

MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING		
Held on Thursday 7 May 2015 at 7.00pm		
ITEM	MINUTE	ACTION
	<p>Present: Nick Ablett (NA) Sharon Carlyon (SC) Roger Gibbs (RG) Michelle Penny (MP) Denise Plociennik (DP) James Roach (HT) Safina Shan (SS) In attendance: Jill Steward (Clerk)</p>	
1	<p>Apologies for absence Apologies for absence were received from Jonathan Hartley and Bill Grimwood.</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>Minutes of the meeting held on 22.01.15 Signed by RG as an accurate record of the meeting but the date at the head of the minutes needs to be changed from the October meeting date to 22 January 2015.</p>	
4	<p>Matters arising from those minutes Item 6 Contract renewals – HCC contracts come to an end at the end of March and are reviewed by SC as part of budget preparation.</p>	
5	<p>Finance 5.1 Year end results 2014/15 The c/f at the end of the year is £113711.83 (Committed revenue £21020, Uncommitted revenue £82999.33 and Capital of £9692.50). The Uncommitted revenue c/f is close to the predicted £78k. Capital was not spent this year. RG will sign off the end of year return. The final outcome reflects a year of careful budgeting and governors congratulated SC on achieving this balance.</p> <p>5.2 Consideration of the budget proposed for 2015/16 Overview Pupil numbers are down 10. We saw a significant amount of transition in Sept following the shortage of school places in Watford. We felt that the School Admissions Team were not as prompt at reallocating places as they could have been. Consequently, Pupils on Roll were 10 down despite having a waiting list. We will monitor this service over the coming months. Staff pension contributions are increasing with effect from 1/9/15 and the NI contracted out rebate will disappear in April 2016. This has a significant impact on the staffing costs within the budget. The budget is balanced for 2015/16 and 2016/17 however goes into deficit in 2017/18. The year 3 projected deficit of £24207 is similar to the position seen for the same period last year. The budget includes some natural staff wastage; staffing is tight but there will be no redundancies although this will still have an impact. MP's team is reduced. The makeup of the school is such that the majority of the pupils are BMEA</p>	

children (82%) and reviewing MP's role will now see her championing BMEA across the school and offering advice and support. Two of her staff will look after pupils new to the school who have English as a second language. One member of her staff has left and another leaves at the end of the summer term and they will not be replaced but this will have to be reviewed in the future. Some of the specialist TAs such as the library TA are moving into the classroom as is one of ESB's TAs who will be classroom based in the mornings. A teacher on a one year contract to do 0.6FTE PPA cover will not have her contract renewed at the end of August. Her role will be backfilled by HLTAs so staff will still get PPA time. LH is coming back from maternity leave as a 0.6FTE teacher rather than as AHT (at her own request). The SLT structure has therefore been reviewed and a strong case has been made to continue with the current structure and the AHT post is being retained. A member of staff has expressed interest in the AHT role and is a good candidate. The intention is to advertise the role before half term and interview after half term. It will be a popular role and is a good path for transition from teacher to SLT.

Year 3 of the budget assumes some movement in the SLT including a possible retirement so a salary adjustment has been made that takes out 2 SLT paid at the top of their scale and allows for appointments at the lower end. We have kept all our leaders this year but all have been approached by other schools so it is likely there will be movement by the third year. A teacher, who has been identified as having SLT potential, will be given additional responsibilities and therefore a 2 point increase has been budgeted.

Expenditure:

E02 unplanned supply cost £8k last year but was offset by insurance. This has now been taken out of the budget and 2 HLTA will be employed to provide cover and supply only used if covered by insurance.

E03 RG asked if there were more roles covered in the 2014 budget than in 2015 and SC confirmed this was so; there was an ICT technician employed in the 14/15 budget but in 15/16 ICT is covered by SITSS

E05 RG observed that admin costs are down although governors have discussed employing an additional member of staff in a Business Admin role to cover H&S admin. This role is not currently included in the budget but if costs remain stable, it may be possible to employ the Business Admin person from September; it is a high priority. Furthermore, one of the admin team has been missed from the budget in September and this will cause an overspend.

