

LINDFIELD PRIMARY ACADEMY

Minutes of Resources Committee Meeting

Held on Monday 15th May 2017 at 6:30 pm at the Academy

Governors Present: Mrs Alice Allen (Chair of the meeting), Mr Mike Brand, 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) & Mrs Claire Cleverton (Governor Designate)

1 APOLOGIES

Miss Rachel Anscombe, Mrs Val Pinfield, Mr Jonathan Roderick, Mr William (Bill) Steele

2 DECLARATION of INTEREST on any AGENDA ITEM

None.

3 AGREE MINUTES of PREVIOUS MEETING – 8th March 2017

A couple of minor wording amendments were agreed. The Clerk to action. Otherwise agreed as being a true record & signed by the Chair.

Action 1: KJ

4 MATTERS ARISING not covered elsewhere on the Agenda

Action 2: Look into providing a mesh cover for the green metal gates. This has been effectively erected.

5 PREMISES ISSUES

Fencing. The Trust have completed an inspection of all its academies for security. They found a gap in the fencing behind the wooded area behind the KS2 building. The Trust will source & arrange repair/replacement. As yet we have no idea of the cost. There is a lot of undergrowth in that area which will first need cutting back in order for contractors to gain access. The perimeter fencing in that area is wooden fence panels, which we understand will be replaced with metal fencing. We expect contractors on site to prepare estimates in the next 2-3 weeks. Nettles & undergrowth are also encroaching on the trim trail area. Governors suggested holding a parent 'grounds' day to assist with the clearing of undergrowth, perhaps jointly with Blackthorns as we share responsibility for the field. This would leave only the problem of removing the debris from site.

Flat roof replacement work update. The roof work has been completed, signed off & guaranteed. There have been no further leaks. £2,500 payment has been retained for 12 months (5%). The contractor replaced 2 laptops, a whiteboard & a projector that were all water damaged from the leaks.

Cleaning contract update. The new cleaning contract with Churchill came into effect from 1st May, with new cleaners appointed & still more to start. There will be an audit in mid-June to assess the settling in period & Churchill will be held fully to account from 1st September. The changeover has been quite smooth. Their management team are very responsive, dealing with issues arising promptly.

(Mr Jantasz left the meeting at this point, 6.50pm)

KS1 Toilets. We were unsuccessful in our bid for WS capital funding for refurbishment of the KS1 toilets. Our 'score' was low as we did not state the urgency or how much money we could contribute to the project. Mrs Oliver has been liaising with the Trust premises team; they are well aware of the need to refurbish these toilet areas, but have no funding available before April 2018. Other academies within the Trust are in greater need of repairs. We are putting money aside to carry out some immediately necessary repairs. In July we will receive the Devolved Formula Capital Grant of £10,000 & we will carry forward £5,000 of last year's grant, therefore in August we will have £15,000 to spend. We will have to use some of this to pay for the perimeter fencing (see above), but hope to have some left over to use for some toilet refurbishment. Mrs Oliver has asked the Trust for a copy of our capital funding bid. The DfE CIF program has funded two big projects within the Trust.

6 FINANCE UPDATE

(a confidential report from Mrs Oliver entitled 'Finance & Budget Report' was circulated to governors prior to the meeting)

Review of 2016-17 budget. Mrs Oliver expects the current budget to break even at year end. There is pressure on supply costs. She is trying to claim on insurance for the phased return to work following an

injury for one teacher. If we do have any reserve towards the end of the year, we will purchase stationary supplies in advance, to alleviate the pressure on next year's budget.

2017-18 budget. This is very lean. Mrs Oliver feels that because our 'per pupil' funding is so low we will be one of the first schools to feel the hard pinch highlighted frequently in recent weeks in the media. The Trust finance team will look at our draft budget & appraise, which Mrs Oliver welcomes, as she has based the budget on a lot of assumptions.

Governors questions & responses from Mrs Oliver & Mr Still:

Q. how does the 2017-18 budget compare to the 2016-17 budget?

A. Mrs Oliver replied that she has added inflationary costs, no more. She has had to shave numbers so as to avoid a negative of £15,000. There is no room for additional expenses such as maternity leave/cover. Should this occur, we would have to use our reserve funds, thus depleting our reserves. We are losing 2 part-time TA's at the end of this year, equal to 1 FTE. These will not be replaced. Supply staff have cost us £52,000 this year; next year we have budgeted £46,000: we will not have any NQT's, who use a considerable amount of supply cover. Our staff costs make up 75% of our budget: this is a good ratio compared to other academies in the Trust who are at 80%.

