

STORMONT HOUSE RESOURCES COMMITTEE

Monday 6TH February 2017

ITEM	FOCUS/NOTES	Lead	Action
1	ATTENDANCE: BH(Chair) KM (HT),CW (Business Manager), FJ, HH,YP APOLOGIES:	BH	
2	Minutes of meeting held on 12th December 2016: Agreed with no amendments.	BH	
3	<p>Matters arising not on the agenda:</p> <p>Financial Ratios: CW tabled a document showing the Financial Ratios agreed with BH. CW to complete document for presentation at next meeting. CW also tabled a document prepared from the Schools Financial Benching Marking site that uses information taken from schools CFR statements submitted at the financial year end. A comparison of costs with other schools using a series of selection criteria was presented in chart format. Further auditing of the comparative cost for Stormont was necessary to ensure a fuller understanding was possible. HH asked if any schools were using this Benchmarking information. CW replied mainly Main Stream Secondary Schools. KM remarked that schools were encouraged to use the information as a measure of financial prudence.</p> <p>TA Recruitment: CW reported that she had contacted other schools to ascertain what agencies/resources they used to recruit TA's. CW agreed to work with FJ to update TA recruitment procedures.</p> <p>Year 12 Provider costs 2015/16: CW reported that the outstanding invoice was paid in line with the agreed contract. No further response had been received from the provider.</p> <p>IT 5 Year Plan : CW reported that some progress had been made in preparing a IT 5 Year Replacement Plan but it was not ready for presentation to the Committee.</p> <p>Financial information for Governors: CW reported that she had not met with HH to draft a high level Financial Position Report.</p>	BH	<p>CW to prepare Financial Ratios for presentation at next meeting.</p> <p>CW to audit the information shown for Stormont in the Benchmarking document.</p> <p>CW /FJ to review and update TA recruitment procedures.</p> <p>BH to liaise on IT 5 Year Replacement Plan with KM/CW</p> <p>CW/HH to meet and prepare draft high level Financial Position Report for next meeting</p>

	<p>Admin Structure KPI's: Item C/fwd to the next meeting.</p> <p>TA Pastoral Support Team: Position Description for team leader drafted, links with play and SEN processes being considered for inclusion in team members position descriptions.</p> <p>Teacher Cover: KM reported that position description had been written and was in the course of being reviewed. A September start for this position was planned.</p> <p>Organisation Structure: CW had not circulated an organisation structure as requested by HH.</p>		<p>BH to place Admin KPI'S on agenda for the 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> <p>CW to circulated an organisation structure to committee members</p>
4	<p>FINANCE: Reports to 31st December 2016:</p> <p>Reports circulated and reviewed prior to the meeting. BH stated that the commentary circulated with the reports was useful and in conjunction with previous "Answers to Questions" explained the major variances to budget.</p> <p>BH raised 2 questions:</p> <ul style="list-style-type: none"> • Would the full Professional Development budget be fully spent by the year end? CW replied that it would. • Was the school currently using the CAMS service? FJ replied that it was using the service when required and when CAMS had personnel available/in place to visit the school. <p>YP asked what the Teacher Insurance related to. CW stated that costs relating to long term sickness and maternity leave could be recovered.</p> <p>Forecast of Year-End position 2016/17: The Finance Officer had prepared a forecast showing the school would have an in year deficit of £179k (excl. the b/fwd. surplus balance) BH had requested a schedule of one off items of expenditure included in the forecast that would not be repeated in future years. This was not</p>	CW	<p>CW to prepare a schedule of one off items included in the 2016/17 forecast that would not be incurred in future</p>

