

**STORMONT HOUSE RESOURCES COMMITTEE**

**Minutes of the meeting held on Monday 1<sup>st</sup> July 2019.**

ITEM	FOCUS/NOTES	Lead	Action
1	<p><b>ATTENDANCE: BH(Chair), KM (Head Teacher), GH (Business Manager), CN, FJ (Deputy Head), BA.</b> HL had sent her apologies for not attending which were accepted</p>	BH	
2	<p><b>Minutes of the meeting held on 4<sup>th</sup> March 2018:</b> The minutes were agreed as a true summary of the business discussed at the meeting.</p>	BH	
3	<p><b>Matters arising not on the agenda:</b> Item 4 – Spend plan for 2018/19 revenue surplus : As the surplus was below 8% of budget GH reported that no spend plan was required. Item 4 – 2019/20 Budget – Budget was approved by GB on 17<sup>th</sup> June Item 4 – preferred IT Service Provider – GH reported Covue had been appointed from 1<sup>st</sup> September. Item 5 – Recruitment of Deputy Head-teacher – KM reported that Katie Foster had been appointed to the post. Item 7 – Internal Audit Report – GH confirmed HLT/Council whistleblowing policy adopted Item 7 – Risk Register – BH reported he had sent the draft Risk Register to GH Item 10 – 5.1 Improved Efficiency and Effectiveness – item C/fwd to next meeting All other outstanding items were on the agenda</p>	BH	
4	<p><b>Finance:</b> <b>Review Finance Reports for the Period to 31<sup>st</sup> May 2019:</b> GH had circulated the reports and a commentary prior to the meeting. Since the new financial year was only 2 months old there appeared to be no major areas of financial concern. The following points arising from questions were noted: Teaching Staff Sickness: - It was reported that a phased return of the subject staff was under way and costs would be reduced for future months. TA's 1:1: - Currently higher level of 1:1 support was required, provision should reduce in coming months FM contract: New contract not legally signed, higher costs not currently being charged. IT Service Provider costs: Cost of HLT 6-month contract £9k</p>	GH	

	<p><b>IT 5 Year Plan:</b>  KM reported that responsibility for the IT strategy was with FJ led by the IT Director and that GH has responsibility for MIS and the procurement of IT equipment.</p>	<p><b>KM</b></p>	
<p><b>5</b></p>	<p><b>Human Resources:</b>  GH had circulated a very detailed Staffing and Recruitment Update.</p> <p><b>Teaching Staff:</b>  KM reported that following the promotion of Katie Foster to Deputy Head and the resignation of Emma Driver the 2 positions of T&amp;L leaders become vacant. The role of English subject lead, previously the responsibility of KF, and SMSC, the responsibility of ED, also require reviewing. KM stated that this offered an opportunity to review responsibilities and structures. He also stated that there was no spared capacity within existing Middle Leader positions. Discussion followed on creating a role of Assistant Head-teacher to assume some of the previous T&amp;L leaders' responsibility and how best to fill the English subject lead and SMSC roles. A temporary structure would need to be in place for September with recruitment into key roles being completed in the Autumn term. BH asked that any proposed structure should be fully costed to ensure it is affordable on an annual basis in future years.</p> <p>KM also reported that an NQT had been appointed with a primary background as a Yr 7 teacher. This individual would be inducted through the HTSA program with FJ overseeing the program. They would also be mentored by the other Yr 7 form tutor.</p> <p>It was reported that there were no additional teaching staff vacancies other than those mentioned above.</p> <p>TA Structure:  2 documents showing a proposed structure for the Deployment of Support Staff and the Line Management of Support Staff had been circulated:  Proposed Deployment of Support Staff:  The proposed structure was for 19.6 support staff, 12 core classroom staff – 10 on scale 4 and 2 on scale 5, 3.6 intervention staff all on scale 5 and 4 Pastoral Support Team staff of which the lead would be on SO scale and 3 on scale 5. This structure would give progression for TA support staff. Skill sets for the higher-level TA and job descriptions are still to be agreed. The proposed structure would not be implemented before the start of the 2020/21 financial year.</p>	<p><b>KM/GH /FJ</b></p>	<p><b>KM/BH to draft a proposed structure and report back at the next meeting.</b></p> <p><b>KM/FJ to further develop the proposal and report back at the next meeting.</b></p>

	<p>BH asked that a full costing for the proposed structure be prepared for consideration.</p> <p>Proposed Support Staff Line Management:  The proposal's intention is to better match TA responsibilities to individual teacher/management roles. The SEN Lead line managing those TA's with responsibility for intervention (except maths) and the Pastoral Support Team. The Number Count Teacher line managing the Maths Intervention TA. The Transition Lead line managing core Yr 7 and YR 8 TA's. A Middle Leader line managing the core Yr 9,10 &amp;11 Ta's and the Careers 6<sup>th</sup> Form Co-ordinator line managing the 2 offsite TA's supporting Yr12.</p>		<p><b>KM/FJ give an update at the next meeting.</b></p>
6	<p><b>Audit and Risk:</b></p> <p><b>Risk Register:</b>  GH reported that the school was not exposed to any known risks and that the Risk Register was formally being updated.</p>	GH	<p><b>GH to circulate the Risk Register for the next meeting.</b></p>
7	<p><b>Premises:</b></p> <p><b>FM Contract:</b>  GH reported that Kier were considering selling their FM division. It was too early to understand how this would affect the running of the school's FM contract Whilst a new contract had been negotiated by the Council it had not been formally signed and therefore the new contract price was not being paid by the school. The increased cost had been included in the 2019/20 budget.</p>	GH	<p><b>GH to update the next meeting on the Kier position.</b></p>
8	<p><b>Health &amp; Safety:</b>  The mini report by Hackney H&amp;S which had been completed on the 7<sup>th</sup> March had been circulated and the comments noted. The school was graded "Satisfactory " with no major issues highlighted in the report.  GH reported that there had been no major H&amp;S issues since the last meeting.</p>	GH	

<p><b>9</b></p>	<p><b>Whole School Priorities:</b>  <b>Well-Being:</b>  <b>Everyday Peace in School</b>  FJ reported that the tool “Everyday Peace in School” was being used for developing Restorative Approaches to managing behaviour but it had been decided not to include it in other aspects of school life.  <b>WAMHS:</b>  The Wellbeing and Mental Health in Schools (WAMHS) project is an initiative led by CALMS to improve mental health and wellbeing support for children and young people in schools, colleges, specialist and alternative provision education settings in the City and Hackney. Of the 80 maintained schools in the City and Hackney 40 are participating. Working with CALMS the aim is to build knowledge of and methods for dealing with wellbeing and mental health in schools. This includes not only students but also staff. Through staff training an understanding of self-harm, attachment and trauma will allow the development of processes to promote resilience and positive mental health in our students.</p>	<p><b>FJ</b></p> <p><b>FJ</b></p>	<p><b>FJ to give a progress report at the next meeting.</b></p>
<p><b>10</b></p>	<p><b>A.O.B:</b>  There were no items notified for A.O.B</p>		
<p><b>11</b></p>	<p><b>Dates of Future Meetings:</b>  To be agreed.</p>		<p>.</p>

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