



CANON LEE SCHOOL

**Minutes of the Resources Committee meeting
held on Wednesday 5th October 2016 at 5pm in the Conference Room**

Present:	Helen Dowds (Acting Principal) John Kesterton (Chair) Peter Hodge Patrick Looker Alison Davies [to 6.30pm]	
In attendance:	Wendy Munro (School Business Manager) Jess Swarbrick (Clerk – Governor Support Officer)	
		ACTION
1.	<i>Election of Committee Chair</i> John Kesterton was unanimously elected as committee chair for a term of one year. (Proposed: Helen Dowds; Seconded: Peter Hodge)	
2.	<i>Welcome, Apologies for Absence and Declarations of Interest</i> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Sarah Byrne, Paul Black and Brian Crosby. There were no declarations of interest.	
3.	<i>Minutes of the Business Committee meeting held on 20th June 2016</i> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair. With reference to the Action Plan: 1. Alison Davies reported that she and Sarah Byrne had been working together on ways to generate support from local businesses. She advised that they had approached Clifton Moor Small Business Association (CMSBA) about presenting ideas, and had been told there was no availability for this until March 2017. Alison further advised that there was potential for herself and Sarah to attend a meeting as a guest before this date, which would enable them to gauge the level of interest in supporting the school. Alison raised the idea of inviting local businesses to visit the school for a coffee morning or VIP event. It was agreed that this could be a good opportunity to show local businesses the opportunities available in working with and supporting the school. Alison also noted that the CMSBA had just signed up to use the Eco Centre as a meeting place, and queried whether it would be viable to offer the use of a room in school. Alison advised that in her initial conversations with local businesses, she had received marked promises of forms of sponsorship, both in terms of funding and also providing time and support. She advised that there were a lot of different options to explore, and it was agreed that she and Sarah should arrange a meeting with the Principal to look at these in more detail and agree next steps. 2. It was noted that this would be covered under item 5. 3. It was noted that this would be covered under item 5. There were no matters arising.	AD/SB / HD

4.	<p>Terms of Reference – for information</p> <p>Previously distributed. Governors noted the committee terms of reference, which had been approved by the full governing body. It was noted that these may be subject to change following the school's conversion to an academy.</p>	
5.	<p>Finance Update, including budget monitoring</p> <p>The School Business Manager (SBM) presented her report, which had been previously distributed. She advised that the projected deficit for 31st December 2016 had been reduced to £68,028, due in part to a number of staff leaving without being immediately replaced. The SBM noted that the Bursar had been working hard to sort out a number of issues and ensure a clear forecast.</p> <p>The Principal reported that she had met with Richard Hartle from the LA to ask for clarification on the school's position at the point of conversion, due to take place on 31st December 2016. She advised that Richard had confirmed that whatever the school's financial position is on that date, this amount will be written off by the LA. The Principal advised that whilst there was no large expenditure planned before this date, it was agreed that there was still a need for the school to operate safely.</p> <p>The Principal advised that Richard Hartle had also confirmed that the settlements which had been agreed with a number of previous members of staff would also be covered through the LA's School to School Support budget, and would not be placed within the school's budget.</p> <p>The SBM reported that Paul Shepherd from the LA had visited the school on 4th October to audit the figures, and had been accompanied by Simon Bryan-Smith, Finance Director of the Hope Learning Trust. The SBM advised that Paul had been very thorough in his checks, and had concluded that despite a number of minor changes within the budget, the bottom line was as predicted.</p> <p>The SBM advised that following conversion, projected figures for January to August 2017 showed a deficit of around £55,000, with an in-year deficit of approximately £13,000 predicted for 2017/18. It was noted that this significant projected reduction in the overall deficit would required a strategic look at all key staffing areas.</p> <p>The SBM further advised that in calculating the projected figures for January 2017 onwards, she had used the current income levels and added these in pro-rate. She noted that there was an anticipation that levels of income may increase following conversion. The Principal reported that they may be eligible for a small schools grant of around £40,000, which could be applied for once the conversion was completed.</p> <p>The Chair noted that capital expenditure related to the school's conversion, including work to buildings, signage and brochures, would come from the transition funding through Hope Learning Trust, rather than from the school's budget. It was noted that this pot of money, around £20,000, was ring-fenced.</p> <p>A question was raised about how much of the school's budget would be topsliced by Hope Learning Trust following conversion. The Principal advised that this figure had been agreed by the Board, but she did not have the details at this point. It was noted that this information would be included within the minutes of the Board, which would be available once approved.</p> <p>The Principal reported that there was a strong momentum regarding pupil intake at present, which was very positive in terms of increased funding in the future.</p> <p>With reference to the Manual Budget, which had been included in the SBM's report, a question was raised regarding the figures. The SBM advised that some expenditure had been left in the period to December 2016 which could not be broken down into a pro-rata figure. This included business rates, which had already been paid in full. The SBM added that it was unclear how any reimbursements of these payments would work at this point, but that the position provided in the budget had been calculated on the advice of the LA.</p>	

