



**MINUTES OF THE RESOURCE COMMITTEE
(OF THE GOVERNING BODY)
HELD ON TUESDAY 21 NOVEMBER 2017 AT 1730 HOURS**

PRESENT: A Jarvis (Chair), R Butterfield, A Lomas, L Radcliffe, H Rush

IN ATTENDANCE: C Meredith (Associate), T Wright (clerk)

APOLOGIES: N Briggs, V Khanna, R Rehman, A Watkinson

1. APOLOGIES

Noted above.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING (10 OCTOBER 2017)

Received: Document RC04/17-18

The minutes were accepted as a true and accurate record of events.

4. MATTERS ARISING (NOT COVERED ON AGENDA)

4.1 [Item 9.2.12] PE Grant. No response had been received from DfE. C Meredith will be establishing safety of the hall floor. Assuming it is safe, L Radcliffe feels that spend can wait if necessary. It was agreed the spending should be around supporting pupils. L Radcliffe suggested using the money for a coach.

Action: C Meredith

4.2 [Item 14.2] Disadvantaged Children and Sports Funding. Copthorne School's statement has been held up as a model of good practice. The document is short and simple and is published on their website. It was reported their pupil premium children do better in school than the national average. L Radcliffe reported that the Head of Copthorne is currently working with Grove House. L Radcliffe will find the document on the website. L Radcliffe has discussed pupil premium costings with C Meredith and once he has looked into this further L Radcliffe will meet again with A Jarvis.

Action: L Radcliffe/C Meredith

4.3 [Item 15.2] Charges and Remissions Policy. Completed and signed off.

4.4 [Item 15.4] Pupil Premium Policy. Completed and signed off.

4.5 [Item 15.5.5] Evac/Invac/Lockdown Policy. L Radcliffe reported that this has not been practiced in school. A Lomas to investigate practices for other VI provision.

Action: A Lomas

4.6 H Rush mentioned that a local scout group would like to visit the school to promote scouts to the children. It was resolved that H Rush will pass on L Radcliffe's contact details.

5. CORRESPONDENCE

5.1 One teaching assistant is retiring at Christmas. Rather than replace quickly, the school is looking at how to make best use of funds including considering an organisation who can provide what is needed in the short-term, eg: sport, PPA. L Radcliffe explained that the school is currently unable to take children to events as she is the only member of staff appropriately insured; due to unwillingness from other staff to use their insurance. A Jarvis pointed out that spending on support staff in 2015-16 was noticeably low; this may need to be checked for 2016-17 but should be considered in the decision-making. C Meredith is reviewing how the school uses support staff and how effective it is.

6. BUSINESS MANAGEMENT

- 6.1 A Jarvis gave a verbal report on the business management and finance arrangements since S Spencer's departure.
- 6.2 There had been concern that a lot of work was undertaken by S Spencer and would therefore not be picked up by administration staff.
- 6.3 N Briggs contacted Sohail Mahmood who is peripatetic to ask if he could support the school in the short-term. A Jarvis also contacted an ex-colleague who suggested Colin Meredith. Colin has worked in school business management for a long time and will be working at Grove House four days per week. Sohail will supplement this one day per fortnight until December.
- 6.4 C Meredith will cover what S Spencer was doing and in addition will review the financial systems and structure to see how the school can move forward.
- 6.5 The arrangement will be in place for six months and will then be reviewed.
- 6.6 The arrangement will cost the school less but the parental involvement work will be lost. A member of staff in the office has started doing some attendance work.
- 6.7 Chair's Action was taken on this arrangement which will need to be signed off by the Governing Body.
- 6.8 L Radcliffe was pleased that there had been some handover time. She reported the office staff were happy with arrangements.
- 6.9 C Meredith will need time to become acquainted with the role and may ask some questions in the meantime. C Meredith explained it is useful to have back-up from Sohail as he has been out of Bradford for a number of years.

7. SAFEGUARDING

Received: Document RC08/17-18

- 7.1 A meeting is arranged for next week between R Butterfield, C Meredith, L Radcliffe and N Briggs.
- 7.2 A safeguarding audit document has been received from the LA which is based on the safeguarding action plan. Some things have been delegated so it will need to be clear who is doing what.
- 7.3 The safeguarding action plan will be updated and circulated for information.
Action: L Radcliffe
- 7.4 [Item 8.8 from previous minutes] R Butterfield reported that the site walk had been completed and the report submitted to T Wright. It was noted that the fencing at the back had been put on the wrong way but there were no safeguarding issues.
- 7.5 [Item 8.11 from previous minutes] All KCSIE declaration forms received from Governors.
- 7.6 C Meredith reported that the single central record requires additional identification to what has already been provided for DBS purposes. He feels this may be as an example of good practice rather than a statutory requirement. All Governors were asked to provide an additional piece of documentation for this purpose.
Action: All Governors
- 7.7 Some staff missed the safeguarding training so there will be a catch-up in house. A Jarvis will also plan to attend.
- 7.8 H Rush explained she has completed on-line and will send a certificate.
- 7.9 The school use Educare. C Meredith will check whether Governors have access to this.
Action: C Meredith
- 7.10L Radcliffe and L Towers have completed the two-day new designated lead training. The notice board has been updated accordingly.

