

GLADSTONE ROAD PRIMARY SCHOOL
"Learning, caring, growing together"

MEETING OF THE RESOURCES COMMITTEE OF THE GOVERNING BODY

DATE: Tuesday 1ST May 2018

TIME: 6.30 p.m.

PRESENT:

Mr Shaun Marshall
Mr Ray Williamson
Miss V Lewis (Clerk)

Mr Peter Southward
Mr Keith Wright
Mrs Sarah Stuart

Additionally Present:

Mrs Caroline Sarney (School Business Manager)
Mr Richard Adams (Chair of Governors)

MINUTES

1. Welcome from Committee Chairperson

KW was nominated to act as Chairperson in EJB's absence.

Action: None required.

2. Apologies for absence; consider acceptance of apologies

EJB – poorly child and no childcare

AC – apologies

JJ – unknown – Clerk will check into attendance rules and feed back to Chair.

Action: None Required.

3. Confidentiality

No items on the agenda were identified as confidential.

Action: None Required.

4. Declaration of Interest in any Agenda Item

There were no declarations of interest in any agenda items.

Action: None Required

5. Minutes of the previous meeting (06.03.18) / Matters Arising

The Minutes from the meeting on 06.03.18 were presented. Minutes were signed by SS (EJB was absent from the previous meeting, and the acting Chair from 6.3.18 was absent at this meeting) and returned to the Clerk for filing as per procedure.

5) Matters Arising: Playground works have now been scheduled for the Summer Holiday (from Easter) due to poor weather and a backlog of work for the contractors.

11) Opportunities Area Funding Bid: RW updated governors that the school's application was unsuccessful in this round. Out of 30 applications submitted only 6 were approved. RW has spoken to the applications manager Richard Benstead, who fed back that the successful applications were more of 'umbrella' ideas which featured community use / impact. RW said that school was encouraged to resubmit in the next round, and given suggestions about how to improve the bid whereas many of the other unsuccessful applications were not as strong as GRPS.

Action: Minutes from meeting 06.03.18 to be filed as per procedure

By: Clerk

6. Correspondence

1. Letter has been received from an MSA requesting the final two weeks of the Summer Term off, without pay, due to a 3 week family holiday to Florida.

Governors discussed the fact that leave in term time contravenes the terms and conditions of employment and that the staff member has knowingly booked this holiday during time when she is contracted to work. There was also concern that granting leave for holiday would be setting a precedent to other staff. KW added that the final two weeks of term are particularly busy, children are bubbly and extra staff are needed for end of term activities. Governors were also concerned that, since children are not allowed term time off unless there are 'exceptional' circumstances, it sends the wrong message to parents.

It was therefore proposed to write to the staff member, outlining that the holiday cannot be agreed as it contravenes the T&Cs of employment. She will then have the choice to either go on the holiday regardless and potentially lose her job or choose not to take the holiday. Though as the holiday is already booked it would be unlikely that the latter would be the case. *All governors agreed.*

2. Letter has been received from a member of admin staff requesting unpaid leave on the last day of the Autumn first half term (Friday 26th October) to attend a family / close friend's wedding in Wales. The wedding is on the actual day requested (ie. travel time not asked for).

Governors discussed the fact this request also falls outside the T&Cs of employment but that a single day for a special event, booked beyond and outside of the staff member's control, is a slightly different situation.

Governors therefore decided that this request for leave without pay can be agreed but that the staff member should be made aware that this does fall outside of the terms of her employment. *All governors agreed.*

Action: Inform staff members of committee's decisions re holiday requests By: Clerk/KW

7. Staffing

Support Staff Consultation

CS advised that the proposal to align ATA and GTASEN posts has been temporarily postponed on HR advice, as there is action at County level re pay alignment and roles and responsibilities.

However, HR has advised school to run a consultation regarding changes to the proposed support staff structure / deployment for 2018. The key points are:

- Currently the 4 x KS1 HLTAs are assigned to a particular year group. This will be changed to ensure that the needs of pupils can be met more flexibly and that staff PPA can be scheduled for the same day of the week, promoting collaborative planning. Therefore the proposal is that HLTAs will, from September, be required to work across several year groups providing both PPA cover, intervention provision and other cover.

HR have advised this proposal be run as a consultation process in order to ensure transparency and compliancy because, as we are changing what they are asked to do, this could be interpreted as a change to their terms and conditions. This group of staff were also the ones with issues following the previous staffing restructure. CS advised she may require 3 governors for a Selections Committee and 3 governors for an Appeals Committee if the need arises. However, the hope is that staff will slot into the available roles without too much issue. Union representatives have been invited to the consultation meeting scheduled for 22.5.18.

