

MINUTES OF MEETING



**Nottinghamshire
County Council**

Name of organisation: Beeston Rylands Junior School

Meeting title: Resources Committee

Date and time: Wednesday 5th February 2020

Location: Trent Vale Infant and Nursery School

Membership

'A' denotes absence

Mrs J Moss (executive head teacher)
Mr M Jackson (chair)
Mr C Jones
Mrs L Shepherd
Mr S Williams
Mr C Jones
Mr A McPherson
Mrs L Sharples
Mr D Todd
Mrs K Naylor
Mr C Aldridge

In attendance Minute Clerk: Mrs J Gibson

The Chair welcomed everyone to the first meeting of the federation's Resources Committee.

Action

He stated that the culture of the meetings was important and that no matters would be passed 'automatically' and that all issues would receive appropriate scrutiny. He expressed that all governors had equal status and no single governor would dominate. There was no such thing as a 'stupid question' and those governors unfamiliar with jargon and acronyms were encouraged to seek explanations if they failed to be provided

R/01/19 Apologies for absence

Apologies for absence were received from Mrs K Foale who has work commitments.

It was

resolved

that the governing body consent to this absence.

R/02/19 Declaration of interest

Mr C Jones and Mrs L Shepherd made a declaration of interest. Mr Jones partner is a teacher at Rylands Junior school and Mrs Shepherd's sister is a teacher at Trent Vale Infants school. No other declarations of interest, either direct or indirect, for items of business on the agenda were made.

R/03/19 Approval of minutes of Finance and General Purposes and Personnel Committee meeting

The minutes of the summer term meeting held on 8 10 2019, two separate meetings for two separate schools, having been previously circulated were confirmed and signed by the chair.

Matters arising

External Painting of the Hall at TV

The executive headteacher advised this has been completed by Mr Denning, the caretaker at Trent Vale, which has saved on costs.

Teachers Pay Award September 2019 – TV and BRJS

This was agreed at the full Governors meeting November 2019.

Email accounts when staff and governors leave

The executive headteacher advised that ICT support have reviewed all email accounts and all old staff and governor accounts had been deleted. An exit check list for employees has been prepared by S Kaye for the federation which includes email accounts, equipment and other associated items. This has been trialled in December and worked well.

Website update Freedom of Information Publication Scheme – TV and BRJS

This is completely up to date.

Autumn term health and safety report – TV

Mr D Todd has completed the review and produced a report which was sent by email. The executive headteacher advised she has not seen the email or report. Mr D Todd confirmed that the review was fine and all was in order

Who owns the process of the annual review of the Appraisal policy if EHT off sick

Mrs L Sharples has been speaking to HR who advised they were looking at making amendments to the overall policy. The executive headteacher thoughts are that in these circumstances the governing body would look to appoint a temporary executive headteacher. **A governor queried if there was an existing nominated succession plan.** The executive headteacher stated there was no plan currently however, there had been one in place during the start of the collaboration of both schools. This will be discussed with the SLT team

EHT

Gap in the fence – BRJS

This has been rectified by the caretaker, discussions continued around the state of the fencing. **Governors queried why parts of the fencing are not up to the same standard as the main fencing, does the council specify the height and standard of fencing and does the council cover the cost of fencing.** The hedgerow was inspected at the end of autumn, there is no specified standard for school fencing and the council pay for fences which run directly alongside a road but not boundary fences. It was agreed that risks may arise during work on the neighbouring bungalow and the fence needs to be made safe in the short term.

EHT

Safer Recruitment Training

The executive headteacher needs to renew her training and the SLT need to complete theirs. Training has been purchased and a deadline of Easter has been set for completion. **A governor queried if any governors have completed this training.** It was confirmed that Mrs L Shepherd and Mr M Jackson have.

EHT salary split

This is based on pupil numbers in each school and is currently 60% Juniors and 40% Infants.

R/04/19

Finance

Trent Vale budget is on target and currently stands at 85% expenditure. Mrs S Kaye discussed the budget and noted that the additional salary payment for the executive headteacher and £8000 clawed back from no longer offering universal FSM as standard have helped. The executive headteacher advised that £50k deficit was estimated at the start of the budget setting last year and the budget is currently just below this. The bank account is not overdrawn and it may be possible to keep this out of deficit as salaries do not go through the account. Mrs S Kaye invited any questions, none were raised. The executive headteacher explained that long term sickness and an ongoing operation and recovery have also impacted the budget. Building maintenance spend is currently at 90% due to a burst water pipe that had to be dealt with as a priority. **A governor queried if the financial tightness was impacting pupils.** The executive headteacher advised that they have had to cut back a little in this area but have been moving money from the school fund to the budget to purchase books. There has also been a lot of cooperation within school with resources being shared.

