**STORMONT HOUSE RESOURCES COMMITTEE**

**Minutes of the meeting held on Monday 16th September 2019.**

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| ITEM | FOCUS/NOTES | **Lead** | **Action** |
| **1** | **ATTENDANCE: BH(Chair), KM (Head Teacher), GH (Business Manager)..**  HL, BA, CN and FJ had sent their apologies for not attending which were accepted  Because the meeting was not quorate no decisions could be formally made.  The following agenda items were carried forward to the November meeting:   * Appointment of Chairperson * Committee Terms of Reference * Minutes of the meeting held on 4th March 2019 * Matters arising not on the agenda * Audit and Risk - Review of draft Risk Register * Health & Safety * School Development Plan – Receive a progress report on the WAHMS Project. | **BH** |  |
| **2** | **Finance:**  **Review Finance Reports for the Period to 31st July 2019:**  GH had circulated the reports and a commentary prior to the meeting.  The following points were raised:  Income   * Pupil led element: - Lower income caused by timing differences in receipt. * Bank interest: - Higher than budget due to allocation basis used by HLT Finance. * Catering income: - Income generally lower – caused by interface of SIMs Pay and FMS. * Earned Income: - 3rd party lets follow school’s letting policy.   Expenditure   * Teaching Staff Sickness cover: -Terms of phased return of staff member agreed with HLT. Cover of 1 day provided by existing employee. * Teaching Assistant 1:1: - Costs exceed budget. Funded 50% by SEN budget and 50% by NHS. * Staff Absence Insurance: -Sickness/Maternity cover now includes Support Staff. * FM Contract: - Awaiting confirmation of new contract costs. Cost being paid at “old” contract rates * Reward Outing Costs: - Reward Outings occur at end of each term. Budget may be exceeded by year-end * IT Infrastructure annual spend: - Budget exceeded due Chair’s agreement to purchase of Whiteboards rather than lease over 5 years | **GH** | **GH to review allocation to 1:1 cost code and report back.** |
| **3** | **Human Resources:**  GH had circulated a very detailed Staffing and Recruitment Update.  Curriculum Support Staff:  The Headcount analysis between Permanent/Fixed Term/Agency appears to be incorrect. (June report shows same error.  Reported increase in TA staffing structure to 20.6 from June 17.8. Actual number of TA’s 18.8 with vacancies of 1.8. It was reported that the most recent recruitment drive provided no permanent appointments. Agency staff turnover continues to be of concern.  Leadership Structure:  A confidential report had been circulated outlining the causes for considering a change in the structure of the Leadership Team and proposing two possible options. The possibility of developing the new roles as Leading Practitioners is also being considered. Costing of the 2 options will be “cost neutral” for budgeting purposes when compared to the 2018/19 actual costs. It was also reported that an English subject lead needed to be recruited.  A recruitment drive is planned for early October with a view to appointing for a January start.  Chair and/or Vice Chair to be involved in selection process. | **KM/GH** | **GH to correct the analysis for November report.**  **KM/BH to liaise on structure and recruitment.** |
| **4** | **Premises:**  **FM Contract:**  GH reported that the FM contract with Kier would cease mid. January 2020.  Working with Hackney Council and the other schools encompassed within the existing Kier contracts, 3 possible options for a way forward have been tabled for discussion:   * Option 1: - Total FM with schools being responsible for all FM staff and fully maintaining their premises * Option 2: - Bundled Service with schools employing caretakers * Option 3: - Bundled Service with schools employing caretakers and cleaners.   Under Options 2 & 3 Hackney Council will provide the Bundled Service and current caretaking and cleaning staff would be TUPED across to schools. Schools who would incur the usual support staff “addon costs” for such staff which are approximately 48% of basic salaries.  Whilst a full understanding of the responsibilities under the Bundled Service Options needs to be explored, the current view is that Option 2 is the choice for Stormont. Further discussions with the Council/other schools and analysis is required before the school makes a final decision. | **GH** | **GH to keep KM/BH abreast of developments before a formal decision is made.** |
| **5** | **Dates of Future Meetings:**  Monday 4th November  Monday 10th February 2020  Monday 4th May 2020  Monday 8th June 2020 |  | **.** |

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