**STORMONT HOUSE RESOURCES COMMITTEE**

**Minutes of the meeting held on Monday 10th February 2020.**

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| ITEM | FOCUS/NOTES | **Lead** | **Action** |
| **1** | **ATTENDANCE: BH(Chair), GH (Business Manager).FJ (Deputy Head). BA.CN**  Apologies: HL. | **BH** |  |
| **2** | **Minutes of the meeting held on 4th November 2019:**  The minutes were agreed as an actual record of the business discussed. |  |  |
| **3** | **Matters arsing not on the agenda:**  KM/BH still to arrange a meeting with BA re becoming Chair  Terms of Reference:  The draft Terms of Reference were reviewed, and several changes were suggested. |  | **KM/BH to meet with BA to discuss responsibilities of Chair**  **BH to revise T of R and present at the next meeting.** |
| **4** | **Finance:**  **Review Finance Reports for the Period to 31st December 2019:**  GH had circulated the reports prior to the meeting. BH had raised some questions on the reports, the answers to which were tabled.  The forecast for the end of year shown in the reports is a surplus of £71k but this includes £31k which the school holds as “banker” for 2 initiatives the school is involved with. Concern was raised that a significant in year surplus together with the B/fwd surplus of £290k may cause HLT to seek a contribution to the significant deficit in the Council’s SEND budget. GH confirmed that HLT Schools Finance were comfortable if the school’s total surplus remained within 7% of Delegated Budget.  GH also confirmed that the Pupil based funding was not at risk and that the major risk was the FM contract from legacy items under the Kier contract and the unknown exposures under the temporary Council contract. Other budget codes may be underspent because of the need and timing of expenditure. E.g. therapy and professional services.  **Special School Funding Review:**  It was confirmed in a letter from Andrew Lee that the existing funding system of a single top-up rate (£15k for Stormont) would continue for the foreseeable future.  **IT 5 Year Plan:**  FJ tabled a condensed summary of the 5 Year Plan for the purchase of hardware. Most of the equipment identified for 2019/20 had been purchased. No progress had been made on the future of the stored/for repair/scrap items identified on the summary presented at the November meeting.  GH stated that the Asset Register was up to date with the location of all assets known.  A discussion followed on the need for staff to be trained on using certain software products to enable full benefit to be gained from their use. Office 365 was stated as an example particularly the sharing of information and files. MIS with the extended use of SIMS was being developed and used through the school. The need for direction on the sourcing and use of T&L software/hardware was a significant need with little resource within the school to take this forward. It was agreed that an external resource be engaged to review this need and develop a plan for review by SLT/Resource Committee. | **KM/GH** | **FJ/GH to consolidate list of items to be written off and disposed of.**  **KM/FJ/GH to engage an external resource to prepare a plan detailing the need/use of IT Hardware/Software forT&L** |
| **5** | **Human Resources:**  GH had circulated a very detailed Staffing and Recruitment Update.  **Teacher Recruitment:**  It was reported that following the recent recruitment initiative the DH, T&L, and the Leading Practitioner for Teaching, Learning & Assessment had agreed their individual responsibilities and were working well as a team. The Science Lead joined the T&L team taking on additional responsibilities aided by reduced teaching hours which had been covered internally  **TA Recruitment:**  FJ reported that the recruitment of TA’s was progressing with 4 TA’s being recruited before the Christmas break. Recruitment to the Pastoral Support Team is currently in progress.  BH asked why the actual numbers of TA’s was 1.6 above the agreed structure. FJ stated that there was a need for short-term support in both Year 11 and Year 12. BH asked what the process was for recruiting additional TA’S above the agreed structure. This was unclear.  **Line Management of TA’s:**  FJ reported that TA’s met fortnightly as a group with their Line Managers and in the intervening weeks with their Form Tutors. TA’s appraisals were scheduled to be completed before Easter.  **Apprenticeship Scheme:**  FJ reported that HLT were considering the use of the Apprenticeship scheme for TA’s | **GH** | **KM to confirm the process at the next meeting.**  **FJ to report back at the next meeting.** |
| **6** | **Risk Register:**  GH had circulated a draft Risk Register before the meeting.  The 2 main risks identified were:   * the change of FM provider from Kier to the Council, the legacy items outstanding with Kier and the oversight and compliance under the temporary contract with the Council. * the lack of a clear IT strategy. |  |  |
| **7** | **Premises:**  **FM Contract:**  GH had circulated an update before the meeting.  A draft SLA for the new contract had also been circulated for information. |  | **.**  **GH/BH to review the SLA and report back** |
| **8** | **Health & Safety:**  GH reported that:   * H&S Committee was now up and running with Terms of Reference agreed. * Fire Marshal training through HLT had been completed for 5 staff with another 5 due to be trained in March. * Four Evacuation chairs had been purchased and 3 staff had been trained in their use * Personal Emergency Evacuation Plans for 3 pupils had been prepared. 2 had been signed off and the third needs further evaluation.   There were no H&S issues reported.  Fire strategy was being written for review by Hackney Corporate H&S. |  | **GH to present at next meeting** |
| **9** | **School Development Plan:**  **3.1 Student Well-being.**  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.  **5.1 Improve efficiency and effectiveness:**  GH reported that student funding was now reconciled as part of the month-end process. Funding of “over number” students was agreed and received. Student role now agreed at 132 by HLT. Progress continues to be made in the use of the IT MIS Systems. |  | **FJ to update plan for the next meeting.** |
| **10** | **A.O.B:**  **Safeguarding Audit:**  FJ reported that the recommended changes to the Child Protection and Safeguarding Policy relating to the receiving of and the investigation of allegations against staff had been made. The work to reorganise pupils files to clearly show reported concerns and the resultant decision making/action process was ongoing. A live list of referrals with clear details of the referral and the resultant action(s) is now available for information. |  | **FJ to report back at the next meeting the planned course of action relating to other Audit recommendations.** |
|  | **Dates of Future Meetings:**  **GH to suggest dates of future meetings** |  |  |

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