Q. are savings being made by the Trust 'bulk-buying' utilities?

A. the Trust intend to make savings on procurement, but we need to put pressure on them to action this.

Q. will the Trust waive charges for staff CPD?

A. we do not pay for training within the Trust, but do still have to pay for supply to cover teachers who are out of class.

Q. what about INSET day training?

A. the Trust are looking into this for 2018-19. They offer good CPD programmes, but there is still a cost to us in terms of supply. Support from the Trust is definitely moving in the right direction. The new CEO is very focused on outcomes for the children.

3 year financial plan. The plan prepared by Mrs Oliver looks forbidding & she is unsure what the Trust will think of it. Things may change. Mrs Oliver is challenging WS on growth funding due to an anomaly. She has asked them to look at whether we will receive growth funding in 2018-19, when we will lose 75 children from year 6 & gain 90 in Reception (normally applies when growth is more than 15 children). We will receive growth funding the following year, as we will lose 60 from year 6 & gain 90 in Reception. The National Funding Formula looks likely to benefit us by £40,000, so if we receive this & the growth funding we will be in a much better position than the forecast shows. Pay increases assume 1% award; if 2% is awarded, we will have to find another £40,000. A pensions' review is due in September 2017 – this could have a considerable impact on us. The Education Services Grant (ESG) is going.

Mrs Oliver was thanked by the Committee for providing a thorough & clear document.

Governor questions & responses from Mrs Oliver:

Q. are the Trust finance team on top of this now?

A. the situation is improving, but Mrs Oliver feels that the 3 year outlook may be an 'eye opener' in terms of medium term planning. We must show the Trust that our management of finance is good, which it is.

Q. the Facilities budget shows a significant increase in cost of electricity, why?

A. cost of electricity was historically budgeted too low & the building has expanded. We need to get smarter on use of energy, e.g. switching off lights, whiteboards, water heaters, etc. when not in use. We have also increased lettings of our facilities out of school hours, which has an impact on usage.

Q. the 'Analysis of costs as % of income' shows 'curriculum spend' as 1.8% of income, does that include all supplies?

A. yes, & curriculum budgets as well. Staff are just not asking for curriculum extras as they know we do not have the money for them.

Q. what is the PTA focus for spending the funds they raise this year?

A. the Academy environment, i.e. the pond area & the decking area outside year 2, which are both under-used as require improvement, as well as seating & development of quiet areas. This will have a quick & visible benefit for the children. Staff are becoming wiser to asking the PTA for extra items they require to enhance the curriculum.

Q. can we apply for IT grants for the purchase of more iPads?

A. this would go through the Trust.

Governors suggested asking our facility hirers to sponsor environment improvements or other projects, such as the year 6 drama production.

Action 2: Resources Com

7 PERSONNEL ISSUES

Teacher resignation & recruitment of replacement. Mr Still has received the resignation of Miss Eloisa Bell, year 4 teacher, who regrettably has decided to leave teaching due to the pressure of work. He will announce this to parents in the academy newsletter on 26th May. The interview process has already taken place for her replacement; Mr Steele represented the LGB on the panel. 4 candidates were interviewed, all of a high calibre. The successful candidate recruited is Mrs Sarah Hands, who we currently employ as maternity cover in year 2 until the end of the summer term. Governors asked has the maternity cover

gone well. Mr Still replied the parents have been happy with Mrs Hands & the children have progressed. Mr Still reminded governors that the cut-off date for teacher resignations is 31st May, so there could yet be more. If this occurs, he will offer any post to the other candidates interviewed this time in order of preference, as he would be happy to employ any of them. Mr Still was happy to receive 15 applications for the teaching post, whereas other schools are struggling to get such a good response. He was concerned that our lack of teacher CPD might have had an impact.

TA appointment. Following recruitment, Mrs Natalie Elliott was appointed as replacement TA & began work in year 2 from 8th May. She is settling in very well.

Mr Still expects to receive further TA resignations before the end of the summer term, purely due to staff's personal change of circumstances. We hope to recruit like for like for classroom support staff included in the budget. We know of 3 children already joining Reception in September who have SEN, but no EHCP in place. It is Mr Still's aim to have full-time TA support in Reception & Year 1 classrooms, morning support in Years 2 to 6, with TA's pooled in the afternoons to run interventions. He will recruit as soon as resignations are received. Governors asked are we supported by the Trust in terms of recruiting replacement support staff. Mr Still replied yes, to date.

Staff pay profile (*circulated prior to the meeting*). Mr Still reported that the teaching staff profile has not altered a great deal since last reviewed by the GB in 2014. It identifies that we have a lot of UPS3 teachers; this is keeping our standards high.

