

**HOTHFIELD JUNIOR SCHOOL GOVERNING BOARD
RESOURCES COMMITTEE MEETING 5TH MAY 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, Alison Gornall, James Proctor (Head), Neil Whitaker (Chair) and Sally-Anne Boyes (SBM)</p> <p>AG was appointed minute taker</p> <p>Received from Matthew Clayton-Stead and John French</p>	
2	Declaration of Interest	None	
3	Notification of AOB	None	
4	MINUTES OF LAST MEETING		
4.1	Consideration and if thought fit approval of the Resources Committee minutes	The previously circulated draft minutes from 8 th March 2016 were considered to be a true record of the meeting and adopted. Proposed JP, seconded AG	
4.2	Matters Arising from the Resources Committee minutes		
4.2.1	JP to meet with AV to encourage as many pupils as possible to claim FSM	Action confirmed by JP	
4.2.2	JP to inform staff of the new Disciplinary, Grievance and Managing Investigations/ Allegations policies	Action confirmed by JP. SAB confirmed that it was now on the school website in the secure Staff area.	
5	FINANCE		
5.1	Pupil Premium Current Expenditure Update	<p>The committee reviewed and discussed documents concerning PP expenditure (doc from SAB) and the PP funding matrix showing how PP funding is used at HJS and the current impact and recommendations for the future for pupils at HJS (doc from SLC)</p> <p>Q. Is PP funding raising attainment?</p> <p>A. JP stated that using half the PP funding to keep class sizes small has an impact on all children in school and allows class teachers more time to target specific children and needs as required. Impact of the remainder of PP funding spending is being looked at in more detail along with provision mapping for PP children.</p>	

		<p>Q. How is impact measured?</p> <p>A. By adding the provision map to the document produced by SLC, JP stated that the PP funding impact will be monitored more closely. The updated report will outline PP funding spend for 16/17 and so reflect the lessons learned from 15/16</p> <p>The school website will be updated to show the impact of PP funding in Sept 16.</p> <p>The new plan for 16/17 PP provision will be brought to the committee at the next meeting and will be based on both data and the provision map.</p> <p>The 16/17 PP provision will also be uploaded in Sept 16.</p>	JP to bring the new plan for PP funding based on data
5.2	Budget Monitoring	<p>Q4 Budget Monitoring report</p> <p>SAB reported that Bradford had carried out a Light Touch Financial Management Scorecard. This exists to encourage timeliness in reporting back to the local authority. HJS is 'green' which requires the lightest of monitoring.</p>	
5.3	School Finances Health and Efficiency	A Benchmarking Report Card comparing HJS spending to similar schools produced by the DfE was discussed. The information gave the committee no grounds for concern.	
5.4	2016/17 Budget		
5.4.1	Revised 16/17 Budget	<p>SAB produced the budget and a healthy carry forward of £65682 was announced. This led to agreeing the 2016/17 budget based on the revised staffing structure and class organisation proposed by JP.</p> <p>Proposed NW, Seconded SH</p>	
5.5	Report on Actions from last meeting		
5.5.1	Y3 Swimming	<p>Following contact with all 68 Y2 parents at AV regarding swimming when in Y3, there were 11 replies which stated that they wished to continue swimming.</p> <p>It was proposed that as a result of the consultation with all the Y2 parents and the lack of support shown for swimming to continue into Y3 when at HJS, swimming should cease in Y3. Agreed by all present.</p> <p>JP/NW to write to SwimStart explaining the situation.</p>	JP/NW to write to SwimStart
5.5.2	TA contract	These will continue to the end of the summer term.	
5.5.3	Revised working	These are ongoing. 2 TAs have resigned, the reduction in hours by 2 teaching staff and the increase in hours by another have all be built into the revised staffing structure mentioned in 5.4.1.	
5.5.4	Surplus at merger	<p>SAB confirmed that she had been in contact with Sarah North at School Funding who confirmed that the current arrangement was that allocated formula funding for FY 17/18 is based on the Oct 16 census.</p> <p>Allocated formula funding for FY 18/19 will be based 85% of the 2 lump sum budgets based on the Oct 17 census.</p> <p>This assumes that the joint school will be more efficient.</p> <p>SAB confirmed that Sarah North had said that any surplus would remain with HJS.</p>	

		<p>Q. As this seems to be based on the school being on one site where there could be savings to be made, are there any funds available to schools in our situation on a split site?</p> <p>A. NW is checking to see if extra funding is available for split site schools and stated that the Finance stream of the Joint Committee is also looking at this.</p>	NW to seek funding available for split sites
5.5.5	Joint Committee	<p>NW confirmed that the costs of this Committee would be split 50:50 with AV.</p> <p>SAB confirmed she had included at budget cost line for the new committee</p> <p>Proposed £1500 NW, seconded SH – Agreed</p>	
6	PREMISES		
6.1	Health and Safety Policy	The revised H&S policy was agreed and ratified	
6.2	Roofing/Ceiling in Office	<p>Following the leak in the office earlier this year, quotes have been received for the repair. The £8000 quote from Bradford to remove the ceiling was thought to be unacceptable when a new school has been proposed. It was agreed to make the roof safe using another contractor using a system of batons and netting at a cost of £1500</p>	
7	PERSONNEL		
7.1	Policies	<p>The following PACT HR policies from Bradford were agreed and ratified and are on the school website in the secure Staff area:- Staff Attendance, Whistleblowing, Managing Workforce Change and Social Media and ICT.</p> <p>It was agreed that JP would ensure that all staff were aware of the latter policy and that it had been signed by everyone employed in school.</p>	
7.2	Appraisal for non-teaching staff	<p>The Support Staff Appraisal policy was agreed and ratified. SAB confirmed it was on the school website in the secure Staff area.</p> <p>AG reported that the non-teaching classroom support staff were undergoing appraisals at this time following the principles set out in the policy.</p> <p>SAB confirmed that she was carrying out the appraisals of the office staff and caretaker.</p> <p>JP confirmed that he was appraising the School Business Manager - SAB</p>	
7.3	Whole school review of teaching	<p>Q. Is the new approach to teacher performance delivering improvements?</p> <p>A. JP confirmed that the new approach has led to considerable improvements in both capacity and effectiveness over the year since September.</p> <p>An anonymised Improving Performance Plan was presented for an individual teacher to demonstrate how the improvements had occurred, the time scale involved and the resources used to facilitate the improvement.</p>	
8	REVIEW OF ACTIONS (for next meeting)		

8.1	PP Funding	JP to bring the new plan for PP funding based on data along with provision mapping – Next meeting	
8.2	Cessation of Y3 swimming	JP/NW to write to SwimStart to inform them of Governors decision to no longer support Y3 swimming - As soon as possible	
8.3	Split site funding	NW to seek funding available for split sites – Next meeting	
9	NEXT MEETING		
9.1	Meeting closed	The meeting finished at 8:15pm	
9.2	Next meeting	Tuesday 21 st June 2016 at 6:30pm	