E07 Existing MSAs have extended their hours given it has not been possible to recruit to the vacancies.

There are 100 staff employed in the school and SC has checked the April payroll against the budget.

E09 - RG asked if training and development is being cut back and SC confirmed that training will have to be prioritised. NA asked what impact this will have. The new curriculum is the biggest element with a lot training for grammar and SPAG - there are a lot of courses covering Y1 /Y2, Y3/Y4 and Y5/Y6 and now one person will attend each a course and then feedback to colleagues. NQT training is protected. RWI training costs are quite high but training has been reduced except for new staff.

E12 - there is nothing H&S critical in the premises plan. We have heard today that funding for the boiler has been agreed with HCC paying part and school having to

contribute £25856. This has not been budgeted. We will use our capital income and the remainder will have to be found from E12.

E16 – RG noted that energy costs are projected as lower and asked how this will be achieved. SC responded that the new windows, new boiler and solar panels will reduce energy costs and she anticipates a saving of £2500 each year which will increase when we can sell electricity back to the grid.

E19 – again RG asked how the reduced costs would be achieved. There will be less expenditure on RWI. The Base c/f is down on last year and a general savings on resources.

E20 – this budget area has not been trimmed too much. The intention is that every 2 years a new set of laptops and iPads will be purchased. DP asked what happens to the old ones. SC advised that school will salvage as much as possible for use in the new family room but much of the equipment being replaced is “on its last legs”. iPad screens are replaced regularly but the iPads will be housed in stronger boxes which offer better protection.

E25 – governors asked why costs have increased here. The school changed to Caterlink last year. Although we receive income from parents this is offset by the cost of meals. A meal costs £1.83 and school charges £2.00 per meal giving a margin of 17p per meal. Kitchen equipment is paid for by the school now whereas in the past this cost was met by Herts Catering. HCC advised allowing £5k for free milk in case they could not afford it but they can so the £5k is providing a safety net. The £17905 is the cost of Caterlink providing free meals to Reception, Y1 and Y2 as part of UFSM. DfE provide a calculator to work out the cost of UFSM and this is indicating a payment of £41k for the first 7 months and another £41k to be paid in May. SC has queried this and been told to put into the budget the figure the calculator gives but she is not confident it is accurate; it should be clearer when the May download comes in. E25 is the most unpredictable budget area and will be closely monitored.

E26 was nil last financial year but school struggled to recruit and had to take on 2 supply teachers. One of these is now directly employed by LHS and the other is still on contract with the agency and finishes at the end of the summer.

Capital – the £9765 allocation for this year will go towards the cost of the boiler.

Income:

Income has not increased as much as was hoped for. SC has budgeted for 3 vacant pupil places.

I05 Pupil premium is an indicative amount; there was a shortfall last year so SC has used her own figures based on our pupils on roll.

I07 is down as we will not have School Direct candidates in September.

I08 is up from last year and includes consultancy fees from SLT and senior teachers. Both JR and SC have taken on more work and Alison Moore and Gemma Williamson are Leading Teachers and Moderators.

I09 – is income from catering and shows the anticipated profit.

I10 – this shows money coming in from maternity insurance claims.

Overall the u/s of £104000 will be needed to sustain Year 2 and Year 3.

Governors agreed the proposed budget for 2015/16 and thanked SC for all her hard work.