Beeston Rylands budget is currently at 80% spend. A lot of work has taken place this year with updated carpets, refurbishment of internal doors plus front door and new fire doors. The building is looking slightly better following these works. The surplus at the Juniors is higher than the deficit at the Infants and this is what the executive headteacher wanted to achieve. **A governor queried if you can lose the surplus.** The executive headteacher confirmed this wouldn't happen. New procedures mean that all carry forward figures have to be allocated a reason and this can be for future proofing etc. **A governor queried if this can be used to offset the deficit at the Infant school.** The executive headteacher explained that we are still two separate schools but, now federated, we can be more flexible with the budget, however we may need to seek advice. **A governor queried if Finance would view this as part of the recovery plan.** The executive headteacher explained that not having been in this position before she didn't know. However number for F2 are looking good for September and school are looking for opportunities for sharing monies e.g. the executive headteachers salary costs rather than just giving money between schools.

Approval of virements

A governor asked for an explanation of this. The executive headteacher explained that this is any adjustment made to the budget of over £2000. Beeston Rylands currently have a request for this due to the salary % sharing for the executive headteacher which was backdated to September. This was agreed and signed by the chair.

HT

School Fund – funds available and audit

Trent Vale Infants 2018-19 Certified Summary of School Fund Transactions was presented to the governors and approved.

Beeston Rylands Juniors 2018-19 Certified Summary of School Fund Transactions was presented to the governors and approved

A governor queried what the school fund was. It was explained that this is funds outside the scope of the school budget. Monies raised by parents group, donations to school, tuck shop etc are paid into this account. Funds are then used, in the main, to buy books but also for subsidising costs of trips etc

Annual review of the Finance Policy

This has been completed as a joint policy, the NCC sample finance policy has been adopted with an appendices added.

A governor queried why the finance policy stated no petty cash whilst the Governors policy states petty cash. This will be amended. Governors claims are expected to be very rare and would have to be agreed in advance and Mr Jackson said he would claim for his reduced price travel to Mansfield for safeguarding training.

EHT

School Financial Value Standard (SFVS) – TV and BRJS

Vickie Leivesley from schools financial services led a meeting yesterday regarding the new requirements of the above. The chair attended this meeting and wanted to pass on his thanks to the office managers of both schools whose expertise was impressive and also noted Vickie Leivesley was very good and useful. This was not just a box ticking exercise, points were discussed and a financial benchmarking exercise was completed. The executive headteacher advised that the benchmarking compares 15 similar other local schools and fortunately when Trent Vale was entered Beeston Rylands was one of the comparison schools. All schools were from Nottinghamshire and only primary schools were compared.

The executive headteacher gave an overview of the financial benchmarking

- Staff – Impacted by SLT at TV
- Supply – Juniors high as Y3/4 teacher supplied by Connex Agency
- Support – Infants higher than Juniors and sits in middle as expected
- Admin/clerical – Juniors higher as have 2 full time staff
- Other staff – Infants in the middle as cover nursery on ratio 1 – 8
- Premises – nothing as buy in from NCC
- Cleaning & Caretaking – Infants have 2 cleaners and a large site
- Maintenance & Improvement – Juniors higher as nothing spent historically

- Occupational Costs – Infants higher as building larger **A governor queried what these costs are** bins and sanibins
- Catering – Infants has a kitchen so costs are higher
- Supplies and services – Juniors cost higher as use Premier Sports 2 days per week
- Educational Supplies – Juniors higher as expected

EHT

This all made sense and needed sharing with the governors. The SFVS is almost complete, the staff and governor matrix are the only outstanding actions.

The executive headteacher discussed the following points which had flagged up as part of this exercise

- Cost of teaching staff at TV is high. This was partly due to a teacher who was in the budget for 2/3rd of the year but hadn't been included in the staff numbers. Adjusted staff number by 0.7 to reflect this
- Staff cost in lower 10% at BRJS but middle at TV. This is due to teachers only being included in teaching staff, TA costs are included in this category
- SLA costs higher at TV than BRJS. Historically when the collaboration was set up the BRJS had no money in their budget. The executive head teacher cost was split 50/50 with one day cover for SLT paid by BRJS. This was beneficial to both schools budget
- The DFE have advised premises insurance may be purchased through the insurance scheme which most academies' use which has significant savings. Vickie from schools financial services will update school on this

A governor queried what would happen re a classroom teacher if SLT reduced. The executive head teacher explained that the SLT roles in TV much larger than at BRJS. The SENCO role is also carried out by Katherine as part of the SLT responsibilities.

A governor raised concern regarding TV having time to fulfil the SENCO role out of the 1.5 days

A governor queried the headline costs asking if the executive headteacher could have been counted twice within in. The executive headteacher confirmed this was not the case.

R/05/19

The executive headteacher stated that SFVS will be completed for the full governors meeting on 12th March 2020.

Inventory

SK/JG

Items to be disposed of

TV and BRJS produced documents listing items. Both were agreed and signed by the chair for disposal.

A governor requested a date column to be added to the document detailing purchase date to aid with write off requests

A governor queried how the items were disposed of. Items are disposed of securely, with data wiped, by Hancox IT Solutions

Items to be devalued

R/06/19 BRJS - 2 x CD players and a cassette player. These are still in use but have no monetary value. It was agreed they could be removed from the infantry.

Mrs S Kaye left the meeting at 18.48pm

GDPR

R/07/19 The executive headteacher advised all policies are in place and suggested that as there had been no changes to these the governors approve continuous use. Mr A McPherson advised he was in agreement with this as there had been no incidents. The governors agreed to approve this request.

