

MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING		
Held on Thursday 22 January 2015 at 7.00pm		
ITEM	MINUTE	ACTION
	<p>Present: Nick Ablett (NA) Sharon Carlyon (SC) Roger Gibbs (RG) Jonathan Hartley (JH) Michelle Penny (MP) Denise Plociennik (DP) James Roach (HT) In attendance: Jill Steward (Clerk)</p>	
1	<p>Apologies for absence Apologies for absence were received from Safina Shan.</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 02.10.15 Signed by RG as an accurate record of the meeting.</p>	
4	<p>Matters arising from those minutes There were no matters arising</p>	
5	<p>Finance 5.1 Second termly review Key points to note are:</p> <ul style="list-style-type: none"> • Revenue c/f at year end is likely to be c£78K • Capital unspent at the end of the year is likely to be c£9k • Overall c/f could be c£90k which is a little high and SC would like to see it reduced to c£70k; this will be achieved by placing orders in the area of repairs and maintenance, and purchasing an electronic signing in system. Last year the c/f was c£35k but the books did not balance at year 3. SC is meeting Cheryl Faint from the School Funding Unit to get a heads up on the 2015 budget. She indicated that HCC have concerns that some schools will not manage financially in the coming year taking into account the cost of pensions coming back into schools (c£5k for LHS) and the cost of the teachers' pay rise. • E01 and E26 – includes LH maternity leave and NA's Pupil Premium responsibility and a supply teacher transferring to a direct contract wef Feb half term with a cost of £1k to buy out her agency contract. The cost of supply is over budget with one teacher entering the 4th week of jury service, 2 teachers on sick leave and 2 cover teachers also off. • E03 is o/s by c£6k resulting from pay increases for support staff and overtime. • E07 is o/s by c£4.5k due in large part to overtime arising from UFSM where MSAs are working double shifts most days ie 2 hours instead of the usual 70 minutes. Some contracts will change and the cost next year will be higher as 	

there will be more hours. Staff have been flexible this year in meeting the school's needs.

- E12 is o/s due to additional work carried out and there may be additional expenditure before year end.
- E16 – energy costs are up to date as of November and there should be a saving overall unless the winter weather deteriorates.
- ICT – new curriculum monies are not yet spent as we are in the early stage of programming. Laptops were purchased from revenue and the impact of the new laptops vs old has been significant; it is clear that we cannot afford not to update hardware. An iPad server has been purchased at a cost of £1300 and HCC now offer a service to manage iPad service at a cost of £2–£300.
- I12 – income for school trips is being received and will be spent under E19 but nothing has had to be paid yet. More than 35 children are going to Cuffley.
- I10 – staff absence insurance received is c£24.5 and is expected to increase to c£30k by the end of the year. The policy cost was £26575 so SC anticipates that the cost of renewal could be quite high. Although we could self-insure this is risky. Last year the income from claims was less than the premium paid. The package comes with extras such as access to physiotherapy, counselling and healthcare; it has been a good purchase overall.
- The budget is due soon and SC will begin work on this as soon as possible. Anne Evans from HCC has been supporting SC and will be reformatting the spreadsheet for reporting to governors; SC will review this with a view to using it in the new financial year.

5.2 Pupil Premium

EY PP funding of £300 per pupil will be available from April and comes as part of a broader review of the Pupil Premium Grant. In the 2015 to 2016 financial year, schools will receive £1320 for each child registered as eligible for free school meals at any point in the last 6 years and will continue to receive £1,900 for each child who:

- has been looked after for 1 day or more
- has been adopted from care
- has left care under:
 - a special guardianship order
 - a residence order
 - a child arrangement order

JR is considering using part of the funding to offer parents a menu from which they can choose support for a child eg 6 sessions with Ben McDonald. This gives parents more chance to be involved in supporting their child. DP asked if the PPG will go towards vulnerable children who do not qualify for PPG. JR responded that technically this would not happen although schools do use it to enhance the education of all vulnerable children and we do have a group of families who fall outside of PPG provision. SC is working on a spreadsheet to personalise PPG more to show the impact of expenditure on individual children. DP advised that she has emailed Ben about 3 children receiving UFSM who are not getting free milk because they are not signed up for FSM in the way that their older siblings were. JR responded that Ben been working hard to persuade families to sign up.

