

STORMONT HOUSE RESOURCES COMMITTEE

Monday 12<sup>th</sup> December 2016

ITEM	FOCUS/NOTES	Lead	Action
1	<b>ATTENDANCE:</b> BH(Chair) KM (HT),CW (Business Manager), AH, HH <b>APOLOGIES:</b> FR, YP	BH	
2	<b>Minutes of meeting held on 19<sup>th</sup> September 2016:</b> Agreed with no amendments.	BH	
3	<b>Matters arising not on the agenda:</b> Financial Ratios: BH reported that he met with CW to decide which ratios may be useful for the governors to receive. CW agreed to prepare a draft schedule showing information for the past two and the current financial years for BH to review before presenting at the next Resources Committee meeting. New Admin Structure: Benefits accruing: BH reported he had met CW and suggested some high-level KPI's to measure the benefits accruing. CW agreed to develop the wording of the KPI's and present to KM and BH before the next meeting.	BH	<b>CW to prepare and BH to review agreed ratios for presentation at next meeting.</b>  <b>CW to draft the KPI's and present to KM and BH for review and presentation at the next meeting.</b>
4	<b>FINANCE:</b> <b>Reports to 31<sup>st</sup> October 2016:</b> Reports circulated and reviewed , questions raised ,submitted and answers circulated .(see attached) The following questions were raised at the meeting: <ul style="list-style-type: none"> <li>As the central SEN budget was overspent due to a larger pool of requirements drawing on the same amount of funding, what is the possibility of the school being asked to refund more than the £50k already offered? KM reported that although a change to a single layer structure for funding pupils in special schools had been worked on it was unlikely to be implemented from September 2017. There was a possibility that a fixed % reduction of Pupil Led Funding would be implemented for 2017/18.</li> <li>HH asked why Recruitment Costs were over budget. CW stated that recruitment of TA's through agencies was not providing candidates of the right quality. A change in approach was required. CW to look at what other schools do.</li> <li>BH asked why Year 12 Provider/Partner Costs were 129% over budget (£129k) CW reported</li> </ul>	CW	<b>CW to model a 5% and 10% cut in Pupil Led Funding showing the effect on the school's budget. Draft to be reviewed by KM and BH for presentation at the next meeting.</b>  <b>CW to contact other schools re TA recruitment and report back at the next meeting.</b> <b>CW to pay the SLA cost to HCC and seek</b>

	<p>that costs for the 2016/17 academic year were included and that an adjustment of £67k had now reduced the 2016/17 financial year costs. The overspend would reduce to £62k approximately the value of the disputed 2015/16 invoice from HCC. BH asked what the dispute was. CW stated that the school had signed a Service Level agreement including a fixed cost. HCC originally agreed the cost but subsequently increased it. Changes in staff at HCC have prevented a settlement being agreed.</p> <ul style="list-style-type: none"> <li>BH asked was there any progress on the IT 5 year replacement plan. CW reported there had been no progress</li> </ul> <p><b>What financial information do governors require?</b></p> <p>Governors were asked to consider what further information/reports they would find useful. It was agreed that the current reports with a detailed variance commentary for significant overs/unders to budget are useful. BH stated that a high level report on the overall financial position of the school with the risks and exposures identified would be very useful</p>		<p><b>legal advice from LA on any further settlement.</b></p> <p><b>CW to present a draft 5 year plan at the next meeting.</b></p> <p><b>CW to provide a detailed budget variance commentary when circulating future reports.</b>  <b>CW and HH to prepare a draft report showing the high level financial position of the school and risks /exposures for review at the next meeting.</b></p>
5	<p><b>HUMAN RESOURCES:</b></p> <p><b>General Staffing Update:</b></p> <ul style="list-style-type: none"> <li>A Staffing Update Document was circulated prior to the meeting. (see attached)</li> <li>Recruitment of DT teacher:  KM reported that the DT teacher had resigned in October but personal circumstances had led to her plans to move overseas being put on hold. She would continue to be employed until Easter 2017. A further review would take place in early 2017.</li> </ul> <p><b>Review of TA shadow structure:</b></p> <p>KM reported that currently the Pastoral Support Team consisted of 3 TA's with no designated team leader. Job descriptions had been evaluated by the HLT and a "triangular" structure could be implemented. The committee agreed the new structure and recruitment should commence. KM reported that currently there was no clear process for reviewing good practice of TA's and linking CPD to ensuring Good Practice is developed throughout the TA team. He suggested a more senior role within the TA structure with responsibility for supervising good practise and TA CPD would be beneficial. This position would not Line Manage TA's. The committee agreed to</p>	KM	<p><b>KM/CW to recruit a permanent Pastoral Support Team as agreed</b></p> <p><b>KM to recruit a TA Team Leader</b></p>

	<p>this new position.</p> <p><b>Teacher Cover:</b></p> <p>KM reported that currently teacher cover was resourced through agencies. The quality of agency teachers varied from the very good to the very bad. KM suggested that the employment of a cover supervisor would allow a recognised resource to be used to cover teacher absence particularly in difficult classes. Schemes of work would be provided for such cover.</p> <p><b>CPD:</b></p> <p><b>How do we develop our leaders:</b></p> <ul style="list-style-type: none"> <li>• KM reported that through the HTSA opportunities arose for Middle and Senior Leaders to complete MPQML and MPQSL qualifications. One Middle Leader had completed the MPQML course and two others were progressing through it. One Senior Leader was considering the MPQSL course. Part of the course required a “School Change “Project to be completed which provided the individuals with a new challenge and the school considerable added value.</li> <li>• Through HTSA some Middle and all Senior Leaders were developing outward looking roles which through their individual skills and expertise was impacting teaching in other schools</li> <li>• Through the secondary network for subject leaders a Level 1 subject leader’s network had developed which involved Stormont teaching staff in running the scheme.</li> <li>• Recently a Restorative Approaches conference was held at the school jointly run by Margaret Thornburn, a recognised international expert on restorative approaches, HLT and Stormont.</li> </ul>		<p><b>KM &amp; BH to discuss and report back at the next meeting.</b></p>
6	<p><b>Premises:</b></p> <p>CW stated the FM contract was running well and that there were no issues to report.</p>	CW	
7	<p><b>Health &amp; Safety:</b></p> <p>CW reported that the additional glass barrier had been fitted to the main stair case.</p>	CW	
8	<p><b>Whole School Priorities- Positive Team Working:</b></p>	KM	

	<ul style="list-style-type: none"> <li>• KM reported that a staff survey on the quality of line management had been completed with a 50% response rate. Comments had been summarised and circulated back to staff requesting that an agree or disagree survey to be completed and returned.</li> <li>• CN raised training to improve the skills of line management using good Line Mangers to train others.</li> <li>• KM reported that the Line Management structure required review particularly the teacher/TA relationship</li> <li>• HH requested sight of an organisation structure</li> </ul>		<p><b>KM to keep Committee informed of developments</b></p> <p><b>KM to consider this and report back</b></p> <p><b>KM to review Line Management structure and present any changes to a future meeting.</b></p> <p><b>CW to circulate an organisation structure to Committee members.</b></p>
<b>8</b>	<p><b>A.O.B.</b> No A.O.B Notified</p>	<b>BH</b>	
<b>9</b>	<p><b>Dates of Future Meetings:</b> Monday 6<sup>th</sup> February 2017 Monday 19<sup>th</sup> June 2017</p>	<b>ALL</b>	