

LINDFIELD PRIMARY ACADEMY

Minutes of Resources Committee Meeting

Held on Monday 19th June 2017 at 6:30 pm at the Academy

Governors Present: Mrs Alice Allen (Chair of the meeting), Mr Mike Brand, Mr William (Bill) Steele (*arrived 6.45pm*) & Mr Marcus Still.

Officers Present: Mrs Emma Oliver (School Business Manager) (*arrived 6.40pm*) & Mr Laszlo Jantasz (Premises Officer)

In attendance: Mrs Kathy Jerbi (Clerk) & Mrs Claire Cleverton (Governor Designate)

1 APOLOGIES

Miss Rachel Ancombe, Mr Nick Heath, Mrs Val Pinfield

2 DECLARATION of INTEREST on any AGENDA ITEM

None.

3 AGREE MINUTES of PREVIOUS MEETING – 15th May 2017

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

4 MATTERS ARISING not covered elsewhere on the Agenda

Action 1: Action wording amendments to minutes of 8th March meeting. Completed by the Clerk

Action 3: provide a standard 'risk assessment form' for parent run clubs. This is with the Trust; they are to provide a pro-forma.

Governors asked how the new cleaning contractor, Churchill, is working out. Mr Jantasz replied that things are going well & they are communicating well. Absence due to illness is always covered, even if it means the manager himself coming in. They appear to have recruited enough new cleaners now to cover all areas. A review meeting was held in early June between Mrs Oliver, Mr Jantasz & Churchill management, which went well. The Churchill contract includes a deep clean during the summer break, to include carpet & upholstery cleaning. All teachers seem to be happy with the cleaning of their classrooms, which is personalised to the particular requirements of each teacher. The summer clean has been scheduled to fit around lettings of our facilities during the summer break. Governors asked whether hirers contribute towards the cost of cleaning. Mrs Oliver explained that there is no specific charge for cleaning as the current lettings are managed such that the building should be clean each day. Summer holiday lettings are all before the deep clean. We are able to request additional ad hoc cleaning if required under the new contract & could charge this to hirers if we felt such a clean was necessary.

5 PREMISES ISSUES

Perimeter fencing update. We are in the process of getting quotes for the required work. Mr Still explained the proposed lay-out of the new fencing. The Trust estimates the cost to be approximately £10,000-£15,000, but we expect it to be higher. The work is to be completed over the summer break. There is to be a gated fence between the KS2 playground & the field, therefore restricting access. This will be open & closed at the same time as the other gates for drop-off & pick-up. Mr Still is pleased that we are being pushed to resolve the perimeter fencing issue, which has been highlighted for 2 years as a concern.

Other premises issues: repairs made to trim trail; 'sails' re-erected on sun shelters in KS1 playground. Governors then briefly discussed current vehicle access to the academy car park, which has improved, but there are still some regular offenders flouting the academy policy. Mrs Oliver suggested that the policy perhaps needs re-wording/updating.

6 FINANCE UPDATE

Mrs Oliver had not produced an advance paper for this meeting as there has not been any significant change since the last report.

2017-18 proposed budget update. Mrs Oliver has not yet received any feedback from the Trust following submission of our budget proposal, other than they are happy that the budget balanced. However, we already face a new risk unaccounted for – maternity leave. Governors asked why maternity causes us such a financial hit. Mrs Oliver replied because we receive only a one-off payment of £5,000 from insurance, **after** the staff member has returned to work (pro rata'd if they return part-time), whereas the cost to us could be around £10-11,000. The one off insurance payment does not cover the full cost of

maternity leave entitlement for teachers.

3 year financial plan. The Trust has made suggestions regarding our submitted 3 year plan. In particular, they queried the fact that Mrs Oliver has not factored in potential turnover of staff. Mrs Oliver stated that she was unwilling to amend this fully as suggested by central finance, giving the caveat that we have not experienced significant staff turnover in recent years & our experienced staff are keeping standards as they are.

Review of 2016-17 budget. Remains on course to break even. Supply provision is currently high due to moderation of work taking place in EY, Years 2 & 6. It is budgeted for. Governors asked do other schools do this during the school day & require supply. Mr Still replied that they do. In terms of standards it has to be done. Governors once again thanked Mr Still & Mrs Oliver for getting us in this positive financial position.

Facility hirer sponsorship. Mrs Oliver has not yet considered this. The PTA, in helping with improving the KS1 playground environment, has suggested getting company sponsorship; not necessarily funding, but perhaps provision of equipment or a workshop.

7 PERSONNEL ISSUES

Teaching staff. Mr Still reported having received no further teacher resignations; therefore no further recruitment is required. He is having to manage flexible working patterns, taking into account that the teacher returning from maternity leave wishes to work part-time. His initial plan did not suit all. He has tried everything to accommodate the wishes of all those concerned. It has taken a lot of time. His outcome does provide a financial saving, but incurs a 0.2 increase in members of teaching staff, which resulted in Mr Still having to present his proposal to Vanessa Norris, Director of Operations, for approval.

Teaching assistants. Further resignations have been received from teaching assistants, 1 full-time & 2 part time. The advertisement for the positions attracted 24 applicants; 8 strong candidates will be interviewed on 23rd June to fill 2 full time & 1 part time positions. In total 3.5 FTE are leaving & we are replacing with 2.5 FTE, costed in to the budget proposal. The SLT are currently working out the logistics of TA placement from September. Mr Still fears we may have a shortfall. If the Trust asks for redundancies, PPA cover, playground & lunchtime supervision would all be too low & we would not be able to function. We are renowned & popular for supporting children with SEN – we will not be able to provide such support for much longer.