<p>available for the meeting.</p> <p>CN suggested that the school should consider letting the school buildings to 3rd parties during the evenings and weekends. CW replied that several “lets” had occurred but the rental cost was quite high because of the required attendance of the school keeper. A “self-lock” user alternative would be looked at.</p> <p>Revised Funding Formula:</p> <p>KM reported that the maximum reduction in any schools funding when the new Funding Formula is fully applied in 2020 will be 3%. However schools will be responsible for paying the additional costs that may arise from additional NHI and Pension provisions and any additional costs arising from applying the National Living Wage.</p> <p>He also reported that the basis for the allocation of Higher Needs Funding has yet to be agreed and is out for consultation. With the demographics showing Hackney becoming more affluent this may change the Deprivation Index causing less funding to be received by the Local Authority for central services and schools. Pupil Led Funding will remain at £10,000 per pupil but the basis for calculating the Pupil Led Top-up funding is less clear. In 2016/17 this was based on a ladder of student needs but it is more likely in future to become a single value covering the range of student needs. This change will take place from September 2017.</p> <p>KM reported that pressure is being applied for Stormont to take additional students over and above the approved ceiling of 100 in years 7 to 11 and 20 in year 12. Only the top-up funding is received for each additional student.</p> <p>CW tabled a document showing the effect of a 5%,10% and 15% cut in pupil led income .(see attached) This document showed that a 2017/18 budget based on 2016/17 income and expenditure would result in a deficit of £124k in March 2018. A cut in funding of 5% would result in a deficit of £222k, a 10% reduction a deficit of £307k and a 15% reduction a deficit of £392k. Since most of the school’s expenditure base is related to staffing costs it would become extremely difficult to find all of such savings in non-staff costs.</p> <p>BH asked what the effect would be on staffing levels if a non-core subject was removed from the curriculum. KM stated that the staffing level would not change since the lessons slots freed up would need to be replaced with additional lessons relating to the remaining subjects in order to provide a full day for all students. Cutting non-contact and management time for teachers could potentially reduce required headcount but would certainly have a detrimental effect on the overall delivery of the curriculum. KM stated that some areas for improving the standard of Teaching and Learning could yield cost savings e.g. the planning of lesson observations or the use of TA’s</p>	<p>years.</p> <p>CW to further consider 3rd Party use of the school buildings and report back at the next meeting.</p> <p>KM to keep Committee briefed on New Funding Formula</p> <p>KM to keep Committee informed of funding relating to additional students.</p> <p>CW to provide possible sources of cost savings</p>
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	<p>throughout the year groups.</p> <p>CN suggested that having HLTA's to deliver pre-planned lessons could reduce teacher cover costs. KM replied that this was possible if a process for assessing the quality of such lessons could be agreed. KM also pointed out that the school currently had no HLTA's and to introduce such positions would have a cost factor attached.</p>		
5	<p>HUMAN RESOURCES:</p> <p>General Staffing Update:</p> <p>A Staffing Update Document was circulated prior to the meeting. (see attached)</p> <p>BH asked why TA headcount had increased by 1 since the last report in December. CW replied that CN had return from maternity leave in October and that the cover had not been terminated and was being used to support the Yr. 7 transition.</p> <p>CW reported that the vacant post for a Technician was currently being covered by an agency temp who was proving to be suitable for the permanent position.</p> <p>Recruitment of DT teacher:</p> <p>KM reported that the DT teacher, because of Dubai visa requirements, was leaving at the February half term. DT would be covered by an agency teacher until Easter. The position had been advertised, shortlisting would take place before half-term with interviews on the 22nd February.</p> <p>Catering Staff Structure:</p> <p>CW had circulated a document requesting approval for a change to the catering staff structure. Following the appointment of the new cook more of the menus used raw ingredients rather than prepared ingredients requiring more preparation and cooking time. Cover for the cook during absence from the current staff would be more beneficial than through an agency cook. The change proposed the appointment of an assistant cook and the reduction in kitchen assistants from 3 to 2. The additional cost was £5,031. To offset this it was proposed to increase the cost of school meals by 10p to £2 raising an additional income of approximately £2,600. It was also agreed to raise the cost of takeaway meals for school staff from £3.75 to £4.</p> <p>CW stated that because the change was deemed to be an internal reorganisation it was not necessary to advertise the position of Assistant Cook externally. If no internal candidate was found</p>	KM	

	<p>to be suitable and an external candidate was appointed this would require the number of kitchen assistants to be reduced by one.</p> <p>HH asked whether the Cook managed the catering staff efficiently and CW replied that she did.</p> <p>The proposed changes to the Catering Staff Structure were agreed by the committee.</p>		CW to implement new Catering staff structure.
6	<p>Premises:</p> <p>CW stated the FM contract was running well and that there were no issues to report.</p>	CW	
7	<p>Health & Safety:</p> <p>CW reported that there were no H&S issues to report.</p>	CW	
8	<p>Whole School Priorities- Positive Team Working:</p> <ul style="list-style-type: none"> • KM tabled the tabulated results of the recent “agree/disagree “staff survey which had a 64% response level from staff. The document had been circulated to all staff. KM reported that he had met with the staff representatives and had agreed that the next CPD session would include this survey and would concentrate on staff well-being. This session would be led by an external facilitator. • Student well-being to include clarity around the approaches to managing student behaviour also required further CPD time. 	KM	<p>KM to report back on the CPD session</p> <p>KM to plan a CPD session on Student well-being.</p>
8	<p>A.O.B.</p> <p>No A.O.B Notified</p>	BH	
9	<p>Dates of Future Meetings:</p> <p>Monday 27th March 2017</p> <p>Monday 19th June 2017</p>	ALL	