- New SEND Senior ATA post.
- 4 x additional HLTA posts to cover KS2 non contact time, including a suggestion to alter the hours slightly to ensure they get the same 30 minutes marking time at the end of the lesson as KS1 HLTAs.

CS asked for a volunteer representative governor to attend the consultation meeting on 22.5.18 at 3.15pm. RA is available and will attend. Volunteer governors for the committees will be sought (probably via email) if / when the need arises.

Teaching Staff

There are proposed changes to some teaching staff contracts, who at present work part time covering classteacher non-contact time or providing other cover. To address budget issues, the proposal is for this to be covered by HLTAs. There is still a role for these part time teachers in a job share post but several of the relevant staff were unsure about whether this was what they wanted. HR recommended running a consultation process starting 8th May. The teachers have been invited to include their unions in the consultation process: HR have recognised that school is offering them a suitable alternative post.

All those involved have now agreed in writing that they will accept the new posts without going to a consultation process. The historical 'choice' of role no longer exists – they need to do what the school requires to meet the needs of the pupils.

RW asked what PPA time is. KW said it is Preparation Planning and Assessment time which is a requirement in the teachers' terms and conditions but is supported and paid for by schools. Schools offer different ways of providing this, and historically GRPS has allowed staff the choice of working from home, onsite etc. However the requirement now is to promote effective collaborative planning as a year group team onsite.

Attendance Management

HR continues to support school with our high level of staff absence, and in light of the amount of reimbursements received through the staff absence scheme, they are particularly keen for us to be more effective at managing attendance.

One teacher has been absent since January 2017. There is an attendance review meeting scheduled for 9.5.18, after which there are plans to hold a Panel meeting if the teacher does not return. This Panel Hearing is provisionally scheduled for 21.5.18. It is possible the member of staff could decide to opt for a dismissal process outside of a formal panel hearing, in which case the panel would not be required.

A second teacher is due to return to work on 15.5.18, however if they choose not to return at this time there are plans to hold a Panel meeting on 22.5.18. If they return as planned there will be no need for the Panel to go ahead. This member of staff feels unable to cope with the post being offered to her (in KS2) but there is no redundancy issue as a post has been provided, it is just not one which she wishes to take. There is the

possibility of her taking up a TA post instead if she resigns from her teaching post. She has intimated she would feel more comfortable at this level.

The purpose of the Panel Hearing is for representative governors to review all the evidence and determine whether they wish to continue to extend the absence and review accordingly or to terminate the contracts on the grounds capability due to ill health. Therefore if one or both Panels proceed CS will require 3 governors for the Attendance Management panel and 3 governors for an Appeals Committee. CS will contact governors via email after the 9.5.18 and 15.5.18 respectively asking for volunteers for the Panels if the need arises.

School has not been rigorous in following the Attendance Management Policy and has given staff much more time over and above the 3 months which is the point at which attendance management procedures (ie. panel etc) would normally kick in. Moving forward HR advise this will need to be addressed, and school will be following the procedure more closely and rigorously.

Action: Email re attendance panel volunteers (if required)

By: CS

8. Finance: Period 12 Budget Monitoring & 2018/19 Start Budget

The Period 12 Outturn is still slightly in the air due to a NYCC VAT discrepancy stemming from 1516. The year-end carry forward will be between £407k to £433k, depending on how county tell us to resolve the VAT issue. The best guess is £415k which agrees with all in house finance. We are awaiting further information from the FMS team. The variance from the start and revised budgets to the outturn is mainly due to staffing changes.

The 2018/19 start budget has been reworked due to the changes in projected pupil numbers from September 18.

RA asked how the teaching staff equivalent has reduced from 36.2 to 32.7. CS advised this was due to there now only being 27 classes and the use of HLTAs to cover teaching staff management time and other cover. 32 teachers is comprised of 27 classteachers (equivalent), 1 Headteacher, 1 Deputy, 2 Assistant Heads and SENCO. Where there are class share arrangements, this works out at slightly more than 1 whole teacher due to giving PPA, hence the total is 32.7.

Governors asked what would happen if school suddenly received a number more Year R pupils after reducing to 3 classes in this year group. KW advised that there are 4 vacant places until the 3 Year R classes would be full (ie. currently at 86 out of 90) in September. The concern would be if there is an influx as there is 'space' on paper. CS has taken advice from William Burchill, Education Officer who was pragmatic and said that he would do his upmost to respect the fact we will only be operating 3 classes as it stands and that extending to four classes would have serious financial implications. There is a drop in birth rate which supports the unlikeliness that we will get an extraordinary or sudden increase in numbers / applications.

