

STORMONT HOUSE RESOURCES COMMITTEE

Minutes of the meeting held on Monday 4th March 2019.

ITEM	FOCUS/NOTES	Lead	Action
1	ATTENDANCE: BH(Chair), KM (Head Teacher), GH (Business Manager), CN, FJ, HL, BA.	BH	
2	<p>Minutes of the meeting held on 26th November 2018: Correction: Item 5 Expenditure: 0.4fte should be 0.2fte With this correction the minutes were approved as drafted.</p>	BH	
3	<p>Matters arising not on the agenda: There were no matters arising that were not on the agenda.</p>	BH	
4	<p>Finance: Review Finance Reports for the Period to 31st January 2019: 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. The reports included a forecast for the year to 31st March 2019. The forecast reported a surplus for the year of £104k but it included £51k of 1:1 SEND Funding that would not be received for 2018/19. The current surplus is expected to be £55k which when added to the B/fwd surplus of £239k accumulates to a surplus of £293k. A spend plan for this surplus will need to be submitted to HLT. Financial Risks in the Forecast:</p> <ul style="list-style-type: none"> • Place Led Funding for 6 pupils over role - £60k included in forecast • Pupil Premium – final payment to be confirmed. • IT refresh – some equipment ordered but spend plan still waiting clarification. • Exit cost of Catering staff member <p>Indicative Budget 2019/20: Budget based on 130 pupils</p>	GH	<p>GH/KM to provide a spend plan for approval at the next meeting.</p>

	<p>Place Led Funding, Pupil Premium and Pay grant = £1,390,480 (2018/19 forecast = £1,380,434) Year 7 Catch-up grant for 2019/20 still to be notified. Agreed budget for 2019/20 to be submitted to HLT by 1st May. KM, GH and BH to meet and review draft budget on 25th April for approval at next Resources meeting on 29th April. It was suggested GH ask HLT for an extension of submission date to 8th May.</p> <p>IT 5 Year Plan: GH reported that an IT company, Covue, had been invited to conduct a mini-audit on the current IT infrastructure of the school and make recommendations for its' refresh. A report had been received and was currently being reviewed by the GH and FJ. In the meantime, an order for 25 PCs had been placed with HLT. The question of IT Service support was raised. Currently this is through HLT and is reliant on the service capability of the section. It was asked if this service could be provided economically by Covue? It was agreed to:</p> <ul style="list-style-type: none"> • Review the HLT 3 year offer and see if a break after 1 year has a cost implication • Compare the cost of a 1-year HLT service agreement • Ask Covue to provide costs for a service agreement <p>It was stated that a clear IT Strategy and refresh program had not been evident since BSF nearly 5 years ago. Clear lines of responsibility need to be in place to ensure an agreed strategy and refresh program is adopted to ensure the school is not exposed to unreliable hardware and keeps abreast of IT development and delivery.</p>	<p>KM/FJ/ GH</p>	<p>KM, GH and BH to review draft budget on 25th April. BH to include 2019/20 draft budget as an agenda item for next meeting</p> <p>GH to report back to next meeting on preferred IT Service provider.</p> <p>KM to confirm lines of responsibility for IT strategy and procurement.</p>
<p>6</p>	<p>Human Resources: It was reported that LT had been appointed Head of a special needs school in Wolverhampton and would be leaving at Easter. KF will assume some of the T&L responsibilities of LT until a Deputy Head is appointed. A recruitment process will be started shortly with the target of an appointment before 31st May for 1st September start.</p> <p>It was reported that there were no teaching staff vacancies currently.</p> <p>A report on the current support staff structure showing a split between permanent and agency</p>	<p>KM/GH</p>	<p>KM to report back at the next meeting on recruitment progress.</p>

	<p>numbers had been circulated by GH before the meeting.</p> <p>The following points arose:</p> <ul style="list-style-type: none"> • The staffing structure needed to be revised to meet the current needs of the pupils. • Deployment total was 23.6 – Could this be reduced by better utilisation of skills matched to pupils needs. • Pupil transition often requires short term additional support. • TA's continue to be recruited by transfer from agency sourced to permanent contract • Job description of Designated Careers Lead with HLT for review within 10 working days. Position will be filled by internal assimilation. 		<p>KM/FJ to review and recommend revised staffing structure.</p>
7	<p>Audit and Risk:</p> <p>Internal Audit Report:</p> <p>The recent Internal Audit assessed the school's assurance level as Reasonable.</p> <p>The majority of the 5 medium risks identified had been implemented/strengthened.</p> <p>The recommendation to adopt the councils Whistle Blowing Policy was agreed providing:</p> <ul style="list-style-type: none"> • HLT does not have a separate policy • HLT agrees with the school adopting the Council policy <p>Risk Register:</p> <p>It was agreed to adopt the draft risk register that GH had circulated.</p> <p>BH agreed to send GH a copy of the draft Risk Register of another school of which he is a governor.</p>	GH	<p>GH to clarify with HLT and Audit section.</p> <p>BH to action</p>
8	<p>Premises:</p> <p>FM Contract:</p> <p>GH reported that Kier FM are in the process of signing a new FM contract with the council.</p> <p>Financial rebates from monthly contract payments continue to be received where KPI's are not met.</p> <p>Whilst there were no major issues, management of the contract and staff training could be improved.</p>	GH	
9	<p>Health & Safety:</p>		

	<p>GH reported that the mini report by Hackney H&S had not taken place and was planned to be completed on 7th March.</p> <p>GH stated that a H&S committee had been established and the Terms of Reference agreed. It was reported that there had been no major H&S issues since the last meeting.</p>		<p>GH to report on the mini inspection at the next meeting.</p>
10	<p>Whole School Priorities:</p> <p>Well-Being:</p> <p>FJ reported that very little progress on implementing the “Everyday Peace in School” tool into school life had been made. Terence Bevington was to be invited back to discuss the report and how best to progress this initiative.</p> <p>CN stated that as a Staff Governor she could see that:</p> <ul style="list-style-type: none"> • Staff were more open in discussing issues/concerns • Line Management was improving • More social activities were occurring with better attendances • TA roles were being clarified and revised • CPD was inclusive and happened every term • A staff suggestion box had been established and was popular • Feed back to staff on this initiative was evident. <p>5.1 Improved Efficiency and Effectiveness:</p> <p>GH reported that roles and responsibilities of the Admin Team had been clarified and that individuals should work as a team. Training for most members had been identified and was in the course of delivery. The Communications Officer had enrolled on the Middle Leader Program and the Receptionist was participating in a Certificate of Administration course.</p> <p>A range of Admin Staff Standards had been identified and will be measured overtime. Annual appraisals will incorporate performance against these standards as part of the process.</p>		<p>FJ to give a progress report at the next meeting.</p> <p>GH to give a progress report at the next meeting.</p>
9	<p>A.O.B:</p> <p>There were no items notified for A.O.B</p>		
10	<p>Dates of Future Meetings:</p>		

	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