

LINDFIELD PRIMARY ACADEMY

Minutes of Resources Committee Meeting

Held on Monday 8th March 2017 at 5:30 pm at the Academy

Governors Present: Mr William (Bill) Steele (Chair), Mrs Alice Allen, Miss Rachel Anscombe, Mr Nick Heath & Mr Marcus Still.

Officers Present: Mrs Emma Oliver (School Business Manager) & Mr Laszlo Jantasz (Premises Officer)

In attendance: Mrs Kathy Jerbi (Clerk)

1 APOLOGIES

Mr Mike Brand

2 DECLARATION of INTEREST on any AGENDA ITEM

None.

3 AGREE MINUTES of PREVIOUS MEETING – 21st November 2016

Agreed as being a true record & signed by the Chair.

4 MATTERS ARISING not covered elsewhere on the Agenda

Action 1: Make agreed amendments to the previous minutes & gain signature of the Chair – completed

Action 2: Ensure 'appointment of Pupil Premium Link Governor' appears on next LGB meeting agenda – completed

Action 3: Circulate management accounts to Committee - completed

Action 4: Send questions for V Norris to Mr Steele - completed

Action 5: Advise staff governors that they are invited to send questions for V Norris to Mr Steele - completed

Action 6: Instigate new proposals for charging & running of after school clubs – completed. Mrs Oliver advised that all before & after school clubs have been charged for lettings in the Spring term, a total income of £1500. No-one has complained.

5 PREMISES ISSUES

Flat roof replacement work update. Repair work is on-going & is expected to finish by 10th March. After leaks occurred in the new roof, which allowed water into the electrics, an electrical test was carried out. A weakness was found in the roof above Rowan class & the ICT suite; these areas have had to be entirely replaced again & will be tested again once complete. The manufacturer will not guarantee the roof until completely satisfied. Governors asked are we getting proper support from the Trust on this project. They have not been on site recently, but Mr Still is confident that they will not sign off the project until they are completely satisfied. We currently have a payment to the contractor of £25,000 outstanding, which we will pay once the work has been signed off. Governors suggested that we should have retention for while we go through a summer to ensure there are no issues with the roof expanding & shrinking in the summer heat. Also while the cost of all consequent internal repairs is established, e.g. the whiteboard & projector in Rowan class may well need replacing. Governors expressed concern over whether or not these items should even be being used & felt the items' warranties will most likely be invalid if water damaged. Mrs Oliver is keeping a record of all damaged items. Workmen have been constantly smoking on site, despite being told to refrain. The internal decorator they employed to redecorate damaged areas did not have all the necessary equipment & 'borrowed' our own. An electrical item has also gone missing from Mr Jantasz's shed. Governors suggested that all this be put in writing before the project is signed off. Mrs Oliver to draft a letter & pass to Mr Heath & the Trust for approval. Our letter will also be useful in alerting the project surveyor & the manufacturer before they sign off the work. We need to ensure we get compensation for damaged items. **Action 1: EO**

Cleaning contract update. Following our pro-active management of Acorn's performance, they served notice on us & their contract ends on 31st March. We are moving to the East Sussex County Council provider, Churchill, therefore tendering for the contract was not required as the Trust already use them in their ES academies. Churchill will not, however, formalise a contract until they have the staff in place to undertake the cleaning. They are offering to TUPE current staff. They have offered us a temporary arrangement in the meantime & agency staff may be required at times. The cost of Churchill is approximately £50 per month less than Acorn & includes additional services. We will pay an extra service charge to have a manager on site for a certain number of hours per week. Governors asked if Churchill have a good reputation. Mrs Oliver replied that the Trust already have a working relationship with them.

Governors asked why is staffing an issue. Mrs Oliver replied that if they do not have staff in place at the start of the contract they will immediately be in breach of that contract. Governors agreed that Churchill sound like a professional outfit & see this as a positive move. Mrs Oliver warned that standards in cleaning may drop during the transitional period. As yet, a date for the contract to start has not been set. **Annual Trust Health & Safety Inspection.** Mr Jantasz reported that this has been carried out. 200 issues were highlighted, but none of them major. He has rectified some of them already. Mr Still stated that some issues will always remain 'red', e.g. displays on doors, but he is content to let that remain as 'red' as he wants doors to remain inviting to children. Mrs Oliver stated that she would like to pick out issues raised that the staff can be educated on, of which there are many. Mrs Allen, health & safety link governor, added that fire safety is certainly one of these & she would like education of the staff on this to be given priority. Staff should receive annual fire awareness & safety awareness education – Mrs Oliver added that this is in the pipeline. Governors asked if PAT testing is carried out by an external provider – no, Mr Jantasz performs this. He is well aware that this needs to be kept on top of. Governors asked what tasks Mr Buckland carries out on his 1 day per week. Mr Jantasz stated that Mr Buckland supports him with tasks such as the PAT testing, & helps him with two-man jobs that he cannot do alone. Mr Buckland continues to offer his knowledge & advice, & makes himself available for support any time required. Mr Jantasz also reported that the outside area to the side of the offices is being cleared of all rubbish this week.