Staff Absence. The teacher previously injured in a car accident has been signed off work by her doctor for the remainder of this term. The TA with a broken leg remains off work.

Payroll. Mr Still met with Vanessa Norris & Peter Connor, Trust HR Director, re the on-going problems with payroll. Mrs Oliver & Ms Foster also attended & presented our case. Ms Norris & Mr Connor were very receptive. It would seem LPA has been particularly hard hit within the Trust. The Trust Finance team has recently recruited 2 full time payroll clerks. Governors asked Mrs Oliver if she was happy at the end of the discussion. Mrs Oliver would prefer to wait for evidence of improvement.

10 LINK GOVERNOR REPORT: Finance

Mr Steele reported that he met recently with Dr John Smith, Chief Executive of the Trust, who was highly complementary of Mrs Oliver. He said she was the best School Business Manager across all 15 academies in the Trust.

(Mrs Oliver withdrew from the meeting at this point, 7.25pm)

8 STANDING ITEMS from TERMS of REFERENCE

Annual review of accidents/other incidents. Mr Steele has reviewed the accident/incident folder & can confirm that the academy is following the Trust policy to the letter. There have been 5 incidents reported on Riggor in the last 12 months. The accident/incident log book in the medical room shows between 5 and 15 minor incidents being dealt with daily. Our record keeping is good.

9 RISK MANAGEMENT

The Risk Management Group met at the end of May to update the Risk Register & Action Plan.

Mr Still advised that at a recent Trust SMT meeting, Vanessa Norris asked for all academies to submit their Risk Register & Action Plan, noting that LPA was the only one to have done so regularly.

Governors' challenge & discussion:

- Are we completing the action plan correctly? Governors suggested that the 'end' score for each risk should be the starting point at the next review. Mr Still took this on board.
- Risk no 1, 'Failure to prepare for an Ofsted inspection', would the Trust support us through an Ofsted inspection & are they preparing now. Mr Still replied yes to both.
- Risk no 4, 'Failure to maintain clear succession planning & sufficient knowledge within the LGB'; the score has improved, reflecting discussion of this issue at meetings & recent appointments within the LGB.
- Is our plan contributing towards a Trust-wide Risk Action Plan. Mr Still replied it is, which has been

supplied by Vanessa Norris for our reference, but as this is a 50-page document, he has not circulated to governors. Governors agreed there was no need to present this to the GB.

- Are there any risks which Mr Still wishes to highlight to the GB? Mr Still replied no, & spoke briefly about the recent Peer Review, where the AIP found our teaching & learning to be strong. Our large number of experienced UPS3 teachers is keeping our standards high, as governors would expect. The AIP commented that the only thing stopping us from reaching an 'outstanding' judgement is our restrictive budget. Governors discussed whether the PTA could be asked to fund additional year 2 & 6 booster groups during the school day from their considerable fund-raising. Mr Still to find out if regulations would permit this. **Action 1: MS**
- Mr Still expressed concern that re-organisation of the peer reviews within the Trust means that our AIP next year will be a different person, especially in light of the fact that we expect an Ofsted inspection next year. The current AIP knows our academy very well. Governors agreed.

10 LINK GOVERNOR REPORTS

Health & Safety. Mrs Allen reported having a recent 'catch-up' meeting with Mr Still. Items discussed:

- Recent accidents involving broken limbs & the report from Helen Kennet of the Trust following her risk assessment visit. Ms Kennet will make a follow-up visit in July, Mrs Allen to attend.
- Mrs Allen will also talk to the Trust about the proposed new perimeter fencing & consequent emergency evacuation & lock-down procedures. As any lock-down situation would affect Blackthorns as well, the Trust will have an over-view & will be able to assist in formulating a plan. Mrs Allen will alert the Trust to items that will affect any lock-down plan, i.e. broken locks on doors & the need for an alarm system to alert all occupants of the building.
- A fire drill is planned before the end of the summer term to ensure required actions from the previous drill have been implemented & work.
- Governors asked will we be communicating with parents about the new fencing being installed. It was agreed that in time a letter would be circulated with details of this, as well as other improvements to our environment being made over the summer break.

Estates & ICT. Mr Steele advised that there is no longer a requirement by the Trust to have this Link Governor role, therefore this item to be removed from future agendas.

Governors took this opportunity to discuss the proposed idea of 'crowd funding', which they like. They noted that some parents like to know specifically what donations are being spent on & will therefore support this kind of fund-raising. They will see that the academy is being entrepreneurial in trying to solve its own financial problems. To move this idea forward, Mr Still suggested that Mrs Oliver be consulted in the first instance, before taking this idea to the PTA. **Action 2: MS/EO**

11 AOB

Mr Steele reported on a Trust meeting he attended earlier on 19th June: 'Governance Review – Chairs' Forum'. As part of the merger of the UBAT with the HAT, the Trust is reviewing governance, both at Trust level & at academy level. Mr Steele will circulate the papers from the meeting to all governors asap. The academy Chairs have been asked to provide LGBs' views on the proposed changes to governance structure by 7th July, ahead of the next Board of Directors meeting on 20th July, so we will discuss the papers at our LGB meeting on 5th July. Mr Steele asked that governors read the papers in advance. **Action 3: all**

12 Date of next meeting

Tbc by LGB

Meeting closed at 8:00 pm

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	9	Establish whether PTA funds can be used to provide booster group teaching during the school day	Mr Still	LGB mtg 5Jul
2	10	Discuss the idea of 'crowd-funding'	Mr Still / Mrs Oliver	LGB mtg 5Jul
3	11	Read 'governance review' papers to be circulated	All	LGB mtg 5Jul

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

..... **Date:**

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