

MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING		
Held on Thursday 2 October 2014 at 4.30pm		
ITEM	MINUTE	ACTION
	<p>Present: Sharon Carlyon (SC) Roger Gibbs (RG) Jonathan Hartley (JH) Michelle Penny (MP) Denise Plociennik (DP) James Roach (HT) Safina Shan (SS)</p> <p>In attendance: Jill Steward (Clerk)</p>	
1	<p>Apologies for absence Apologies for absence were received from Nick Ablett and Paul Meyler.</p>	
2	<p>Conflict of interest Governors were reminded to declare any conflict of interest that may occur in the course of the meeting.</p>	
3	<p>Election of Committee Chair Roger Gibbs was re-elected by unanimous vote.</p>	
4	<p>Minutes of the meeting held on 8 May 2014 Signed by RG as an accurate record of the meeting.</p>	
5	<p>Matters arising from those minutes H&S inspection – revisit COSSH.</p>	
6	<p>Finance 6.1 First termly review There is a projected c/f of c£70k. Key points to note:</p> <ul style="list-style-type: none"> • There appears to be a saving of £44k on E01 but this is offset by payments from another cost centre. Unable to fill all vacancies directly, it was necessary to take on 2 members of staff (NQTs) via agencies and these payments are made from E26. With one agency it is possible to opt out at the end of December and take the person on directly with no penalty, but the other is employed on an annual contract which will finish at the end of the summer term. If both stay the full year there will be an o/s of c£8k across the cost centres. • On E03 there appears to be a saving of £17,783 part of which is a saving on the IT technician's salary as she left in July, and there is a saving on TA salaries as they were not appointed as quickly as anticipated in the summer term. There are salary increments to go through in October as well as some overtime which will reduce this figure. • E12 is showing as o/s by £10,240 but with £10,816 to come in from HCC and £840 from Friends of LHS, there will be £6919k left to spend over the year. • E06 Catering shows as zero but the cost of the contract with the caterers is shown against E25. There is a small profit of c£4k from income but there has been a big outlay for equipment and there should be a further small profit at 	

the end of this term too. We pay £1.85 for meals and receive £2.00 per meal from parents. The difference goes towards the cost of maintenance, servicing. We are trying to keep the cost of meals as low as possible. UFSM income of £2.30 is paid according to the census figures. Duty meals for staff also have to be paid for by school; staff eat in the dining room to act as role models to the children and encourage the children to eat. RG and BG ate in school last week and said it was a very positive experience; the children were very well behaved. Asked what it is she likes at school, one pupil told RG that she “could not pick out one thing but does have respect for all our teachers”. RG also thanked the Cook.

- E02 Supply is expected to be fully spent; there is a lot of sickness at present.
- Energy billing and payment is up to date although there is a contingency in case anything untoward comes up. JH asked about energy efficiency increasing now that the window walling is in. Although it is a little early to tell, SC monitors the meters weekly so we will be able to compare this year with previous years. It is the inefficiency of the boiler that is likely to have the biggest impact on energy consumption but the cost of replacing it is c£90k. SC recently entered the school into a competition where the prize was a £50k energy review by British Gas. She had to submit a bid and was selected for the final 3 and then attended an interview panel based on 3 questions and SC was successful. An energy survey will be done and works to the value of £50k will be carried out. Governors thanked SC for this and congratulated her on her success.

JH asked whether the school goes out to tender or reviews the market for items such as stationery, office furniture, etc or whether we just use Herts Supplies. SC explained that Herts Supplies go through a procurement exercise themselves before including items in their catalogue so there is an assumption that they are “best value” but the price of paper is known to fluctuate so this is always worth checking and the finance assistant does shop around. Similarly for printer cartridges and other commodity items. LHS also subscribes to the TES Foundation and can buy through this. SC gave as example needing a new printer for Y6 and using TES Foundation she received competitive quotes from 6 different companies and a significant saving was made. Also, as a big school we have some influence independently – the catering contract has not been running smoothly and the contract company know that we could influence the opinion of other schools in our locale.

