

**Minutes of the meeting of St. Giles Governing Body  
Resources Committee held on Monday 15<sup>th</sup> October 2018 at 6.00 p.m.**

**Part A Minutes**

**PRESENT:**

Michael Swadling (Chair), Virginia Marshall, Callton Young, Neal Fraser, Caroline Horgan, Paul Pearce, Kathleen Shields, Paul Thirkettle

**ALSO PRESENT:**

Lisa Negus –School Business Manager (SBM)      Colin Milsom – Clerk

**1. Apologies and welcome**

No committee members were absent. The meeting was quorate.

**2. Chair & Membership**

Michael Swadling was nominated and elected as chair of the committee.  
The committee noted the membership of the committee and at the present time there were no planned changes.

**3. Pecuniary Interests**

There were no declarations of pecuniary interest in relation to any of the agenda items, and no new declarations from members of the committee.

**4. Minutes**

The minutes of the Resources Committee meeting held on the 19<sup>th</sup> July 2018 were agreed as a correct record of those meeting, subject to one amendment, and signed by the committee chair.

**5. Matters Arising and referred items**

Both items were dealt with as part of the business manager's report.

Unqualified Teachers – It was noted that the school was employing an unqualified teacher. Clarification was requested. The committee was informed that this was a short term appointment for maternity cover. If a permanent post became available then the teacher could be appointed to that but would be expected to go through the process of applying for qualified teacher status. They would require an additional qualification before they could undertake this. Although academies could employ unqualified teacher on a permanent basis the school would verify the exact legal position with regard to how long an unqualified teacher could be employed in a community school. Action: Head Teacher.

Annual Sickness and staff absence summary Report – This was presented in a new format and the deputy head went through the detail of the report.

**Q. In the reasons section why are there bracketed numbers against some of the numbers in the day's column?**

**A.** This related to the number of individuals that it applies to so in the case of fractures the 67 days related to 1 person. Where a bracketed number is not included it is because there is a much higher number and would not be particularly relevant.

It was confirmed that this winter staff would be administered with an anti-flu virus injection at the school after half term, and this had been agreed with occupational health who would meet the cost. This was because the school education very vulnerable children.

**Q. Is it possible for there to be comparative data with the previous year?**

A. No as it was not held in the same format.

Mental health and well-being were areas that staff were now more willing to address earlier and as a result appropriate support could be provided which reduced the level of absence. This was being dealt with as an outcome from the Silver Health Award.

**Q. Has there been an increased use of the Health Assurance scheme?**

A. Yes there has been a bigger uptake of this service by staff but although this has resulted in an increase in the annual fee of approximately £200 this is very cost effective since the school does not need to employ additional staff to cover for absence.

**Q. Is sickness the main reason for employing cover staff?**

A. No. There would be a range of absences where this might need to be the case, however through careful and creative use of the available staff in the school it has been possible to minimise the use of agency staff. The benefit is twofold in that the school staff are more familiar with the pupils needs and school systems and therefore it is also more effective.

**Q. Could the number of cover days be provided?**

A. Yes it can but not broken down by the areas that are being covered given the way the school is able to use its own staff to provide an element of internal cover. Some teacher absence can be covered by a senior TA.

**Q. Is absence reviewed by week days as well?**

A. This is picked up when return to work interviews are held and there is an individual staff absence records which shown this information.

There were no other matters arising from the minutes which were not covered by agenda items, or other matters referred for consideration by the committee.

## **6. Estate & Health and Safety**

The report School Business Manager listed a range of property related matters. The committee went through the main areas.

Car Park & Site Security – The requested signs had been installed and it was confirmed that in general staff deliveries and visitors did close the gates behind themselves but this was not always the case. The committee discussed whether an addition sign on the gat should indicate that people should close the gate but it was agreed that this was a matter of educating people and that the office and kitchen should remind the visitors that the gates should be closed again on entry and exit. It was requested that a small notice be put on the reception desk reminding visitors to close the gate. There were still some instances of vehicles pulling off the road in order to turn round but this had reduced. The situation would be monitored. It was noted that the school was one of the few that did not have electronic gates however it also had a very high number of day time visitors and the other site security meant that general access to pupil areas was already restricted, unlike other schools.

**Capital works and Estimates** – The completed works were noted as were the works planned for the autumn half term.

Reception Area Toilet Quotations – It was noted that the requested quotations were being sought for conversion of this into a disabled access facility. **Action: SBM**

Roadside fencing – There was an issue with pupils from Harris CTC school congregating at the bus stop outside the school. There were very high numbers and the removal of an additional bus stop had put extra pressure on the one located outside the school. Its actual location was in itself an issue for traffic on the road and there had been minor traffic incidents. The pupils behaviour and language was also an issue and although there were attempts by Harris school staff to supervise the pupils this was not always successful. Pupils blocked the pavement and had been rude to other adults and parents attending the school. It was agreed that these needed to be report to Harris by the individuals concerned.

The Harris pupils ran down the bank and some tried to look into the classrooms however although they could not see in, the St Giles children inside could see out and this disturbed them as the school was still in session.

It was suggested that there should be more frequent busses or dedicated busses for the pupils.

The proposal was that a fence be installed on the south school verge, up to the main entrance which would reduce the problem. It was agreed that it would have to be far enough in to allow for the cutting of the grass on both sides of the fence and if necessary would need to comply with the appropriate planning requirements concerning fencing and legal heights. **Action SBM**

Roof – There had been a further roof leak, this time in yellow class and an officer from the LA had visited and agreed that it was their responsibility and they would pay for the necessary repair work. As a result of this a full survey of the roof area was being commissioned with a view to its completed replacement and possible redesign to reduce the areas of standing water and improve the roof drainage systems.

