation in sport. Is it possible to measure attainment in sport as well as participation?</i> <i>A. JP said that he will talk to BB.</i></p> <p>Proposed expenditure proposed by JP, seconded by SA. Agreed by all present.</p> <p>New spending plan needs to be published</p>	<p>JP to talk to BB to check if measurement of attainment is possible</p> <p>Update website</p>
6	PUPIL PREMIUM		
6.1	PP 2016/17 Spending Plan	<p>For the year 2016/17, PP funding is £75400 - a reduction of 25%. This is due to less PP claimants.</p> <p>The Resources Committee considered and agreed in principle, the proposed PP Spending Plan for 2016/17 as presented by JP and SLC.</p> <p>However, this was subject to a full discussion of the impact of the funding for the year 2015/16 which will occur in July at the next Standards Committee meeting. Full analysis of the data of the end of year results will be considered and the impact of the funding measured.</p>	

7	PREMISES/ HEALTH & SAFETY		
7.1	Safeguarding: Maintenance Schedule	<p>SAB and PC (Caretaker) are having regular meetings to discuss relevant maintenance issues.</p> <p><i>Q. Is the Maintenance Log up to date?</i> <i>A. Yes and it is documented.</i></p> <p>It was suggested and agreed that an H&S Governor meets with SAB and PC three times a year as part of the Governor Visiting Day ensuring that all the relevant documentation and checks are up to date.</p>	Next Governors Visiting Day, check H&S with SAB and PC
7.2	Safeguarding: H&S Monitoring	<p>SAB produced the document relating to H&S monitoring around the premises.</p> <p>It was suggested that some of the grading be looked at again and that anything that is a direct risk to children and adults be dealt with urgently.</p> <p>To be updated and brought to next meeting.</p>	<p>SAB to check grading and act on anything of a danger.</p> <p>Review at next meeting</p>
8	PERSONNEL		
8.1	Staffing Update	<p>With retirements, reduction in hours and an end of a contract, there will be 2.3 FTE less support staff for 2016/17.</p> <p>Looking at the needs of the school, an additional 1 x FTE is required over 2 different roles.</p> <p>Following advice from HR, an internal recruitment process is underway with the interviews being held on Friday 24/6/16. This makes the net change in support staff provision 1.3 FTE loss.</p>	Report results of interview process
8.2	Safeguarding: Single Central Record - SCR	<p>Single Central Record (SCR) ensures that HJS is compliant with "Keeping Children Safe in Education – May 2016" and confirms that everyone involved with school has undergone all necessary checks. Failure to comply, gives the school an "Inadequate" judgement with Ofsted.</p> <p>As there is no standard template available to complete, SAB is developing her own robust system going back 3 years.</p> <p><i>Q. Why just go back 3 years?</i> <i>A. That was when SAB started with her SBM role.</i></p> <p>SAB and JP stated that Jayne Done, our SIP would be checking the data held by the SCR.</p> <p>It was suggested that this be a standing agenda item with the committee checking that this important file is up to date.</p>	<p>Report when this has been done</p> <p>Ongoing agenda item</p>

8.3	Leadership of Quality of Teaching	<p>An anonymised Quality of Teaching report for the school was produced by JP and discussed. JP stated that the blue was exemplary - a model for others and yellow securing good.</p> <p><i>Q. What is the time frame for moving from yellow to green?</i> <i>A. JP said that the document was dynamic and although there was no time frame as such, it would show when looking back, the support and improvement going on.</i></p> <p>JP stated that teachers' end of year appraisal reviews would be completed before the finish of the academic year 2015/16. It was suggested that anonymised data be brought to the next committee meeting for both a secure teacher and an improving teacher to be looked at.</p>	Anonymised reviews for secure and improving teacher
9	REVIEW OF ACTIONS and DEADLINES (for next meeting)		
9.1	Clerking	JP to inform NW of decisions regarding changing clerking arrangements	JP
9.2	Funding available for split site	NW to share results of split site funding investigations	Next meeting
9.3	Q1 Budget Monitoring	SAB to email Q1 budget showing amendments to Clerking for approval and signing off	SAB after 30/6/16
9.4	Charging and Remissions Policy	To be published up to date on website	SAB
9.5	Emergency Policy	To publish relevant up to date policies on website and ensure that appropriate people (SLT/SMT) have easy access to relevant information for use, should an emergency arise.	SAB
9.6	Sports Grant	JP to talk to BB regarding a possible measurement of attainment as well as participation because this is part of the grants stated responsibility.	JP and BB for next meeting
9.7	Sports Grant spending plans	Website update	SAB
9.8	PP Funding spend for 2016/17	To approve the PP funding spend for 2016/17 following the impact study to be carried out by the Standards Committee in July 2016 of the impact for the 2015/16 funding received.	Next meeting
9.9	Safeguarding / H&S Governor	To ensure that a Governor, on the next Governor Visiting Day (TBA), 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	Next Governor Visiting Day
9.10	Maintenance Schedule	To ensure that gradings have been updated and actioned as required	SAB and PC Next meeting
9.11	Single Central Record	To gain external verification and confirm that the SCR is robust	SAB and JDone Agenda item for each meeting
9.12	Quality of Teaching	JP to bring 2 appraisals for verification – secure and improving	JP – next meeting
10	NEXT MEETING		
10.1	Meeting closed	The meeting finished at 8:38pm	
10.2	Next meeting	Tuesday 13 th Sept 2016 at 6:30pm	