

**HOTHFIELD JUNIOR SCHOOL GOVERNING BOARD**  
**RESOURCES COMMITTEE MEETING 8<sup>th</sup> NOVEMBER 2016 AT 6.30PM**  
**MINUTES**

	<b>Item</b>	<b>Actions</b>
1	<p><b>Welcome and apologies.</b></p> <p>Jon Grimshaw took the chair.</p> <p>In attendance were Matthew Clayton-Stead, James Procter, Alison Gornall, John French, Jon Grimshaw and Sally-Anne Boyes (as school Business Manager).</p> <p>MC-S was appointed minute taker.</p> <p>Apologies were received from Neil Whitaker.</p>	
2	<p><b>Declaration of Interest</b></p> <p>There was no declaration of interest.</p>	
3	<p><b>Notification of Any Other Business</b></p> <p>The committee agreed to look at staff absence monitoring.</p>	
4	<p><b>Minutes of last meeting</b></p>	
4.1	<p>The committee considered the draft minutes of the Resources Committee meeting held on 13 September 2016.</p> <p>The minutes were accepted as a true record. Proposed: JP, seconded: MCS.</p>	
4.2	<p>Matters arising from Resources Committee meeting minutes.</p> <p>None.</p>	
5	<p><b>Resources committee</b></p>	
5.1	<p><b>Proposal to join with AVIS Resources committee for future meetings.</b></p> <p>The only matter arising not dealt with elsewhere in the minutes was that MCS reported that unfortunately AVIS had declined to merge the Resources Committees of the two schools. The committee felt that this issue should be raised again with AVIS in the new year.</p>	<p>Merging of committees to be raised with AVIS again early in 2017.</p>
6	<p><b>Finance</b></p>	
6.1	<p><b>2016-17 Budget - Q2 Budget Monitoring Report - Note and agree changes to agreed budget</b></p> <p>SAB reported that she had emailed round the final Q2 monitoring report to the committee. As no comments had been received, she had submitted this to Bradford. A £26,987 carry forward was currently predicted.</p>	
6.2	<p><b>Benchmarking</b></p>	

	<p>Comparative Benchmarking Data. SAB asked the committee to review 15-16 benchmarking data.</p> <p>It was noted that Hothfield's spending on teaching is comparatively very high. The committee noted that this was deliberate, as we wanted to focus on smaller class sizes. Our spending on TAs is towards the lower end. This is consistent with investing in smaller class sizes.</p> <p>School's administration expenditure is slightly below average, but there are no plans to increase this.</p> <p>Insurance for teaching staff is high. This is due to premiums going up due to long term absences in the past, so there is little we can do to reduce this cost.</p> <p>Bradford governors asked that we should check if we are spending more than 80% of budget on teaching staff. Our spending is currently 79% so it is not a 'concern' level, but something to keep under review.</p> <p>Finally, it was noted that in most areas, our spending is in line with AVIS', which is encouraging.</p>	
6.3	<p><b>Revised projected budget for 17/18.</b></p> <p>SAB presented the current revised projected budget for FY 2018.</p>	
6.4	<p><b>Finance policies:</b> Governor Allowances, and Premises and lettings.</p> <p>The proposed policies had been circulated to the committee ahead of the meeting. It was proposed to accept the policies as they were based on those adopted by AVIS, and as those were in turn based on the school business model policies.</p> <p>Proposed: JG, seconded: JP. The policies were adopted.</p>	
6.5	<p><b>Capital Spending</b></p> <p>Plan for IWB renewal. SAB updated the committee on the status of IWB renewal. She is still liaising with AVIS. It was noted that no replacement IWBs are required at the moment.</p>	
7	<p><b>Pupil Premium</b></p>	
7.1	<p><b>The PP Spending Plan for 2016/17</b></p> <p>JP reported that the new PP spending plan approved by Standards Committee is now being implemented. There are no significant changes to for this committee to note.</p>	
8	<p><b>Premises</b></p>	
8.1	<p><b>H &amp; S monitoring update</b></p> <p>An updated health and safety monitoring document had been provided to the committee ahead of the meeting. It was noted that regular health and safety and statutory checks are carried out. Paul [?] is ensuring consistency across both AVIS and HJS.</p> <p>It was noted that Hothfield is currently up to date with all the checks we were scheduled to do by the end of October.</p>	

	Governors noted that they are satisfied that checks are being undertaken.	
8.2	<b>Update on works to building</b>  JP provided a verbal report that the pond had now been filled in.	
8.3	<b>Premises Policies</b>  The Accessibility Plan had been provided to the committee ahead of the meeting. SAB invited the committee to consider and agree proposed plan.  It was noted that panic alarm checks are being done, but not recorded as such. SAB to update this, and also cover fire drills in the plan.  It was also noted that, apart from the pond being filled in (already reported on), there are no other major works to be reported on.  The committee agreed to adopt the accessibility plan.  SAB to put on website as soon as possible.	SAB to put Accessibility Plan on the school website.
<b>9</b>	<b>Personnel</b>	
9.1	<b>Quality of Teaching</b> – Individual coaching development programme.  JP presented 2 anonymised examples of the coaching development programme in action.	
9.2	<b>Update on staffing structure/recruitment</b>  JP reported that there had been one resignation of a TA. School are interviewing next Friday for fixed term appointment to July.  In terms of the committee monitoring staff absences, the governors are made aware of specific instances of long term absences. JP reported that short term absences below the national average and there is therefore no cause for concern.	
9.3	<b>Personnel Policies</b>  The committee considered the following policies, which had been circulated prior to the meeting: Redundancy and Premature Retirement, Pay Policy, Leave of absence policy, Capability Procedures and Confidentiality Policy.  It was proposed to adopt all these policies as they reflected the model PACT HR policies. The one exception to this is the Redundancy Policy, where it is important that a policy is adopted in conjunction with AVIS, and in acknowledgment of the fact that we are about to undertake a school merger. JF is undertaking work in this area and will continue to do so.  The Pay Policy, Leave of absence policy, Capability Procedures and Confidentiality Policy were adopted.	JF to continue work looking at redundancy policy, in conjunction with AVIS.
10	<b>Safeguarding</b>	
10.1	<b>Single Central Record</b> - new additions update	

	<p>SAB brought the new volunteer procedure to the attention of the committee. The Safeguarding governor (MM) asked JP to investigate whether non-teachers are checked against the DoE's list of prohibitions. We have now adopted this as a policy.</p>	
10.2	<p><b>Health and Safety</b></p> <p>It was noted that we must ensure that a Governor undertakes a review of all H&amp;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.</p> <p>It was felt that David Hill is probably the best person to undertake this, given his expertise.</p>	<p>David Hill to be asked to undertake review of H&amp;S logs.</p>
10.3	<p><b>Safeguarding Policies</b></p> <p>The committee considered the Care and Control Policy, Data protection policy, Freedom of Information and Exclusion policies provided to the committee ahead of the meeting.</p> <p>SAB noted that the policies were based on AVIS' policies.</p> <p>It was further noted that the serious incident report form has been incorporated into the Care and Control Policy, and that the standards committee is to note uses of restraint this term at the next meeting</p> <p>The Care and Control Policy, Data protection policy, Freedom of Information and Exclusion policies were adopted.</p> <p>SAB agreed to look into the thumb prints issue in relation to the data protection policy.</p>	<p>SAB to look into thumb prints issue re DP policy.</p>
11	<p><b>Review of Actions and Deadlines</b></p>	
12	<p><b>Time and date of next meeting</b></p> <p>16 January 2016</p>	