Raise timber beds – The estimated cost of this would be £2,409.

Sensory Room Upgrades – A grant application was being process through HSBC and was between £25,000 and £45,000.

Secondary Class remodelling – As a result of the changing pupil needs at the school there was a need to redesign classroom and storage areas for pupils personal equipment. It needed to be removed from corridors where it restricted access. The school was working with an office from the LA to redesign the secondary rooms to make them more flexible and to upgrade facilities. This could have an impact on some of the specialist class facilities such as DT and science.

**Q. Are there any other areas which need to be changed or upgraded given the changing space needs of the pupils who are now being admitted to the school?**

**A.** In general the primary spaces have been altered to meet current and future needs but there are some non-class areas such as the therapy provision which does need upgrading but this has been identified previously and is part of the long term plan when funding is available and not required to meet other needs in the school.

**Q. What about the use of the house?**

**A.** This is used for a variety of purposes, which include a meeting room, as there is not one in the main building and for the storage of records that the school is legally required to retain and a range of equipment and educational materials. Some remodelling work was carried out to make the house into an additional educational space for life skills education but the current pupil population cannot take advantage of this hence its use when there are meetings at the school.

**Q. Could this be used again as a house if there was additional space created in**

## **the main building with an additional storey providing meeting rooms and storage?**

A. This is a possibility but at the present time the house is part of the school and the cost of bringing it back into use for housing would be considerable and it has no outside space that is not already used by the school.

## **7. Staffing & Personnel**

Teachers Pay Scales – Cost of living pay award

The government had agreed a pay award which was accepted by the LA. This increased the pay scales by a variable percentage of between 1.5% and 3.5% for the lowest grades. The government had also allocated additional funding in the current and next financial year to cover the estimated cost of the increase. The committee was being requested to agree to the implementation of the new pay scales. It was noted that this was the first time that any additional funding had been allocated to meet any of the cost of living pay awards that were being recommended.

The committee agreed to recommend to the full board that the new scales be adopted and the clerk was requested to seek the approval of the members of the board who were not present so that these could be implemented in November rather than in January. The scales were being backdated to the 1<sup>st</sup> September 2018.

The appointment panel had met to start the process of appointing a new head teacher and it was confirmed that the chair had received the formal resignation from the head teacher.

There were no other staffing matters under the Part A agenda.

## **8. Financial Reports**

The School Business Manager had provided all governors with a written report covering all areas of the funding and premises related matters.

**Q2 and associated reports** – The report had been sent to all board members. Additional funding had been allocated to the school which was noted on the report however the school had received 16-19 bursar funding and staff were unsure if this was a correct allocation. It had been added to the budget but until clarification was received it would not be used.

At the present time the carry forward reserve exceeded the 6% which was set by the LA but as had been noted at previous meetings, the forward financial projections had shown that unless the school received an increase in its funding it would end up with a deficit budget within a 5 year period just by providing its basic educational services. There were numerous projects which had been deferred for several years as a result of the concerns about the general level of funding which should be carried out and other running expenses budgets had been severely cut. The school had received some additional pupil based funding in the current year. The committee agreed that some of the deferred project should now be brought forward and that estimated be obtained. These included the work in the therapy rooms and offices, and the replacement of the aging whiteboards with more appropriate equipment. The committee agreed that it was appropriate to spend the funds for the benefit of the current school population.

It was agreed that the programme of planned works be presented to the next meeting of the full board for their approval. **Action SBM/HT**

School Inventory and asset disposal – This was scheduled to be dealt with in the second half of the term and a member of the committee would review the inventory.

Pupil Premium Report 2017/2018 – These were presented and agreed.

**Q. What is ever 6?**

A. Once a pupil ceases to be eligible for free meals the school/pupil continues to be eligible to receive Pupil Premium funding for a further 6 years. This is designed to counteract the long term impact of deprivation.

Sports Funding 2017/2018 – The report was noted and agreed.

Reports for the planned use of funding for 2018/2019 were also noted.

The revenue funding adjustments were noted as part of the Q2 report.

**Other Financial Matters**

Funding due from the LA for capital works – All funding had been received

Funding due from OLA's – All accounts were up to date and there were none outstanding.

Other debtors – Meals debts were being well managed by the office staff.

Financial Spot Checks – These had been completed by the chair during the summer and a report sent to board members.

Accident Summary – This was noted

**Q. What is a near miss?**

A. This is where there was an action which could have resulted in an accident. These are recorded so that where necessary appropriate training or actions can be taken to ensure that there is not a repetition which could result in an accident.

There are occasions when the school is let out where children who are not being properly supervised by adults have minor accidents.

It was agreed to remind hirers that they needed to make parents aware that they should properly supervise children while on the premises.

The SBM was thanked for her comprehensive report.

**9. School Policy Review**

The following policies had been circulated to all board members:

Business Continuity Plan

Fire Safety Plan

Record Management and Data Retention Policy

These were agreed.

No other policies were presented for approval or noting at the meeting.

**10. Any Other Business**

There was no other business.

**11. Confidentiality**

As there were no matters of a confidential nature contained in the Part A Minutes it was agreed that the Part A Minutes could be published after they had been agreed by the chair.

**12. Date of next meeting**

These would be discussed and agreed with the full board at the meeting which followed the committee meeting.

As there was no other business the meeting closed at 8.07 p.m.

Date .....

Chairman .....