CS said that the Start Budget and three year forecast up to the start of 2020/21 should, all being well, be acceptable to County. *The 2018/19 start budget was proposed by RW and seconded by PS. Governors agreed to approve the start budget.*

Action: Submit Start Budget

By: CS

9. Premises & Health and Safety Update

Health & Safety

The Health & Safety Adviser has just conducted his Summer Term visit with a focus on fire safety. He has raised some actions and these are in hand. School held a fire practice this week which was, for the most

part, efficient and well done. There were some individuals needing further guidance but this is the purpose of the drill. CS will email H&S adviser report round when received.

RA asked whether the governing body should consider an alternative H&S governor from September due to JJ's absence at meetings over the last few months. Governors agreed this can be discussed at the September business meeting. CS advised that the H&S Adviser visits termly, with each visit having a different focus (Autumn: Paperwork Review; Spring: Premises Review; Summer: Fire Safety). The new adviser is quite proactive and has been giving some good ideas. Governors discussed the H&S governor attending these meetings moving forward. The next visit is scheduled for 5.10.18.

ICT Proposal

The concept of an ICT Suite is now out of date in terms of curriculum delivery, so there is a proposal to remove it and redeploy the current equipment to KS2 classrooms, the discovery room, the green room and as replacements for some IT equipment which is now dated and will not be compliant with further software updates. Instead the proposal is to add additional equipment so there are more laptop trolleys to be used in the classroom. Some iPads need updating.

Provisionally the cost would be approx. £16k, to be paid for in part by devolved capital funding. If governors agree CS would like to start getting more specific quotes and hopefully schedule the work / purchases to be done in time for September. She is meeting with HH and VG for further input re curriculum requirements.

Governors are happy to proceed with the project in principal. CS will start costing the purchases and preliminarily scheduling works and will feed back further at the next full meeting in July.

Action: Email H&S Adviser Report to governors

By: Clerk/CS

Action: Start work on ICT proposal

By: CS

10. Policies to approve and adopt: -

- FMS004 Contracts Review Schedule

The Contracts Review Schedule outlines the various service contracts and bought in provision for things such as phone systems, CCTV, hygiene solutions, insurances etc. Costs and contracts are reviewed in line with the schedule to achieve best value and service.

The BT phone contract (calls and system) is due for renewal next year but CS is in discussions with NYCC re a county phone system which would hopefully be more economical.

The photocopier contracts have been brought in line after amalgamation and is due for renewal next year. CS will involve the NYCC Procurement Service for this due to the costs of the contract (over £5k).

Parking costs are offset by payments from staff permit holders (otherwise it would be viewed by Inland Revenue as a benefit in kind). At present school has 12 council on street permits, some from Sainsburys and some from the Playcentre, which is part of an arrangement which includes hire of the sports hall facilities. Moving forward CS would like to separate the costs of hiring the Playcentre and the charge for the parking places. This would increase the costs of the parking contribution for staff but reduce the costs of hiring the other facilities as it would be done on a more ad hoc basis. *Governors agreed that CS should investigate separating the Playcentre charges, particularly in light of the other reductions in staff hours, roles etc.*

Governors interrogated the costs within the schedule and enquired re best value.

Action: File approved FMS004 as per procedure

By: Clerk

11. A.O.B.

RW has met with Vicky Gill re funding and grant planning, proposals and applications. Specifically they discussed Awards for All and buying play equipment. This resulted in encouraging a debate about the long term planning for the external areas of the site, particularly in terms of making it more attractive and pleasant. He has started to think about 'planning for real' which involves asking parents, children, staff, governors and other stakeholders, using a large scale plan of the building, to look at ways to improve the site. What would people like to see? RW said he will feed back at future meetings.

He also said that it would seem like a good idea to seek professional horticultural advice from the specialist SBC team who do this kind of work, looking at improving public and community sites. They advise and provide resources such as planters at cost. RW will liaise further and feedback in due course.

CS said that maintenance and involvement in upkeep by children/staff etc would need to be considered as this has proven an issue in the past when school has tried to have plants and greenery. The GLAD Garden has become out of condition and hopefully this can also be addressed.

Action: Agenda this on full Governing Body for RW to feed back

By: Clerk/RW

The Meeting was closed by the Chair at 8.15pm

Signed _____ Dated _____