5.2 Pupil Premium)

5.3 Sports Grant) taken together below

5.4 Universal FSM)

Pupil Premium Grant is down £20800; the budget was set on indicative figures from HCC. The Sports Grant is down by c£1k. The take up of free meals in KS1 is 78%. We had hoped for 80% and the government expects 90% but compared to other schools we are doing well with the take up. It is anticipated that there will be some claw back of funding. Governors considered ways to encourage further take up of meals and acknowledged that one of the obstacles to overcome is that parents do not always understand what the food is (language and cultural issues) and so cannot explain to their children. JR is confident that there is still scope for numbers to go up and taster sessions will help with this but in reality there is already pressure on timings to get everyone fed at lunchtime. RG found that there is also a problem that some of the

	<p>younger children cannot see over the counter to see what the food is so SC has arranged with the Catering Manager to have pictures on a whiteboard as the children come into the dining room so the children can see what the food is going to be. This should also reduce the time the children take to choose.</p> <p>5.5 Lighting</p> <p>This is now on hold until it has been determined how the £50k mentioned above will be spent. JH asked what the reason was for considering the application in the first place and SC explained that the light fittings were original and outdated and the current set up was not energy efficient. Under the scheme, LED tubes and bulbs would be swapped in and should reduce the energy bill by c35%. The Salix Fund gives interest free loans to pay for the upgrading and the loan is paid back out of the saving on energy.</p> <p>Base funding</p> <p>Since the FGB, SC has heard back from Howard Bull at HCC who has confirmed that SC's figures are correct, there was a shortfall in staffing in the Base budget and he is going to escalate the matter to his manager.</p>	
6	<p>Staffing</p> <p>JR shared some of the staffing plans at the recent FGB. Nuno Alexandre will be returning to work shortly and has a re-integration meeting next week. LH will go on maternity leave at Christmas and there are aspects of her job still to be covered and it could be that Nuno will be asked to step up. There are cover implications as the HLTA who was made up to Unqualified Teacher status has been off sick all term and this has made cover difficult. There has been a negative response to the use of supply teachers within school and from parents, and JR has mixed up the classes who have had to have cover to ease the situation. Supply teachers who are not up to LHS standards have been declined. Two TAs are on long term sick leave in Y4 and, as there are significant behavioural challenges in that year group, extra support had been put in by placing the second TA there but that person is off. JR has increased the hours of an additional TA to create more capacity. All of these actions have financial implications.</p> <p>Interviews have taken place twice for the Site Manager post but without success and George is covering in the mornings from 7.30am to midday. The Job Description has been revised to try to attract someone who could take on the administrative aspects of the role and who is IT literate. The latter aspect has been a stumbling block for applicants so far. One interviewee is a parent at the school who has done a lot of volunteering here and who would make a good handyman and old style caretaker but can only do 20 hours a week. Ideally, SC would like to find someone who has done the Certificate in School Business Management and who could take over H&S, contracts, ordering, etc freeing up SC to concentrate on other matters.</p> <p>The other issue is that the IT Technician left in the middle of last term. Her contract was for 15 hours per week. The contract with SITSS has been increased and one of their staff comes in every Wednesday afternoon and is doing really well but aspects of the technician role such as updating the IT inventory and routine "housekeeping" are not happening. One suggestion is to combine the salaries of the Site Manager post and the IT Technician post and have the handyman/caretaker role and recruit someone with the CSBM to take on the other aspects of the role. SC estimates there would be a saving of c£5k by creating the 2 roles. Governors agreed to look at this in more detail and SC will develop Job Descriptions for RG to review. SC will be out of</p>	