Staff absence. The teacher on long-term sick leave following surgery returned after Easter as expected. We have another teacher on an extended phased return to work following an injury incurred in a car accident. Parents are being kept informed as to whom is providing cover. Trust staff are coming to risk assess her presence in school. 2 x TA's are on long-term sick leave following surgery, 1 of which incurred a broken leg from a fall at work. Helen Kennet from the Trust has visited to assess the incident; we do not expect any major repercussions.

Mr Still is worried about the teaching staff & the build-up of pressure/stress that they may be encountering. He praised the staff highly.

Teaching staff interim appraisals. Interim appraisals took place before Easter to review progress being made against each teacher's 3 personal targets. 2 staff had target 1 changed ('teaching effectiveness') & 4 staff had target 3 changed ('wider contribution'). All were mutually agreed.

Governors asked if staff morale is good. Mr Still replied he believes it is very good. Staff have been busy with SAT's & on 9th June we have our next peer review. The Academy's transparency has helped – parents know we are struggling financially & appreciate what we are doing. Mr Still appreciates that we have a very committed staff at LPA.

8 RISK MANAGEMENT

(Document entitled 'LPA Risk Register & Action Plan' circulated prior to the meeting)

The Risk Management group met in March & updated the above document. There was not much change. It has been sent to the Trust. Governors asked are the Trust engaging yet in this exercise. Mr Still replied no, but it is a useful tool for ourselves. The group meet again at the end of May.

9 LINK GOVERNOR REPORTS:

Health & Safety (H&S) – Mrs Allen.

- A fire drill conducted at the end of March went well, with an orderly evacuation.
- Mr Jantasz is diligently working through the list of issues identified by the Trust & has already rectified most of the issues. Mr Jantasz is continuing his efforts & works really hard.
- There have been 2 recent incidents of broken limbs on site. A member of staff had an unfortunate accident resulting in a broken leg. A child broke her wrist whilst at netball after school club provided by a parent. This has highlighted the fact that we do not hold risk assessments for all extra-curricular clubs, but we are not alone in this. Companies providing clubs do have to provide risk assessments, parents running clubs do not. As a result, the Academy has decided that no extra-curricular provider will have their autumn term club confirmed without first providing a risk assessment. Mrs Oliver has asked Helen Kennet of the Trust for an example, but she will not provide a general one as they have to be tailor-made. Mrs Oliver, with support from Mrs Allen, to provide a standard 'risk assessment form' for parent run clubs.

Action 3: EO/AA

Governor questions & responses:

Q. have these 2 incidents been reported on RIGOR?

A. yes, & they have been reviewed by the Trust.

Q. when is fire education training for the staff going to take place?

A. this is still scheduled for the autumn term.

Estates & ICT – Miss Anscombe

The Clerk read an email report from Miss Anscombe in her absence: "I'm continuing to work on IT proposals via email with Mark (Trust IT Director). We're talking specifically about Wi-Fi & iPads in terms of resources & infrastructure."

10 AOB

- Governors asked how the breakfast club is going. Mr Still replied it is going well, with an average of 6 to 12 children attending daily. Parents are wanting after-school care as well. We want to be able to take on the wrap around care ourselves, but it must be manageable. The problem will be space – after-school clubs are running daily in every available space. The breakfast club has been well-received. Mrs Oliver has asked Premier, the provider, to make September dates available to book soon & we will launch it to the new intake of parents as the same time as current families.
- Governors asked what the reception has been to our letter concerning Fixed Penalty Notices being issued for unauthorised absence. Mr Still has received feedback regarding the tone of the letter issued once a request for absence has been made, the letter being quite threatening. It is a standard WS letter that we issue. Mr Still received an influx of absence requests immediately after the Easter break. He is sure that the families it is aimed at will continue to re-offend. The process has produced an increase in workload in the academy office, as expected.

11 Date of next meeting

Monday, 19th June 2017 at 6.30pm

Meeting closed at 8:25 pm

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	3	Action wording amendments to minutes of 8 th March meeting.	Mrs Jerbi	Res mtg 19Jun
2	6	consider the proposal to ask our facility hirers to sponsor environment improvements or other projects, such as the year 6 drama production, as part of a wider strategy to look for outside funding opportunities or sponsorship	Resources Committee	Res mtg 19Jun
3	9	provide a standard 'risk assessment form' for parent run clubs.	Mrs Oliver/Mrs Allen	Res mtg 19Jun

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

..... **Date:**

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