

STORMONT HOUSE RESOURCES COMMITTEE

Monday 15TH May 2017

ITEM	FOCUS/NOTES	Lead	Action
1	ATTENDANCE: BH(Chair) KM (HT),CW (Business Manager), FJ, HH,YP,CN APOLOGIES: AH	BH	
2	Minutes of meeting held on 6th February 2017: Agreed with the following amendments CN and AH attended Item 4: CAMS should be CAMHS.	BH	
3	Matters arising not on the agenda: Financial Ratios: The schedule of Financial Ratios required further work. CW to complete document for presentation at next meeting. Benchmarking: A draft report comparing staff costs of 6 special schools was circulated showing a significant variation between the individual schools. CW stated that Benchmarking Stormont against other schools was proving difficult. Schools with similar pupils and staff mix were difficult to find especially within London. A fuller understanding of what was included in the CFR statement codes was also necessary for a proper comparison. TA Recruitment: CW and FJ yet to meet to review TA recruitment procedures. IT 5 Year Plan : CW reported that little progress had been made in preparing an IT 5 Year Replacement Plan. It was suggested that HLT be approached to ascertain if they could help in producing the plan. BH stated that it was almost 3 years since the school moved into the new building with mainly new IT equipment. No strategy for replacing it was in place.	BH	CW to prepare Financial Ratios for presentation at next meeting. CW to search for similar schools within London. CW to analyse information in CFR codes to ensure like for like cost comparison. CW /FJ to review and update TA recruitment procedures. CW to liaise with HLT on possibility of receiving help in producing plan. IT Director to produce at least current year replacement plan

	<p>Financial information for Governors: CW reported that she had not met with HH to draft a high level Financial Position Report.</p> <p>Admin Structure KPI's: BH stated that reporting to governors against KPI's was not in place and questioned the use of such reporting so late after the new Admin structure had been implemented. CW replied that the Admin team were keen for the reporting against KPI's to continue. It was agreed that this reporting should continue within the school but not be reported to governors.</p> <p>TA Pastoral Support Team: KM stated that it was intended to formally establish the team with a start date of 1st September 2017. The Team Lead position would be advertised shortly.</p> <p>Teacher Cover: KM reported that a September start for this position was still the target.</p>		<p>CW/HH to meet and prepare draft high level Financial Position Report for next meeting</p> <p>KM to keep committee informed of recruitment progress</p> <p>KM to keep the committee informed of recruitment for this position.</p>
4	<p>FINANCE: Reports to 31st March 2017:</p> <p>Reports circulated and reviewed prior to the meeting. Total income for the year was £116k higher than budget mainly through:</p> <ul style="list-style-type: none"> • higher pupil numbers and pupil funding £65k: • higher pupil premium £10k • higher Earned Income £22k mainly Yr 12 provision work with HLT and B6. • Staff absence insurance recoveries £12k. <p>Total Expenditure was just £12k more than budget. Although staff costs were £59k higher than budget, Curriculum costs higher by £76k, IT costs and Business Services costs were lower by £81k (no replacement plan £75k) and £27k respectively. Overall the school had an in-year deficit of £90k funded out of the b/fwd surplus. The c/fwd surplus to 2017/18 was £223k including £25k relating to a HLT training fund held by the school CW had produced a report of the one-off costs incurred in 2016/17.</p>	CW	

	<p>Minutes and commentaries received at previous meetings explain the significant variances to budget and the challenges offered by governors.</p> <p>Draft Budget 2017/18: A draft budget was circulated prior to the meeting showing an in-year deficit of £64k funded out of the b/fwd surplus of £223k The budgeted income assumes funding for 123 pupils and no reduction in the current Pupil Led Element received from HTL and other LA's. Budgeted costs reported were similar to 2016/17 with just a £6k increase. CW stated that Yr 12 provider costs had not been confirmed for 6 months starting from September. BH had reviewed the draft budget in detail with CW prior to the meeting. BH asked if Staff Sickness cover was adequately budgeted for. CW said she needed to review this. It was noted that the budget included no provision for IT replacement costs. CW to finalise the budget and circulate to all committee members It was agreed that the draft budget when finalised should be recommended for approval by the full GB and that a revised budget be produced in September when the staffing structure is clearer after the current recruitment initiatives are completed.</p> <p>CW had produced a report showing the planned one-off costs for 2017/18 included in the budget.</p> <p>Revised Funding Formula: KM reported that there would be no changes arising from the Revised Funding Formula in 2017/18 but some changes may occur from September 2018.</p>		<p>.</p> <p>CW to circulated final draft budget to all committee members.</p> <p>CW to revise the budget in September and present to the Autumn meeting of the committee.</p> <p>KM to keep committee informed of any changes</p>
5	<p>HUMAN RESOURCES: General Staffing Update: A Staffing Update Document was circulated prior to the meeting. (see attached)</p> <p>.</p> <p>Current Recruitment Initiatives: KM reported that recruitment of the following would be completed before the May half-term break:</p>	KM	

	<ul style="list-style-type: none"> • SEN Leader/SENco • Art & Design Maternity Leave Cover • DT Subject Leader (readvertisement) • Maths teacher (end of fixed term cover) <p>Catering Staff Structure: CW reported that implementation of the new structure had been delayed because of a disciplinary issue.</p>		CW to keep the committee updated on implement new Catering staff structure.
6	Premises: CW stated the FM contract was running well and that there were no issues to report.	CW	
7	Health & Safety: CW reported that there were no H&S issues to report.	CW	
8	Whole School Priorities- Positive Team Working: KM circulated a copy of the discussion notes arising from a Staff Well-being Workshop held in February together with the tabular results of a survey on Line Management. As time was very limited it was agreed that Governors would review these documents and raise any questions they had direct with KM.	KM	<p>Governors to raise any questions direct with KM.</p> <p>KM to plan a CPD session on Student well-being.</p>
8	A.O.B. BH brought to the attention of the Committee changes to the Data Protection regulations occurring from May 2018. CW stated she had noted the changes and would ensure the school complies with the new legislation.	BH	
9	Dates of Future Meetings: Tuesday 21st June2017	ALL	