Other premises issues. Governors asked if the green metal gates between the playground & the car park could be covered in some kind of mesh to prevent play equipment escaping through the bars. This also poses a risk to children wanting to recover equipment from the car park at the end of the school day. Mr Jantasz to look into this. **Action 2: LJ**

6 FINANCE UPDATE

2017-18 Budget Planning. (Mr Steele tabled 'Budget 2017/18 Proposed Timetable & Planning Final' from the Trust). The process of planning next year's budget has begun. It will be discussed in more depth at the next Resources Committee meeting in May. Mrs Oliver is required to submit our budget proposal to the Trust at the end of May. Our income figure for 2017-18 has been received from the FDA – it is up by £52,000 due to the increase in pupil numbers by 15, but offset by the loss of the Educational Services Grant. We have to budget for 1% pay increase for teachers & energy cost increases, as well as teachers moving up the pay scale. Governors asked will we need to recruit an additional teacher for September 2017 – no, unless any staff leave. Mrs Oliver stated that she is not so concerned about the 2017-18 budget; of more concern is the 2018-19 budget. The National Funding Formula will be in place then, which will be even more geared towards pupil deprivation, which we do not have in large numbers. Governors asked whether Principals & SBM's have had any discussion/guidance from the Trust re budget setting - they are due to meet on 15th March. Mrs Oliver stated that she will send the proposed budget to governors in April. **Action 3: EO**

2016-17 Budget monitoring. (Budget Monitoring Reports for Jan 2017 & Feb 2017 both circulated prior to the meeting, along with commentary from Mrs Oliver). Governors asked are we over the worst period for staff illness – no, the lead up to SAT's is very stressful for some. We have 1 teacher on long term sick leave following surgery. However, we are managing very well. Governors asked is the progress we've made in terms of financial savings now having an effect on staff by causing stress. Mr Still feels we may pay in our standards. We are not running enough booster classes. Two new children have joined us that have real need, yet are not being supported due to lack of resource. He is keen to get this message across to the Trust. He cannot ask the staff to do anymore – they are giving their all. He is very concerned about the staff in general. Miss Anscombe added that it is extraordinary how hard the staff are all working & putting in extra hours. Governors asked should they express their thanks to the staff – yes, that would be appreciated. Mr Steele to write a notice in the staff room on behalf of the LGB.

Governors asked whether the PTA could help to pay for additional booster classes. Mr Still expressed real concern over the current year 2 cohort. They are lacking support staff & have an NQT as maternity cover for an experienced teacher. The Committee discussed parent volunteer support. Year 2 is fortunate to have a lot of parent support, which allows the TA's to work entirely on interventions with the children. Staff feel that parents are doing as much as they can.

Governors asked if the Trust have helped procure energy discounts, etc. Mrs Oliver is confident that this will improve as we move forward.

Mr Steele thanked Mrs Oliver on behalf of the LGB for her continued diligence.

7 PERSONNEL ISSUES

- Issues continue with the payroll system & the payroll manager at the Trust has resigned.
- As mentioned above, we have 1 teacher on long term sick leave following surgery.
- One TA resignation received this week. Mr Still hopes to obtain approval from the Trust to recruit for this position on a like for like basis.
- Mrs Francis is due to return from maternity leave on 3rd April. This will release Mrs Smith from class & enable her to take up her Vice Principal duties on a full time basis again.

- Mr Still is beginning to talk to teachers about which year group they would like to teach in September.

8 **STANDING ITEMS from TERMS of REFERENCE**

Review of teachers/support staff pay profile. To be included with budget proposal when circulated in April. **Action 4: MS/EO**

9 **RISK MANAGEMENT**

The Risk Management group meet week commencing 13th March. Mr Still has received no comment at all from the Trust regarding the last report submitted, which leads governors to ask why are we doing this if no action is being taken. Mr Still did add that the meetings are a useful forum to talk through issues that arise. He will provide an update at the next Resources Committee meeting. Mr Steele suggested contacting the Trust to establish what they are doing with the information we provide.

