

8TORMONT HOUSE RESOURCES COMMITTEE

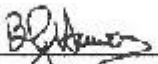
Minutes of the meeting held on Monday 8th February 2021.

ITEM	FOCUS/NOTES	Lead	Action
1	ATTENDANCE: BH(Chair), KM (Headteacher), GH (Business Manager), FJ (Deputy Head), FC (Acting Deputy Head). BA.	BH	
2	Apologies for Absence: CN had sent her apologies for not attending the meeting which were accepted.	BH	
3	Terms of Reference: The committee's Terms of Reference incorporating the changes agreed at the November meeting were approved. It was agreed to next review the ToR in the autumn of 2022.	BH	
4	Minutes of the meeting held on 16th November 2020: The minutes were agreed as an actual record of the business discussed.	BH	
5	Matters arising not on the agenda: BA to become Chair As BA had agreed to become Vice Chair of the Governing Body at the end of the current academic year, she thought it more appropriate for another person to become chair of the Resources Committee. It was noted that a new potential governor, Keri Welch, has expressed an interest in becoming chair of this committee.	BH	BH to progress with Keri Welch
6	Finance: Review of Finance Reports for the Period to 31st December 2020: GH had circulated the reports prior to the meeting. BH had raised some questions on the reports and GH had provided answers. 1:1 TA Support Costs: Clarification was sought on the costs of 1:1 TA support costs. There is no income or costs reported for 1:1 support. The cost of the 0.4 FTE supporting a Yr 12 pupil at college is offset in the SLA of the provider. It was not sure where the cost of the other 0.6 FTE of support was reported.	KM/GH	GH/FC to confirm the reporting of 1:1 support cost for the next meeting

	<p>Staff Absence Insurance: It was confirmed that the claims under this policy were capped at 92% of salary cost and up to £3,000 for maternity leave.</p> <p>Training and Development Costs: BA asked if CPD was being affected by Lock Down restrictions. KM stated that many of the CPD sessions were conducted through Teams and did not necessitate cover to be put in place. A full schedule of CPD was being followed.</p> <p>Additional COVID-19 Income and Expenditure: GH stated that the additional costs incurred relating to the COVID-19 pandemic would be covered by the grants available. A schedule recording both the income and expenditure was being regularly updated. It was agreed that this should be circulated to governors. On 31st December, these costs amounted to £31k.</p> <p>IT 5 Year Plan: An update to the 5 Year Refresh Plan was circulated prior to the meeting. Orders for new Hardware costing £14,950 had been placed and the equipment received. A journal will be posted in January recording this expenditure.</p> <p>Redundant Equipment: The schedule of equipment to be written off, linked to the IT Directors report, could not be reconciled to the stored/for repair/scrap items identified on the summary presented at the November meeting. The chair was reluctant to agree to these write-offs until the IT Asset Register was updated and reconciled. The register should be completed before the February half-term. The Chair asked if the IT Asset Register was checked when the Council Internal Audit is completed. GH stated that it was test checked.</p> <p>IT Strategy: The Chair stated he was unsure what the agreed IT Strategy was. KM pointed him towards the "School Development Plan 2020-21 – Forward Plan Dec 2020" document circulated for this meeting. KM circulated an updated strategy and time-line report following the meeting.</p>		<p>GH to circulate the COVID-19 income and expenditure schedule.</p>
7	<p>Human Resources: GH had circulated a detailed Staffing and Recruitment Update. The Staffing Structure analysis and linked pie charts required review and correction. The analysis of long-term sickness was noted and the difficulty this caused in arranging cover.</p>	GH	<p>FC to correct analysis and linked pie charts for future reports.</p>

	<p>TA Recruitment: It was reported that 2 long-term agency TA's had been appointed as permanent staff following the recruitment initiative held in November, but their contractual start date delayed until the "Finder's Fee" clauses in the agency contracts have expired. 2 other agency staff were also made permanent as a result of this recruit initiative. The proportion of agency curriculum staff has fallen as a result, providing greater stability.</p> <p>Apprenticeship Scheme: Consideration is still being given to using the Apprenticeship levy to develop people or positions within the school. KM stated that the original guidance "A guide to apprenticeship for the school workforce" dates back to 2019 but new guidance "Providing apprenticeships during the coronavirus (Covid-19) outbreak" seems largely to focus on changes to the operational arrangements. He further stated that it seemed the two options that were available were to either part fund a new role within the school or develop an existing member of staff with new skills.</p> <p>TA Appraisal: KM reported that the focus had been on the Line Management of TA's with regular 1:1 meetings. With these up and running it was planned that TA appraisals would again take place in the Summer Term under the management of FC. It had been hoped to bring this forward, but this had not been practical. (TA's appraisals had been completed in summer 2020)</p>		<p>KM/GH to seek guidance from Hackney Education Apprenticeship Lead and report back at the next meeting.</p> <p>FC to give a progress report at the next meeting.</p>
8	<p>Risk Register: GH had circulated an updated Risk Register. There were no concerns raised other than that noted below. It was noted that the identified risk "ICT Absence of clearly defined ICT Strategy" had been merged within the FM Risk with no specific actions attached to it.</p>		<p>GM to revised Risk Register to separately identify the IT Strategy Risk.</p>
9	<p>Premises: FM Contract: GH reported that the current contract with Hackney Council had been extended until the 31st of March 2021. No Details concerning the new contract had been communicated by the Council. The job descriptions of the Premises Staff had been rewritten ensuring staff would have the right skill sets to perform their roles to a high standard alleviating current regular day to day involvement of the Business Manager. No further action can be taken until the Premises Manager retires It was reported that the draft SLA for the current contract had been signed by the Chair and returned to Hackney Council.</p>		<p>.</p>

10	<p>School Development Plan:</p> <p>5:1 Improve efficiency and effectiveness:</p> <p>GH reported that the Admin Team had agreed to a “soft” re-organisation whilst the pandemic was in situ which combined the two offices under the responsibility of an Assistant Business Manager. A new role of Welfare and Safeguarding Officer would report directly to the DH Safeguarding and Inclusion, taking some of the responsibilities of the existing Communications Officer. Some of the admin responsibilities of the Sixth Form Lead would be transferred to the Admin Team. If this re-organisation were to become a permanent structure, procedures contained in the Organisational Change Policy would have to be followed. There was a small cost saving with this agreed “soft” re-organisation.</p>		
11	<p>A.O.B</p> <p>Rapid Testing in Schools and Colleges:</p> <p>GM brought to the attention of the Committee the requirements of the school to Co-vid test staff and pupils when returning to school in the Spring Term. Pupils will be required to be tested twice a week with at least 3 days between tests and staff at least once a week. A comprehensive document issued by NHS Test and Trace had been received detailing the processes and procedures necessary to comply with this requirement. A CPD day was held on Friday 5th February to consider the document and how the school could fulfil these requirements. KM stated that more time was required to understand and implement the processes.</p> <p>KM reported that all staff had been offered the Co-vid 19 vaccination and that most staff had now been vaccinated. There were some vulnerable members of staff who had not taken up the offer for good reason.</p>		
12	<p>Dates of Future Meetings:</p> <p>Monday 26th April</p> <p>Monday 5th July</p> <p>Monday 8th November</p>		

(Signed) 
(Chair of Governing Body)

SIGNED:

Date: 10th May 2021