	<p>5.3 Sports Grant There is a comprehensive report on the school website.</p> <p>5.4 SFVS This will be completed after half term.</p>	
6	<p>Personnel Three appointments have been made:</p> <ul style="list-style-type: none"> • A long term supply teacher has been appointed to a permanent post having responded to an internal advert • Two of the 4 students have been appointed with one taking on the role the long term supply had covered and the other replacing a leaver <p>There are 2 students and another long term supply teacher working in school who could apply for any other vacancies that might arise.</p> <p>There were 3 TAs on long term sickness absence of whom one has resigned and 2 are still off; Occupational Health referrals have been made. The TAs are now on half pay. The effectiveness of MP's team has been affected by the TA leaving and another being one of those off sick. OH will advise on how to deal with these absences as the staff are not likely to return in the short term.</p> <p>The re-jigging of the Site Manager/Caretaker role is working well for the staff but not for SC as there is an issue on the admin side that needs to be addressed. It was felt by SLT that following OFSTED admin support for the HT and DHT is needed. Since OFSTED there has been increased demand from other schools for support from SLT and support provided currently includes:</p> <ul style="list-style-type: none"> • JR is supporting an Academy with school improvement; the level of support being provided is manageable but a lot of approaches are received and NA cautioned against taking on too much and risking burn out, balanced against career progression and seeing what goes on in other schools. Governors asked how long these assignments last and JR advised 2 terms on average. • SC has a SBM support role with HfL (Herts for Learning). She is currently looking at job descriptions, pay scales and a competency framework. • SC is supporting a school in Watford that is currently without a Business Manager and is also helping with a JD for their role, shortlisting and interviewing. This support will stop at the end of January. SC is charged out at £250 per day. • Michelle Penny is doing Outreach work with a number of schools. • Ben McDonald is supporting Westfield Academy • Gemma Williamson as a Leading Teacher supporting other schools and is charged out at £180 - £200 per day. • HCC contract renewals will be due soon and SC will review how to proceed with these. She has organised an Accessibility Audit of LHS at the same time as for the school she is supporting and gained a discount on the cost of £500. She will review the professional services we can offer as a school whose reputation has been enhanced by a unique OFSTED report. Ben McDonald's hours were increased on the understanding that he would generate income to cover the cost of his extra day. 	
7	<p>Premises An Asset Management survey was carried out 3 years ago to support long term planning and SC proposes to do this every 5 years. Following SC's success in gaining a £50k award from British Gas a number of experts have been into school to report</p>	

	<p>on various areas such as solar panels, heating and lighting, and a report will be produced to help decide how to spend the award. The Salix project has been shelved pending the outcome of the British Gas surveys. SC would like to rejuvenate the dining room and will bid for funds to do this and will also try again for funding from HCC to replace the boiler. SC thinks it might be possible to get Lottery funding for the dining room if out of hours access for parents is included eg providing access to computers, coffee bar, etc. SC has also researched replacing the grass verges with artificial turf but this is very expensive at £50 per sqm. A H&S walk around needs to be done. SC reported that no H&S paperwork has been done since George left.</p>	
8	<p>Policies There were no policies for review.</p>	
9	<p>Health & Safety There has been a significant amount of flooding outside the school in Vicarage Road making it impassable by foot so the school minibus was used to ferry children and parents to and from school. The Highways Department is good normally but not quick and indicated it would be 2 or 3 days before the problem was dealt with. JR contacted Nigel Bell, Richard Harrington and Dorothy Thornhill about the issue and all had contacted him within 6 hours and the problem was resolved. Richard Harrington has included the area in the survey for the new railway. Christine Armstrong has been very effective in dealing with politicians.</p>	
10	<p>Governor Training DP has booked onto courses on Anti-Bullying and Behaviour, and 2 further courses in May. All governors have now attended Exclusion training. MP will forward the training email from HCC to the Clerk for circulation.</p>	MP Clerk
11	<p>AoB 11.1 RG mentioned that as part of the hospital development the owner of a property in Willow Lane is protesting about the compulsory purchase of land in front of his property and as part of this RG has become aware that the plan still refers to the expansion of LHS. JR was aware of this. JR has spoken to Mary Reid, Chairperson of the Allotment Assn and there was a discussion at a meeting last night about whether the local community would be upset if the Rec was sold. If the allotments are sold then the land could be used to build a new school as the plan requires educational provision as part of the hospital expansion but governors would prefer expansion of LHS rather than building of a school that would be in direct competition with us. There are also school places still available in Holywell School which was recently expanded as a result of a shortage of school places in Watford; building a new school would have an impact on places at both Holywell and LHS. 11.2 Clement Danes is sponsoring a Free School in Croxley Green as their Academy Partner. The school will not have the traditional Croxley Green profile and Clement Danes approached JR on the basis of our OFSTED report for discussions about multi-cultural diversity and how we are achieving results above the national average with so many children with EAL. JR and MP have met with the DHT of Clement Danes and the dialogue with them will continue.</p>	
	<p>The meeting closed at 8.15pm.</p>	