10 **HEALTH and SAFETY**

Mrs Allen, health & safety link governor, met with health & safety staff in January re the roofing leaks. Other issues discussed:

- KS1 toilets – we await to hear in April whether or not we have been successful in our bid for WS capital funding for refurbishment of the toilets. In the meantime, Mr Jantasz has made some temporary repairs. We have £10,000 DFCG money in reserve, & will get another £10,000 in July. This money could be used towards refurbishment in some way if we are unsuccessful.
- Potential health & safety issues arising from the poor cleaning service being provided were not picked up in the annual health & safety check. This could become an issue in the transition period between cleaning contracts.
- Fire awareness training (already discussed in item 5). Mr Jantasz is to demonstrate the use of fire extinguishers to staff in the autumn term. The Trust has said this will be sufficient staff training.

11 **LINK GOVERNOR REPORTS:**

Finance – Mr Steele is confident that Mrs Oliver is in control of the academy's budget.

Health & Safety – covered in item 10

Pupil Premium (PP) – Mr Steele has met with the PP teaching team. He intends to attend a forthcoming 1 day locality PP conference. The main thing to consider is how we assess the impact of interventions being provided for PP children funded by the PP grant. Mr Steele reported that Miss Crosbie, PP co-ordinator, visited Silverdale Academy, part of the Hastings Academy Trust, where 60% of pupils receive PP funding. She is exploring catch-up programs, which can be used for pupils who are not making enough progress. Mr Steele asked if the 'Peer Review: Impact Visit' report published this week by the AIP Lesley Corbett was being critical of our PP impact. Mr Still & Miss Anscombe both felt that this was not the case. Miss Crosbie is aware that at present she is covering the PP co-ordinator position during maternity leave, but it is most likely that she will take on the role permanently. She currently receives no management time out of class for this role, but this will have to change – she will be given 1 day per week out of class to manage PP. We cannot ask any more of her at present. Mr Steele feels his role as link governor at present is to simply support Miss Crosbie. Our PP numbers are small, so we spend a disproportionate amount of time looking at PP, but have to as it remains an Ofsted focus. It was agreed by the Committee that PP should come under the remit of the TLC Committee as it is about pupil outcomes.

Estates & ICT – Miss Anscombe reported that various ICT projects are underway. Governors asked if the joint project with Blackthorns had been completed – yes it has. Miss Anscombe reported excellent IT support from the Trust. They are very good at proposing solutions & work very much with us as a team. She works directly with the Trust IT Director, who really takes on board what she says. Governors asked do they know that we are appreciative – yes, they do.

12 **AOB**

Admissions. Mr Still advised that WS have informed him that our 90 place intake for September 2017 will be full, therefore there are no concerns over income based on pupil numbers for next year.

Wrap Around Care. Mr Still explained that he is looking into providing a breakfast club & after school club. There is a government incentive to offer this & we know there is a demand for it. It will also help with traffic problems, as a lot of parents drive to school simply because they have to get to work immediately after. It would also generate income. However, it would need a manager & staff. Lots of discussion is required & the LGB to be consulted. To begin with, we are inviting Premier Sport to run a breakfast club in the summer term; initial informal discussions have been held. They will run it, manage bookings & take all the risk. We will watch carefully, learn from them & see the level of demand. We will survey the parent body. At some point we intend to then move this into something we can manage ourselves. The Trust to be involved.

Two parents approached Mr Still regarding having a nursery on site. They were looking at something more immediate as they already had a mobile classroom & were looking for a site for it. He responded to them that a nursery on site is a long-term plan of ours.

Succession Planning. Mr Steele hopes to present a succession plan for leadership of the Resources Committee to the LGB at its next meeting.

13 Date of next meeting

Monday, 15th May 2017 at 6.30pm. Mr Steele is unable to attend; Mrs Allen to chair.

Meeting closed at 7:30 pm

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	5	Prepare letter detailing all complaints/concerns re the roof contractor. Send to Mr Heath & Trust for approval.	Mrs Oliver	immediately
2	5	Look into providing a mesh cover for the green metal gates	Mr Jantasz	Res mtg 15May
3	6	Circulate 2017-18 budget proposal to governors	Mrs Oliver	April
4	8	Circulate staff pay profile with budget proposal to governors	Mr Still / Mrs Oliver	April

Signed as being a true and accurate account of the meeting:

..... **Date:**

Name: Mr William (Bill) Steele Position: Chair of Resources Committee