

HOTHFIELD JUNIOR SCHOOL GOVERNING BOARD
RESOURCES COMMITTEE MEETING 8 MARCH 2016 AT 6.30PM
MINUTES AND ACTION POINTS

	Item	Minutes	Action Points
1	Welcome and apologies Appointment of minute taker	Present were Alison Gornall, James Procter, John French, Matthew Clayton-Stead, Sally-Anne Boyes (as school business manager) and Neil Whitaker (chair). Apologies were received and accepted from Sam Healey and Steve Anderson. MCS was appointed minute taker.	
2	Declaration of Interest	None.	
3	Notification of Any Other Business	None.	
4	Minutes of last meeting		
4.1	Consideration , and if thought fit approval, of minutes of Resources Committee 19 January 2016	The draft minutes circulated to members prior to the meeting were adopted as a true record of the meeting.	
4.2	Matters arising from Resources Committee meeting minutes	SAB reported on the measures that had been adopted by school as a result of the burglary at Christmas, which is confidential. SAB reported that the new internet contract had been signed, and was going well so far. JP reported that the Health and Safety Policy review had been postponed, but that the disaster recovery plan is being actioned. No other matters arising not specifically dealt with by the agenda.	
5	Finance		
5.1	Pupil Premium Current Expenditure Update	The committee discussed changes to the criteria for the Special Fund for FY 2017, so that instead of it being made available for pupils who have claimed free school meals in the past six years, it would be available for pupils who are current free school meals claimants only. The cost of the Special Fund for FY 2017 would be £9,452 if no change were made, £4,801 if the changes	JP to write to parents in September 2016 to inform them of the changes to the Special Fund criteria. JP to meet with Aire View to ask them to encourage as many pupils as possible to claim free school meals.

		<p>were implemented from April, or £6,715 if the changes were implemented from September 2016.</p> <p>It was felt that pupils and parents could justifiably feel that school had changed its position mid-year if changes were made from April (especially to pupils currently enjoying music lessons from the Special Fund), so the committee agreed to implement the changes from September 2016.</p>	
5.2	Budget monitoring	<p>SAB presented on the draft final budget for FY 2016.</p> <p>It appears that school will finish the year with a very small surplus: £1,008.</p> <p>JF asked JP how Hothfield will ensure that school runs a balanced budget for FY 2017. JP pointed to the savings SAB was achieving through contract renewals and stated school's confidence that the best savings possible were being achieved, in the circumstances.</p>	
5.3	2016-17 Budget	<p>Committee members had been asked to consider implications for FY 2017 at January's meeting. Further discussion of the 2016-7 Budget was presented by JP and SAB.</p> <p>It was expected that there would be a reduction of at least £43,000 for FY 2017, made up of a £23,000 increase in employer's National Insurance contributions, and a reduction of £20,000 in Pupil Premium expenditure due to the decrease in numbers of PP-eligible pupils.</p> <p>As an action point from the last Resources Committee meeting, JP had written to SwimStart regarding the proposal to cease lessons for Y3 pupils. SS had responded by saying that Y2 pupils at AV paid the full amount for swimming lessons (i.e., AV did not subsidise swimming lessons), and that their view was that parents would be willing to pay the full amount in Y3 at Hothfield on the basis that SwimStart was much cheaper than Keighley or Skipton. The committee felt that this was a fair argument, albeit it did not address the issue of PE provision for those pupils who did not opt in to swimming lessons.</p>	<p>JP Authorised to write to current Y2 parents to canvass views on swimming provision.</p> <p>JP to continue TA contract to the summer.</p> <p>JP to speak to members of staff to determine their decisions on retirement/revised working hours.</p> <p>SAB to find out from Bradford what would happen to any surplus in the Hothfield accounts on the closure of the school in 2017: would it go to the new school, or to Bradford (or elsewhere)?</p>

		<p>The Committee felt that an honest letter should be sent to current Y2 parents setting out the issues faced by school in relation to cost, swimming and the curriculum and canvassing their views on the best approach to Y3 swimming provision from September 2017.</p> <p>The committee then moved to discuss the staffing structure. JP distributed confidential draft timetabling proposals which would achieve the savings required by Hothfield to achieve the requisite cost reductions for FY 2017. The committee discussed the staffing structure. MCS asked whether the proposed staffing structure addressed areas of we needed to develop. JP responded by stating that the new structure would resource Y5 in an enhanced way. NW asked if the new structure would ensure that pupil premium needs were addressed. JP responded by saying that as there were going to be fewer PP pupils in years 3 and 4, resources would be diverted to years 5 and 6.</p> <p>Following a long discussion, the committee felt that £3,500 should be allocated to keep a TA until the summer to continue some dedicated one-to-one work. A decision on the staffing structure would be postponed until May when certain members of staff who had indicated that they may retire or reduce their hours may have made their decisions.</p>	
6	Premises		
6.1	CDM Regulations	This item is no longer applicable.	
6.2	Health and safety audit report	It was agreed that the H&S policy would be revisited and reviewed at May's meeting.	Committee to review H&S policy at the next Resources Committee meeting.
7	Personnel		
7.1	Disciplinary; Grievance and Managing Investigations/Allegations policies – ratification	The draft policies circulated to the committee prior to the meeting were approved.	JP to inform staff of the new policies.
7.2	Teacher and support staff development	NW reported on his visit to school to check that appraisals were happening and staff were supported. NW reported that he had observed and	

		<p>been told by staff that 'teamwork' in developing performance was taking place and that teachers knew what their objectives were and who was supporting them.</p> <p>JP reported that Jane Done is undertaking a whole-school review of teaching early next term. The review will help to show whether the new approach to teacher performance is delivering improvements.</p> <p>JP reported that all teachers have had an interim appraisal review which has been combined in a single conversation along with pupil progress. Classroom support staff are now on their appraisal cycle, which is drawn from the newly-defined role of TAs.</p>	
8	Review of Actions and Deadlines		
9	Time and date of next meeting	<p>The meeting closed at 8:28pm.</p> <p>The next meeting is 10 May 2016</p>	