	<p>Governors asked for confirmation that the budget was accounted for properly from January 2017. The SBM advised that expenditure generally reduced towards the end of the financial year, and this had been calculated accordingly.</p> <p>It was noted that projected figures showed a deficit of £54,794 for the period January to August 2017. The SBM confirmed that the budget to 31st December included main supply costs, but the projection from 1st January assumed the school would be fully staffed, with no long-term supply. It was noted that this may be subject to change, depending on the outcome of the current recruitment processes. The SBM further noted that if it was deemed necessary to increase the salary offer in order to attract a better candidate, this may also change overall staffing costs. The Principal noted that this was a serious point in the face of previous recruitment problems, though this shouldn't be an issue with the more transparent appointment process now in place.</p> <p>With reference to the monitoring report for period 5, a question was raised regarding supply costs. It was noted that these showed £45,000 of supply costs to the end of the year, relating to vacancies in English and Maths. The SBM noted that there had been significant challenges in budget forecasting to December, as the LA budget monitoring system in place was designed to operate from April to April. She added that on conversion, the school would operate under the Hope Learning Trust systems.</p> <p>Governors recognised the significant work which had gone into reducing the overall deficit and recorded their thanks to the Principal and SLT for this.</p>	
<p>6.</p>	<p>Staffing Update</p> <p>An update on staffing had been included within the SBM's report. The Principal reported that a new Behaviour Manager had now been interviewed and appointed. She advised that this had been a very strong appointment, with good experience. It was noted that interviews would be held later that week for a number of TA1 posts within the Aspire Centre. The Principal advised that there was also a strong field of candidates for these posts, and she was confident that some good appointments would be made. With reference to the TA3 post, the Principal advised that interviews for this would take place the following week. It was noted that there was also now a TA2 vacancy following a resignation at the start of term. The Principal advised that it may be possible to appoint to this from the field of TA1 candidates if any were suitable.</p> <p>Governors suggested that it may be useful to recruit TAs with primary experience, particularly for the support of students with low reading ages. The Principal confirmed that this practice was already in place.</p> <p>The Principal reported that there would be three volunteers working with the school for a year, who had been sourced through a church community group who had worked with Manor CE Academy previously. She advised that the volunteers would be working for one and a half days per week, two in the Maths department and one with English. It was noted that the Executive Principal was very positive about the programme, which had worked well at Manor. Governors asked whether these volunteers would be teaching directly, and the Principal advised that they would be working in a support capacity. It was agreed that Maths and English were both key areas and it would be good to have additional capacity for support and coaching.</p> <p>In response to a question about what qualifications volunteers would need to have to work in school, the Principal advised that at least a C in English and Maths was required.</p> <p>The Principal provided an update on current teaching vacancies. She advised that there had been a strong field of applicants for the Head of English post, which had been advertised with associated SLT status. The Principal advised that she would confirm the interview dates with governors who were available to be on the panel.</p> <p>The Principal advised that interviews for the History and Maths teachers would take place next week. She reported that with reference to the Head of Maths post, there had not been a strong enough field of candidates to take forward to the interview stage, and this would need to be looked at to consider the best way forward. The Principal noted that</p>	

