

STORMONT HOUSE RESOURCES COMMITTEE

Minutes of the meeting held on Monday 26th November 2018

ITEM	FOCUS/NOTES	Lead	Action
1	ATTENDANCE: BH(Chair), KM (Head Teacher), GH (Business Manager), CN, FJ, LT APOLOGIES: HL, BA	BH	
2	Minutes of the meeting held on 2ND July 2018: The minutes were approved as drafted.	BH	
3	Matters arising not on the agenda: FM Contract Incident Report: It was agreed that no further action would be taken in requesting a report on the incident when staff were locked in the school earlier in the year.	BH	
4	Committee Terms of Reference: The Terms of Reference were reviewed and agreed without amendment.		
5	Finance: Review Finance Reports for the Period to 31st October 2018: GH had circulated the reports and a commentary prior to the meeting. BH had reviewed the reports and raised certain queries which had been answered. GH stated that there were no known financial risks at this stage of the current financial year. The following points required further action. Income: <ul style="list-style-type: none"> • An analysis of pupil numbers and associated income for the periods April to August and September to March: • Have Tower Hamlets and Waltham Forest agreed to pay place funding in full for all students attending Stormont from the LA.? • Has HLT agreed the 1:1 funding for the 2 students under query. • Has the level of Bank Interest been confirmed? Expenditure: <ul style="list-style-type: none"> • Does the teaching staff absence insurance policy cover the shortfall of 0.4fte relating to the phased return member of staff? 	BH	GH to provide answers

	<p>IT 5 Year Plan: The IT Director, WM, presented a draft of the IT Strategic Aims for 2018. The strategy linked the 4 strands that unite IT within Stormont namely Safety, Value, Access and Collaboration. After questioning the details behind the strategy, the committee agreed the Aims for 2018. BH asked how the strategic aims would translate into a 5 Year hardware and software renewal plan. WM replied further conversations with the SLT were required relating to hardware specifications and budgets available.</p> <p>Photocopiers: GH reported that the current lease contract for photocopiers was due to finish at the end of November. Following a detailed review of suppliers and costs it was recommended that a 3-year lease with the current provider offered savings of £11k over the lease period It was recommended that a new 3-year lease with Directec be signed.</p>		<p>WM.GH and FJ to agree a renewal plan and present to next meeting.</p> <p>GH to arrange new contract with Directec</p>
6	<p>Human Resources: A comprehensive report on the current staffing structure showing a split between permanent and agency numbers had been circulated by GH before the meeting. The following points arose:</p> <ul style="list-style-type: none"> • Reduce the reliance on agency sourced Curriculum Support Staff by recruitment of contracted staff without risk to the budget. • Complete recruitment of PST • Progress recruitment of TA's. • Agree job description of Designated Careers Lead and appoint 	KM/GH	<p>FJ/GH</p> <p>FJ/GH FJ/GH KM/GH</p>
7	<p>Audit and Risk: Internal Audit Report: The recent Internal Audit assessed the school's assurance level as Reasonable.</p>	GH	GH to circulate final Audit Report

	<p>The draft report identified 5 medium risk processes to be strengthened.</p> <p>Risk Register: GH had circulated a suggested format for a Risk Register. The committee approved the report format and asked GH to develop the risk content to enable a fuller review and discussion at the next meeting.</p>		<p>BH to place Audit Report on the next meeting's agenda</p> <p>GH to develop the Risk Register and present at the next meeting.</p>
8	<p>Premises: FM Contract: GH reported that the current FM contract terminates in January 2019: Whilst there were no major issues under the current contract the speed in which jobs raised were closed and contract performance was reported could be improved. If KPI's were not met a monetary adjustment was given.</p>		
9	<p>Health & Safety: GH reported that there were no current H&S risks but that a mini inspection of H&S by an external advisor within the school was planned in the near future. GH stated that she intended to establish a H&S committee within the school</p>		<p>GH to report on the mini inspection at the next meeting.</p>
10	<p>Whole School Priorities: Well-Being: FJ presented an overview of the "Everyday Peace in School" tool. This is a research initiative that builds on the Restorative Approaches work completed within the school to identify the indicators that are important to ensure both staff and pupils enjoy a peaceful environment within the school. From a facilitated activity 8 key indicators were ranked in order of importance by staff and students and next steps identified to incorporate these Peace Indicators into the everyday life of the school.</p> <p>5.1 Improved Efficiency and Effectiveness: It was reported by KM that some progress had been made under this SDP priority. A comprehensive RAG rated document was tabled showing the progress for each Success Criteria. It was agreed to review progress at the next meeting</p>		<p>FJ to give a progress report at the next meeting.</p> <p>BH to include this SDP priority on the agenda for the next meeting.</p>
9	<p>A.O.B: There were no items notified for A.O.B</p>		

10	Dates of Future Meetings: Monday 4 th March 2019 Monday 29 th April 2019 Monday 1 st July 2019		.
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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