Personnel Issues

R/08/19

See confidential items.

Mr D Todd left the meeting at 19.03

Appraisal

Headteacher – termly review

The executive headteacher advised that as Wendy Weldon had been conducting her appraisal for the past 3 years it was best practise to appoint another person. She also stated that she was happy to update reviews at the resources meeting, moving it to the end of the meeting with the relevant governors if confidential. Review on track and working well.

EHT

A governor queried the process for appointing an external supplier. The executive headteacher explained that if NCC appoint they allocate a person, whereas if they are appointed by the school there is a choice. The decision is a governing team decision. It was agreed that the executive headteacher should make enquires to appoint.

R/09/19

Teaching staff - termly reviews

All on track.

Health and Safety

Spring term health and safety visit

Darryl and Chris to organise, could visit both sites together as this works well now federated. Spring term date to be advised to the executive headteacher.

R/10/19

Risk assessments

Relevant folders handed to Mr C Aldridge for review

Policies to be ratified

- Annual review of the Finance Policy
- School Financial Value Standard – *for full govts*
- Services to Schools – *for full govts*
- Local Asbestos Management Plan – *under review*
- Annual review of the Health and Safety Policy

- Annual review of the Emergency Plan
- Annual review of the School Smoke Free Policy
- Annual review of the Admissions Arrangements
- Three year review of Governor Allowances – amend see R/04/19
- Annual review of the Continuing Professional Development Policy
- Three year review of the Induction Policy

All of the above policies were agreed and ratified subject to the agreed actions.

A governor queried if it would be useful for any other governors to complete the matrix and their skills. It was agreed that this would be sent to all governors who would write a short statement regarding their skills at the end of the matrix

EHT

EHT

A governor queried why there were 2 policies for Health and Safety. This is due to two separate sites. It was also noted that BRJS should also state not applicable for catering

A governor advised the School Smoke Free Policy still states FG&P. This will be amended

A governor queried why the policies are reviewed annually and not every 3 years. The executive headteacher explained it was easier to keep them updated if reviewed more frequently.

R/11/19

A governor queried if there was a plan in place for TV to have the same online check in system as BRJS. The executive headteacher advised they would like the system installing but have no firm plan as yet.

Any other business

The executive headteacher raised the cost of the SLT and provided some scenarios with costings. These are not proposals for agreement but a starting point for consideration of SLT costs in the future. The splits in costs suggested would not remain constant year on year due to the pupil number fluctuation at each school.

A governor queried SLT numbers in each school. The executive headteacher views the SLT as a whole as more time is spent at BRJS than TV. There are 2.5 SLT at TV and 1.5 at BRJS. The Head of School role at TV is a job share although both positions are paid a full time salary. The SLT are aware that the current position cannot be sustained, the executive headteacher feels it probably needs to remain the same for the next financial year, with the budget set as now, and then look at the way forward.

EHT

EHT

A governor advised that the governing body information on the school website needs updating. The executive headteacher advised that SCR is her priority at present. **A governor suggested that this could be delegated.**

A governor queried if consideration had been given to the school having one website now it is a federation. The executive headteacher will speak to the website provider CODA.

R/12/19

Confirmation of date for next meeting

The governing body

agreed the following dates for future meeting:-

spring term – Wednesday 6th May 2020 – 5.30pm

Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary apart from Personnel Issues

The meeting closed at 7.34 pm.

Signed (chair) Date

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MINUTES OF MEETING



School: Beeston Rylands Junior School

Meeting title: Resources Committee

Date and time: Wednesday 5th February 2020

Location: Trent Vale Infant and Nursery School

Confidential item(s)

R/07/19

Federation contracts

The executive headteacher is the only person who has a federation contract, however contracts for the SLT team, Sophie Jones and Helena all state that they are in place due to the collaboration and federation. The executive headteacher advised that even though the schools are federated each member of staff has to be allocated to a school including herself. **A governor queried if this was just for Nottinghamshire county council.** It was agreed that a school outside of NCC would be contacted

Action

EHT

A governor queried if this was also the case with multi academy trusts. The executive headteacher advised academies may be different as two separate schools that have federated can de federate, although this is not an easy process to undertake. Mr C Jones has contacts who he could approach re this.

CJ

Trent Vale

A member of staff has had an operation and the ongoing treatment has been more lengthy than originally anticipated, this has had an impact on the budget.

A letter was received from Mrs S Kaye requesting that her contract was moved from a term time only contract to an annual contract. The letter had supporting evidence of costs now and projected cost along with justification. **A governor queried if this would lead to other role holders ie admin requesting this.** The executive headteacher explained that the roles were very different with the admin role not requiring role holders to work during the school holidays.

A governor queried what difference this would make. The executive headteacher explained this would bring the contract into line with other office managers and also offer more flexibility for the office manager to work additional hours when workloads demanded ie at the end of the financial year.

A vote was taken and it was unanimously resolved that the governing body agreed to the change in contract effective from April 2020.

EHT

Signed (chair) Date