8. BUILDING AND PREMISES UPDATE

Received: Document RC08/17-18

- 8.1 C Meredith reported there is approximately £13k outstanding spend on the new build.
- 8.2 A fire risk assessment has been undertaken. Some essential repairs to the fire alarm have been done and quotes for new fire doors are being obtained. Bradford Council are progressing some fire stop works in relation to gaps in the ceiling where fire could spread. The cost for this could be quite substantial but it is unclear whether the assessment could invalidate the insurance should there be an incident now the issue is known.
- 8.3 Planning permission documentation for the fencing was submitted on 12 September and validated on 25 October. Process and costs are awaited from Bradford Council.

8.4 The Salix Lighting Scheme appears to be a self-financing scheme. This is funded by a loan, the repayment of which matches the saving in electricity bills each quarter. It was agreed to go ahead with the scheme.

9. FINANCE

Received: Document RC08/17-18

- 9.1 C Meredith has updated the quarter 2 actuals as of 17 November. The impact is that rather than a surplus the school will probably be £45k in deficit. This is mainly as a result of supply costs. The end of year forecast for supply was £60; this figure is more likely to be £100k based on the first six month spend of £55k.
- 9.2 C Meredith is still working on how income from before and after school clubs is accounted for. He expressed concern that these may have been double counted. C Meredith will investigate further and report back.
- 9.3 C Meredith is investigating some of the forecasted figures, eg: administration for 2016-17 was £104k but this has reduced to £98.5k in 2017-18 although it is unclear why. He will do some more analysis on HCSS over the coming weeks.
- 9.4 L Radcliffe reported the school are trying to use cover supervisors instead of supply however this takes away from intervention.
- 9.5 L Radcliffe asked if it is documented anywhere that 48 hours must pass before staff can return to school following sickness. C Meredith will check with PACT HR.
Action: C Meredith
- 9.6 C Meredith reported external investment into the account operating system could provide better management information. He is looking at implementing this from April 2018.
- 9.7 C Meredith included the HCSS data in his report (page 7) as a comparison. This shows that the budget situation is likely to deteriorate over time. He did point out however that HCSS assumes no-one leaves and everyone increments.

10. LOCAL AUTHORITY CONSULTATION ON NATIONAL FUNDING FORMULA

Received: Document RC05/17-18

- 10.1 A Jarvis offered a brief summary of the consultation in terms of the NFF to be implemented no later than April 2020 and the six key decisions.
- 10.2 A Lomas explained that the SEND consultation is considering trading which would result in extra costs for schools.
- 10.3 The additional pressures on schools were recognised including legislation, diagnoses of SEND, standards, Ofsted, performance.
- 10.4 It was agreed no response would be provided from the school.

11. DISADVANTAGED CHILDREN (PUPIL PREMIUM) AND SPORTS FUNDING

This was addressed in item 4.2

12. POLICY REVIEW

12.1 E-safety Policy

Received: Document RC06/17-18

12.1.1 L Radcliffe noted that this document has recently been updated by Robert. This will be circulated for the next meeting.

Action: L Radcliffe.

12.1.2 L Radcliffe noted that any new processes were in place and updated in school.

12.2 Access Plan

Received: Document RC07/17-18

12.2.1 A Lomas and L Radcliffe felt this was not the most up-to-date version of the document. C Meredith will attempt to locate the amended plan.

Action: C Meredith

12.2.2 A Jarvis queried the client group. He felt the document did not read well and looked disjointed. A Lomas agreed to look for some good practice documents.

Action: A Lomas

12.2.3 Q: *A Lomas: when was the last accessibility audit done?*

12.2.4 A Jarvis felt that if a personalised curriculum was inherent in the classroom then a separate plan should not be needed.

12.2.5 It was noted it was important for all information to be accessible, eg: non-English speaking readers.

12.3 Disciplinary Policy and Procedure

Received: Document RC09/17-18

PACT HR document adopted.

12.4 Professional Code of Conduct

Received: Document RC10/17-18

12.4.1 Amendment was made to page 2, paragraph 2, bullet 3: delete 'a degree of'.

12.4.2 Amendment was made to page 2, paragraph 2, last bullet: to re-word

12.4.3 A Lomas mentioned that the Bradford Council Code of Conduct is very comprehensive. T Wright will send to C Meredith.

Action: T Wright

12.4.4 C Meredith suggested a small handbook of all essentials to be provided as part of induction.

12.5 Evac/Invac/Lockdown Policy

Received: Document RC11/17-18

PACT HR document adopted.

13. ANY OTHER BUSINESS

13.1 C Meredith presented the School Financial Services document to A Jarvis for completion by January. **Action: A Jarvis**

13.2 C Meredith reported that a school financial audit originally scheduled for week commencing 13 January has been re-scheduled for mid-January. He

expects the school will not do particularly well but will include an acknowledgement of processes being adopted.

14. DATE OF NEXT MEETING – 16 January 2018 at 1730 hours