	<p>school for a day a week in October doing consultancy work for HCC and this will bring in £250 per day that she is out.</p> <p>JH asked about the channels for recruitment used by the school. All vacancies go on Teach in Herts but the Site Manager role was also advertised in the Watford Observer at a cost of £400 for a very small advert. The TES is used to advertise teaching and SLT vacancies.</p> <p>Ben McDonald was headhunted recently and to retain him his hours were increased so that he now works 5 days per week at LHS on the understanding that he will think about how he can generate income that covers the cost of his additional day. This arrangement will be reviewed on an annual basis.</p> <p>Three children are coming into Reception with additional needs; one is statemented and the others will need support so an application is being made for exceptional funding (the statement did not provide funding). One child will need 1:1 support so we will advertise for an extra TA in the Foundation Stage linked to that child being in the school. Governors noted that exceptional funding pays the lowest rate on the pay scale for TAs and school will probably have to supplement this.</p> <p>The original staff running the Breakfast Club resigned but two of the TAs have come forward to run it and their hours have been increased. The club runs from 8.00am, provides food, does some school work with the children, and offers an opportunity for them to socialise and get into the right frame of mind for school.</p>	
7	<p>Premises</p> <p>The window walling is installed but there are some niggles to deal with. The contractors want to leave but George is keeping them until all is resolved. The old dining room is free now and possible uses being considered include creating a family/community room for which SC could apply for a lottery grant.</p>	
8	<p>Performance Management</p> <p>JR circulated a report on the impact of Performance Appraisal for 2013/14. He will give regular reports at each meeting on how staff are doing in relation to their targets and information about the support being given to staff who are struggling to meet the standards required. The report gives a breakdown of pay progression for the teaching staff. JR explained that although some teachers had met or even exceeded their targets they would not receive an increase because they are at the top of their pay scales. Teachers at the top of the Main Pay Scale can apply to cross the threshold to the Upper Pay Scale and they have to show that they can meet the standards to do so. Some teachers who are eligible decide they do not want the additional responsibilities that go with being UPS teachers. JR's report also gave information about how underperformance was being challenged and what the outcomes have been. Long term sickness absence in the face of possible capability proceedings is an issue; as an example, depending on length of service, teachers can receive 6 months on full pay and 6 months on half pay. JR will be initiating the capability process for a particular staff member.</p> <p>DP asked about the morale of staff who did not receive an increase. JR commented that it is part of the profession that once at the top of the pay scale there is no further opportunity other than to go through threshold. Staff morale is good. Staff have got used to the idea of performance related pay although it did cause some problems when first introduced a couple of years ago. Teachers have 3 targets – one is progress, one is curriculum, and one is about personal development. Staff need to own their targets and if they do not agree with them they must first discuss the issue</p>	

	<p>with their line manager. If they are still not happy the issue is referred to JR and if still not happy, the issue comes to the GB. Last year was the first year for teacher appraisals to have a link to a pay award. Support staff did not have PM until 3 years ago and one of the issues was how to define “exceeded” but now we have a body of evidence of what “exceeded” looks like.</p> <p>See Part 2 minutes regarding JR’s PM review.</p>	
9	<p>Policy Reviews H&S Policy This policy is reviewed annually and there have been no major changes although names will need to be changed when George goes. Regarding the Asbestos Log, a survey was undertaken in 2013 and George will contact HCC to see if they want to do another survey but this is unlikely as it is usually done every 5 to 7 years. Contractors will still need to sign the log. There are health care plans for some children and photographs of children with significant health issues are on the noticeboard in the staff room. The policy was re-adopted.</p>	
10	<p>AoB RG will liaise with SC to do the annual H&S walk. They will need to check that George has done the tasks that JMcC said were outstanding in relation to COSSH.</p>	
11	<p>Date of next meeting This will be on 29 January 2015.</p>	

Approved for Spring

PART 2 MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING		
Held on Thursday 2 October 2014 at 4.30pm		
ITEM	MINUTE	ACTION
9	<p>Performance Management</p> <p>JR was happy to share information about his PM. He met with RG, BG and Marie Harvey (MH) on 26 September 2014. RG confirmed that JR had met and exceeded all of his targets. His targets for the coming year are:</p> <ul style="list-style-type: none"> • Progress and attainment – maintaining the attainment so far • Ensure the New Curriculum is established including assessment • Developing leadership through coaching <p>The PM document has been superseded by a new format which MH will complete and circulate. JR's targets feed into everyone else's targets.</p>	

Approved for Signing