

**STORMONT HOUSE RESOURCES COMMITTEE**

**Minutes of the meeting held on Monday 4<sup>th</sup> November 2019.**

ITEM	FOCUS/NOTES	Lead	Action
1	<b>ATTENDANCE: BH(Chair), GH (Business Manager).FJ (Deputy Head).BA.CN</b> KM (Head Teacher) had sent his apologies for not attending which was accepted HL did not attend.	BH	
2	<b>Election of Chairperson:</b> BH was elected as Chairperson. BA expressed an interest in becoming Chairperson		<b>KM/BH to meet with BA to discuss responsibilities of Chair</b>
3	<b>Terms of Reference:</b> The Committee's Term of Reference were tabled but not reviewed.		<b>BH to include as an agenda item for next meeting</b>
4	<b>Minutes of the meeting held on 1<sup>st</sup> July 2019:</b> The reference to WAHMS should read WAMHS. With this correction the minutes were agreed as an actual record of the business discussed.  <b>Minutes of the meeting held on 16<sup>th</sup> September 2019:</b> All references to CALMS should read CAMHS. With these corrections the minutes were agreed as an actual record of the business discussed.		
5	<b>Matters arising not on the agenda:</b> There were no matters arising not on the agenda		
6	<b>Finance:</b> <b>Review Finance Reports for the Period to 30<sup>th</sup> September 2019:</b> GH had circulated the reports and a commentary prior to the meeting. The following points were raised: Income <ul style="list-style-type: none"> <li>• Pupil led element/Place Led Funding: - It was confirmed that only the Pupil led element was remitted by LBH for pupil numbers above 130.</li> </ul> Expenditure	KM/GH	

	<ul style="list-style-type: none"> <li>Teaching Staff Sickness Cover - The 0.2 fte sickness cover cost is reported in Teaching Staff Costs.</li> <li>TA 1:1 Cover – It was unclear if 1:1 income should match the £14,012 cost of 1:1 cover</li> <li>Admin Absence Cover – It was confirmed that the cost of maternity cover would cause this budget to be overspent at year-end.</li> <li>CAMHS – It was confirmed that the CWIS person through the WAMHS project was free but the CAMHS worker through the NHS was at a cost.</li> <li>Counselling – The school receives 1 day per week Counselling service through A Space</li> </ul> <p><b>IT 5 Year Plan:</b> The IT Director had circulated a detailed schedule of the current IT equipment analysed between in use, stored, for repair and scrap. Many items were marked “not required”. A post Covue 5-year replacement plan was also shown. Clarification of the current stock analysis was asked for particularly what was in use and required and how this mapped to the 5-year replacement plan. It was agreed that items no longer required should be written off.</p>		<p><b>GH to review allocation to 1:1 cost code and report back.</b></p> <p><b>FJ to review with IT Director and report back at the next meeting</b></p>
7	<p><b>Human Resources:</b> GH had circulated a very detailed Staffing and Recruitment Update. Teacher Recruitment: It was reported that following the recent recruitment initiative Fiona Matthews had been appointed to one of the Leading Practitioner for Teaching, Learning &amp; Assessment positions and that an English Subject Lead had also been appointed. The second position for a Leading Practitioner for Teaching, Learning &amp; Assessment was not filled. TA Recruitment: FJ reported that the recruitment of TA’s in the summer term was not successful. Candidate references did not support the experience required and the working ethics of internal candidates did not match those required for a long-term position. Recruitment to the Pastoral Support Team is planned for February by when the Job Description will have been agreed. CN suggested that the school consider an apprenticeship scheme for TA’s</p>	GH	<p><b>FJ to investigate Apprenticeship scheme and report back</b></p>
8	<p><b>Risk Register:</b></p>		

	<p>GH had circulated a draft Risk Register before the meeting. BH suggested that the Register should clearly state which member of the school staff is responsible for each risk identified and which GB Committee should monitor it. GH stated that scoring for each risk was subjective and open for review. BH suggested that the Recruitment Retention Leadership Capacity risk should include Governors and that the FM risk should be reviewed in the light of the new FM contract via LBH.</p>		
9	<p><b>Premises:</b>  <b>FM Contract:</b>  GH reported that the School had agreed that Option 3, Bundled Service (with caretakers), was the preferred way forward. This had been agreed by Governors. Indicative costs had not been finalised at this stage.</p>		
10	<p><b>Health &amp; Safety:</b>  GH reported that</p> <ul style="list-style-type: none"> <li>• the broken Fire Door had been replaced with one of the correct specifications.</li> <li>• 10 Fire Marshalls would be trained in December</li> <li>• H&amp;S Committee was up and running</li> <li>• LFB recommendation of the use of Evac chairs for wheelchair users would be implemented</li> <li>• PEEPS (Personal Emergency Evacuation Plans) had been written for 3 physically disabled pupils and were with Hackney Corporate H&amp;S for review.</li> <li>• Fire strategy was being written for review by Hackney Corporate H&amp;S.</li> </ul>		<p><b>GH to present at next meeting</b></p>
11	<p><b>School Development Plan:</b>  <b>3.1 Student Well-being.</b>  FJ stated that the WAMHS project was running until Easter 2020. A Wellbeing and Mental Health in School Action Plan had been circulated showing the purpose of each initiative, key actions and measurable milestones, measurable outcomes and impacts. Progress for each of the initiatives was not “Rag Rated” and therefore difficult to ascertain. The plan schedule would be updated for the next meeting.</p> <p><b>5.1 Improve efficiency and effectiveness:</b>  GH had circulated a “Rag Rated” schedule for this Priority that showed that the majority of “Success Criteria” were either completed or close to being completed. Those which needed further work on related to Student Funding and IT MIS Systems &amp; Infrastructure.</p>		<p><b>FJ to update plan for the next meeting.</b></p>

12	<p><b>A.O.B:</b>  <b>Safeguarding Audit:</b>  FJ reported that a Safeguarding Audit had recently been completed by an independent consultant which resulted in a very detailed report being received. There were two major areas of concern:</p> <ul style="list-style-type: none"> <li>• The Child Protection and Safeguarding Policy should clearly state that the HT is responsible for receiving and investigating allegation against staff or if the allegation is against the HT the Chair of governors has the responsibility. The policy has been updated and all staff have been informed of the changes</li> <li>• The current methods for recording concerns and the resultant decision making/action process is not clear and therefore not compliant with KCSIE 2019 (Keeping Children Safe in Education)</li> </ul> <p>The detailed report will be reviewed by KM, FJ and BH and a planned course actions agreed for implementation.</p>		<p><b>FJ to report back at the next meeting the planned course of action</b></p>
	<p><b>Dates of Future Meetings:</b>  Monday 10<sup>th</sup> February 2020  Monday 4<sup>th</sup> May 2020  Monday 8<sup>th</sup> June 2020</p>		

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