	<p>there were a number of options in this situation, including the possibility of increasing the status of the post as with the Head of English position, or the potential to have a Director of Maths who would operate across the whole of the Hope Learning Trust.</p> <p>Governors noted that given the budget situation, it was important to be mindful of value for money in all appointments. The Chair requested a five year budget forecast with a TLR post with progression, compared with a leadership appointment with progression. It was agreed that governors needed to see what the difference in expenditure was over time, in order to be satisfied that any such appointment would be value for money.</p> <p>It was noted that there was a need to have a discussion about being comfortable with the process of recruitment. If it was not possible to recruit within the existing staffing structure, it was important to be clear that there were market forces for these roles. The Principal noted that the consideration of increase to SLT status would only apply to the roles of Head of English and Head of Maths, as these were crucial positions in terms of school improvement. The Principal further noted that no decision had yet been made on how to proceed with the Head of Maths vacancy, and any proposal would need the agreement of the governing body.</p> <p>The Principal reported that the new Vice Principal for Key Stage 3 had settled in to her role very well and had been a very positive appointment. It was noted that other new members of the team were also working well together.</p> <p>With reference to the TUPE process ahead of the conversion to academy status, the Principal reported that she and the SBM had agreed to get this started as soon as possible, to ensure that everything was in place for 1st January 2017. It was noted that there had been some frustration and confusion around whether this was the responsibility of the LA or the Hope Learning Trust. Governors agreed that it was essential to make the process as smooth as possible, and to minimise any concerns or feelings of vulnerability amongst staff.</p> <p>The Chair asked to be advised of when the staff meetings would be held to discuss the TUPE process, and noted that he would attend as many of these as possible. The SBM agreed to circulate the meeting schedule to all governors for information. The Chair also noted that he had a presentation which may be useful, and agreed to forward this to the SBM.</p> <p>A question was raised about authorisation of governor decisions, in particular during the weekly Working Group meetings held on Thursday mornings. The Chair noted that it was important to be aware of all major decisions and the risk of governors missing out on the opportunity for discussion if they were not at these meetings. It was agreed that notes from the weekly meetings should be circulated to all governors as a courtesy. The SBM agreed to ensure this was done.</p>	<p>SBM</p> <p>SBM</p> <p>SBM</p>
<p>7.</p>	<p><i>Policy Review</i></p>	
	<p><i>7.1 Data Protection Policy</i></p> <p>Previously distributed. It was noted that this was part of the overall ICT policy, and the Principal recommended that it be re-visited following conversion in January. It was noted that the policy had been through high scrutiny, and governors approved this unanimously.</p> <p>It was noted that information on how to make Freedom of Information requests would need to be included on the school's website.</p>	
	<p><i>7.2 Exam Contingency Plan</i></p> <p>This document had been circulated on the day of the meeting. The Principal outlined the purpose of the contingency plan, and noted that this had not previously been in place. The Chair asked whether all staff had been given training in invigilation, even those who were involved only in the set-up, rather than exam invigilation itself. The Principal advised that all staff involved in invigilating had undergone training, and this issue was on the SLT agenda to ensure that staff were familiar with this document and the exam policy.</p>	

