**STORMONT HOUSE RESOURCES COMMITTEE**

**Minutes of the meeting held on Tuesday 24th April 2018**

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| ITEM | FOCUS/NOTES | **Lead** | **Action** |
| **1** | **ATTENDANCE: BH(Chair), KM (HT), CW (Business Manager), CN, AH.**  **APOLOGIES: FJ** | **BH** |  |
| **2** | **Minutes of the meeting held on 5th March 2018:**  The minutes were approved as drafted. | **BH** |  |
| **3** | **Matters arising not on the agenda:**  Minibus Lease and Running Costs:  CW had produced a report showing that the leasing of the minibus was not cost effective for the number of journeys made and that it would be cheaper to hire a vehicle as and when needed. The annual trip to France was not included in the data nor was the cost of staff time collecting and returning the hired vehicle. CN stated that the minibus could support additional activities in the future. CW was asked to enquire about the lease termination cost and also revise the comparative data for the next meeting. | **BH** | **CW to revise the comparative data and obtain lease termination costs.** |
| **4** | **Finance:**  **Review Finance Reports for the Year to 31st March 2018:**  CW had circulated the reports prior to the meeting but with no commentary attached.  Due to the late circulation of the reports a high level review was completed which raised the following points:  Place Led Funding:  £10k was received for all pupils on role during the year on a pro-rata basis. Payment of an invoice for a Waltham Forest pupil remained outstanding.  Pupil Led Funding:  The original budget was overstated. Funding received based on the increased pupil numbers during the year.  Earned Income:  BH asked why earned income of £29k was £9k higher than the March forecast. CW stated she would review and report back the next day.  TA Staff Costs:  1:1 income received was £126,750 but costs reported were only £81,762. Total costs for TA’S were £40k higher than budget. It was reported that the use of TA’s was regularly reviewed to ensure pupils received the support they required. Yr7 always required support when joining the school but this reduced as the year progressed. The Pastoral Support Team was adding benefit to the T&L.  Residential School Journeys:  BH asked if some planned visits had been cancelled as this budget was underspent. CN stated that the cost of the D of E program was less than budgeted.  Carried Forward Balance:  A small surplus of 40k had been generated in the year. The accumulated surplus at the year-end total £262k, 7.9% of income. Whilst a spend plan is not required by HLT the school should have one.  **Future Funding of Special Schools:**  KW reported that the top-up funding for the next 3 years had been agreed by HLT at £15k per pupil on role. This was an acceptable funding level following his intense lobbying of HLT and Hackney Council with his concerns about future SEN funding levels.  Draft Budget 2018/19:  KM stated that he had not reviewed the budget with CW and therefore thought it premature for the committee to discuss it. It was agreed that this should be the subject of Chairs Action. It was agreed the budget would not be submitted to HLT until after this review.  IT 5 Year Plan.  CW had circulated a draft 5 Year Plan. The Committee had not received the IT strategy supporting the plan and were concerned that certain refresh suggestions had no clear logic behind them. The Committee agreed that KM should request the IT strategy from the IT Director and seek some clarification of the proposed refresh plan. | **BH** | **CW to circulate the commentary.**  **CW to provide an analysis of Earned Income**  **CW to produce a spend plan for the surplus balance carried forward**  **KM/CW/BH to review the budget before submission to HLT Finance**  **KM to obtain the strategy supporting the IT 5 Year Plan and reasons for the refresh proposals for the next meeting.** |
| **5** | **Human Resources:**  As considerable time had been spent on Finance only the following agenda item was discussed. It was agreed that all other items would be carried forward to the next meeting.  Resourcing of Designated Careers Lead:  KM stated that he had looked at the Gatsby model and the Clapton Girls Academy job descriptions and had found that some of the content of this position was already covered by the 6th Co-ordinator Role. He suggested that if the Admin element of the Co-ordinators role could be transferred to the Admin Team no additional member of staff would be required. The transfer of Student facing tasks from the Admin Team to Teaching Staff would create the capacity to take on this work. | **KM/CW** | **KM to report back to the next meeting on resourcing the Designated Career Lead role.** |
| **6** | **Whole School Priorities:**  It was agreed to carry forward this agenda item to the next meeting. |  |  |
| **7** | **Premises:**  **FM Contract:**  CW reported that the change in the staffing structure of the contract had recently caused a member of staff to be locked in the building. Having reported the incident to the Contract Manager no formal report had been received back by the school. |  | **CW to chase an Incident Report from the FM Contract Manager.** |
| **8** | **Health & Safety:**  There were 2 High Risk items arising from the November H&S Inspection/Audit. | **CW** |  |
| **9** | **A.O.B:** |  |  |
| **10** | **Dates of Future Meetings:**  Monday 2nd July 2018  Monday 8th October 2018  Monday 10th December 2018  Monday 4th March 2019  Monday 29th April 2019  Monday 1st July 2019 |  | **.** |

Suggested Topics for future meetings:

Policies:

* Statutory requirements
* Individual responsibilities
* Last/Next review
* Governor approval

CPD:

* School Program
* Staff requirement
* Support Staff CPD
* Skill Gaps
* Cost and benefits

TLR’s

* Current awards and benefits