	<p>5.3 Funding of the Base There was a shortfall in Base staffing of £6500 in 13/14 but in 14/15 it was up by £7k because a member of staff was absent on long term sick leave; overall the 2 years cancel each other out and with governor agreement SC will not continue to pursue the 13/14 shortfall. Governors agreed. However there will be a shortfall again this year as the budget share does not take account of increases in salary over the year. SC has raised this with HCC. However, there has been a resignation and an appointment will not be made until September so there is a saving of one term's salary. The budget for the vacancy was for a UPS1 teacher but there has been an application from a UPS3 teacher so the appointment may cost more than budgeted for. SC will monitor</p> <p>5.4 Pupil Premium The indicative figure for 15/16 is £104k. OFSTED were happy with the way in which PP was monitored and so SLT monitoring time has been reduced. Personalised expenditure is being introduced. Numbers are going down and fewer applications are being made and it is hoped that giving parents degree of choice in how some of the PP is spent will increase uptake in the longer term. SC's report, circulated prior to the meeting, gives further detail. DP said that she thought the HCC website was misleading as it emphasises Year 3 and older so parents of younger children may not realise they can apply for FSM even though their child will already be eligible for UFSM. SC will be writing to parents about the personalised spend. Governors thanked DP for the work she has done as PP governor.</p> <p>5.5 Universal Free School Meals See above.</p> <p>5.6 Feedback on SFVS SFVS was completed by SC, RG and JH. HCC have confirmed receipt of the submission</p> <p>5.9 Sports Funding The grant for 14/15 has been received. Contracts for the SSP for September onwards have not been signed yet.</p>	
6	<p>Personnel Staffing is discussed in detail in the budget commentary above. The SLT structure is being maintained. A resignation has been received from a teacher today so the post will be advertised. DP asked if there was any news about expansion but all has gone quiet because of the election.</p>	
7	<p>Premises SC has chased for the landlord consent that is needed from HCC before the solar panels can be installed. It is hoped this work can be done over half term. The window walling work has been completed but there is snagging work to be done over half term. Highways will be consulting over the proposals for Vicarage Road and JR has spoken with local residents. Rose Gardens will be the turning point and residents have accepted this in favour of the alternative which would be inconvenient for them. The new signing in and signing out system is now in operation.</p>	

8	<p>Policies</p> <p>8.1 Grievance procedures – HCC updated March 2015 8.2 Harassment and Bullying policy & procedures – HCC updated March 2015 8.3 Disciplinary procedures – HCC updated March 2015 8.4 Whistleblowing – HCC updated March 2015 8.5 Shared Parental Leave – new HCC policy Feb 2015 8.6 Disqualification (Childcare) – new HCC guidance Feb 2015 8.7 Capability – HCC updated March 2015</p> <p>SC has reviewed the policies and circulated a summary of the changes to governors. The Shared Parental Leave Policy and the guidance on Disqualification are new but otherwise the policies are all very similar to the previous policies. The Shared Parental Leave Policy allows for fathers to share the mother’s maternity leave in periods of a week and in no more than 3 sessions but there are question marks over who monitors the time. SC will put a procedure in place if the situation arises. It will involve the mother giving up part of her maternity pay and the father will received a statutory payment. Regarding the Disqualification Guidance, JR has attended a course and currently no-one in Herts who has made a declaration has been refused a pardon. There was one declaration in LHS and a pardon was granted.</p> <p>Governors adopted all the policies without amendment.</p>	
9	<p>Health and Safety</p> <p>RG has conducted an audit and advised that the form used has changed. Under the new guidelines the staircases have a gap between the base of the railings and the floor which is large enough a child could slip through. It is planned to put Perspex in place to cover the gap and a contractor has quoted to do the work. This is not in the budget but will be paid out of contingency.</p> <p>Brian, Julia and Sharon have undertaken asbestos training and are now qualified to run the asbestos log so that contractors can be given permission to work in a given area. The professional survey that was undertaken when the window walling was done only went to a height of 3m but there is very little asbestos left in the school now.</p>	
10	<p>Training</p> <p>The following courses have been attended: Behaviour & Learning – MP and DP Effective Governor Visits – DP Complaints – DP</p> <p>Governors thought that an in-house session on assessment would be useful.</p>	
11	<p>AoB</p> <p>There is new SATs guidance and governors now have to overview this. DP attended the mocks and will come in next week when the SATs are being taken and will report back to governors. She said that during the mocks the children were very well behaved and no-one had been disruptive. DP had received the same training as the other adults who had an overview.</p> <p>RG thanked everyone for coming to the meeting and reiterated the thanks to SC for her work.</p>	
	<p>The meeting closed at 8.30pm</p>	