	The Exam Contingency Plan was approved unanimously.	
	<p>7.3 Exam Policy This document had been circulated on the day of the meeting. The Principal advised that the policy had been taken from the JCQ, and covered procedural issues. The policy was approved unanimously.</p>	
	<p>7.4 Adoption Leave Policy This document had been circulated on the day of the meeting. It was noted that this was a standard LA document and governors approved this unanimously.</p>	
	<p>7.5 Disciplinary Policy This document had been circulated on the day of the meeting. It was noted that this was a standard LA document and governors approved this unanimously.</p> <p><i>[Alison Davies left the meeting at 6.30pm]</i></p>	
8.	<p>Site Management Governors noted the report on site management issues, which had been previously distributed. The following points were highlighted.</p> <p>Health & Safety The SBM reported that Avec had carried out a due diligence inspection as part of the conversion process, and had found no major issues. She further reported, however, that the LA had undertaken a health and safety inspection on 29th September and raised concerns about asbestos in the ceiling tiles of the science corridor. The SBM advised that she had taken advice to ensure this was investigated, and the results of this had highlighted issues with asbestos in the fume cupboard. The SBM advised that for safety and future-proofing, it would be necessary to remove the fume cupboard altogether, and she noted that she would be proposing a plan to put forward to the LA to carry out this work. Governors noted that the fume cupboard was broken and not in use anyway, though the chemical storage around this area would make its removal more complicated.</p> <p>In response to a question about when the work could be done, the SBM advised that she was hoping for half term. Governors expressed concern about the health and safety of staff and students, should the work have to take place in term time.</p> <p>PAT testing The SBM reported that the primary staff member who carried out PAT testing had now left, and whilst there were site staff who were trained to do this, they did not have enough capacity to cover all the required areas of school. The SBM proposed that the PAT testing of the main computer suites and classroom equipment should be sub-contracted out, whilst the site staff would continue to test their own tools and ad-hoc items brought into school. Governors approved this proposal.</p> <p>Buildings The SBM reported that there were serious concerns about the exposure of the school in the future based on the current condition of the site. She advised that a significant amount of expenditure would be required in order to carry out work to ensure future site safety. These included:</p> <ul style="list-style-type: none"> - Roof on the 2000 Block. The SBM advised there was around £65,000 of known work to be done here, though this amount could double or triple. - Cube rendering. The SBM advised that she had progressed this fault with the LA and Balfour Beatty, who had admitted this was a design fault. It was noted that this should therefore be covered under their indemnity, though no progress had been made with this. It was noted that this would cost around £50,000 - Boilerhouse. It was noted that approximately £150,000 was needed to fix and rewire this. <p>Governors asked the SBM to produce a report of urgent works and liability which could be presented and discussed at the next full governing body meeting. It was agreed that</p>	SBM

	<p>this was a key issue which would need to be considered by the Hope Learning Trust following conversion.</p> <p>The Principal reported that the Trust would be commissioning a full structural survey of the whole site, which would facilitate planning for the future.</p>	
9.	<p>The Arts Block</p> <p>The SBM reported that the Hope Learning Trust had been approached by a number of organisations who were interested in using the space in the Arts Block, and these would need to be considered in the future. It was noted that this issue would be linked to plans for the whole site following the structural survey discussed under item 8.</p>	
10.	<p>Any Other Business</p> <p>10.1 The Chair reported that he had discussed fire safety issues with the SBM, particularly in relation to ad-hoc displays and their added fire risks.</p> <p>10.2 With reference to cheque signatories, it was agreed that Fran Johnston should be removed and Helen Dowds added on to the authorisation scheme.</p>	
11.	<p>Dates of next meetings (all at 5.00pm)</p> <ul style="list-style-type: none"> - Wednesday 23rd November 2016 - Wednesday 1st February 2017 - Wednesday 3rd May 2017 - Wednesday 28th June 2017 	

The meeting closed at 6.50pm.



23.11.16.

Date

ACTION PLAN FOLLOWING RESOURCES COMMITTEE MEETING 5TH OCTOBER 2016

	Action	Agenda	Person	Date
1.	Meet to discuss next steps regarding links with local businesses	3(1)	Alison Davies / Sarah Byrne / Principal	Nov 2016
2.	Provide a five year forecast for TLR post vs Leadership post with progression.	6	School Business Manager	ASAP
3.	Circulate staff meeting dates re TUPE process to all governors	6	School Business Manager	ASAP
4.	Ensure weekly Working Group meeting notes circulate to all governors	6	School Business Manager	Ongoing
5.	Produce report on urgent works and liability to be presented to Full Governing Body	8	School Business Manager	Nov 2016

Items for next Agenda:

- Update on local business links