

Short Stay School for Norfolk

Resources & Personnel Committee Meeting

Minutes

2nd March 2015 @ 1700

Locksley School, Locksley Road, NR4 6LG

Attendees

| | | |
|--------------------------|----------------------------|-------------------------|
| Des Reynolds - Head (DR) | Chris Spencer - Chair (CS) | Gill Wardlow - SBM (GW) |
| Dennis Freeman (DF) | Sue Cooke (SC) | Vicki Setters (VS) |
| Clive Evans (CE) | Andriana Sneddon (Clerk) | |

| No | Item | Action |
|-----|---|--|
| 1.0 | Apologies and Absences | |
| 1.1 | Apologies were received and accepted from Phil Harris | |
| 2.0 | Minutes of Previous Meeting | |
| | The minutes were accepted as an accurate record and signed off by Chair. | |
| 3.0 | Matters arising. | |
| 3.a | Letter from auditors This is a response from Price Bailey responding to concerns raised regarding their performance .A decision should be made as to whether to continue to use them or to appoint alternative auditors for SSSfN. During discussion, Governors were made aware by GW that there was another firm who currently work at TAPFS and an alternative quote had been gained from Stevenson Smart for MAT work. Governors discussed whether the same auditors should be used for all 3 sites or whether to trial all 3 this year and then choose the best. A concern was also raised regarding a possible conflict of Interest for Price Bailey where one auditor is also a Governor for the TEN group. CS clarified that no conflict exists. Governors decided to keep Price Bailey this year for SSSfN and prior to commencement, DR and GW to set out expectations with them. GW confirmed in answer to Governor query that there is currently no contract with them and dependent on performance, a proposal should be brought to the Trustees next year. (NB – GW has checked – the MAT must have a single separate set of accounts, and a single auditor) | Gov Challenge GOV QUERY DR & GW GOV QUERY |
| 3.b | Compass Contract- see Confidential Minute. | |
| 3.c | Insurance.GW confirmed that the scheme now signed up to gives an annual saving of £50k over the 8 sites but does not cover 2 risks (Motor and Engineering | GW |

| | | |
|----------------------------------|--|--|
| <p>3.d</p> <p>3.e</p> | <p>Inspection).She confirmed that she has now approached alternative providers to quote to cover for these risks and will advise accordingly.</p> <p>GW advised that the official Tenancy Agreement has now been received and needed Director signature. CE duly signed, witnessed by DR.</p> <p>DR advised Governors that the Childcare Disqualification (Regulations 2009) form had been circulated to staff and to date, only one form had shown issues with association with an offender. DR confirmed that the member of staff no longer is immediately suspended but that they have to apply to Ofsted for a waiver. The staff member had shown evidence that this had been applied for and they were awaiting a decision. CS queried whether members of staff were eligible for Redundancy. DR to check as no research carried out as yet.</p> | <p>DR to present to tenant.</p> <p>GOV QUERY DR</p> |
| <p>4.0</p> | <p>Finance</p> | |
| <p>4.a</p> <p>4.b</p> <p>4.c</p> | <p>Finance Monitoring Group Report – Budget for January 2015 shows expenditure +10% over budget primarily due to high expenditure on agency staff and Alternative Provision for Y11's. However, Income is down 5% but this should increase as some unexpected income had not been included. In response to Governor concern, DR confirmed that the Budget Revision should clear matters as expenditure will be against an improved situation when this unexpected income is included .In the meantime the following actions are in place-Ordering Freeze and reduction in Alternative Provision for Y11's in Summer Term. If further action/s are required, this will be clarified at the next review.</p> <p>Cash flow is healthy as against LY.</p> <p>Update on current Financial Position-Governors were advised that the EfA funding had been received for 2015/16 and that GW is checking and is aware of incorporating Income at the right place. In response to a Governor query, GW confirmed that confirmation of how MAT Finances will operate will be confirmed at the next Board Meeting.</p> <p>DR outlined current funding arrangements with LA where they have agreed to top up their funding per child to £7k pa, giving a funded place per child of £17k pa. Governors queried whether this figure should include Transport costs? DR reported that a request for a meeting with Transport Dept. had been received as he understood that should own transport arrangements be made this could impact significantly on their (Transport Dept.) existing contracts. Currently cost for transport is included in the LA bill and a Governor queried that should we have to pay for Transport ourselves out of the £7k top up, could this be cheaper than now? This is what had been hoped and DR reported that a good outcome for SSSfN would be that Transport will still be paid for by LA but that SSSfN would still retain the top up money.. He will report back.</p> <p>Internal Audit Process- GW informed Governors that the auditors would commence inspection on Tuesday 3rd March, acting on Governors' behalf. They would cover 8 areas with the first 4 being; Purchasing and Invoicing, Review of Governors Minutes, Review of Personnel files and Policies. A Governor asked whether the auditors would want to meet them and GW responded that they would at some later time but that initially they were concentrating on paper trails.</p> <p>GW also reported that DfE auditors would attend next week to look at The Business Continuity Plan. She outlined that should a disaster occur at one site, the plan would be to use the alternative sites for provision. She was hopeful that both sets of auditors would provide useful recommendations and Governors</p> | <p>GOV QUERY</p> <p>GW</p> <p>FMG</p> <p>GW GOV QUERY</p> <p>GOV QUERY</p> <p>GOV QUERY</p> <p>DR</p> <p>GOV QUERY</p> <p>GW</p> |

| | | |
|---|---|---|
| <p>4.d</p> | <p>welcomed this. GW will update at next meeting.</p> <p>Contracts and Commissioning arrangements- In response to a query raised by CS to look at costs and contracts of bought in services, GW responded that the contracts run from September to September and so this would have to be deferred.</p> <p>However, Insurances are due for review- deferred to next meeting.</p> <p>CE asked for some clarification regarding potential Innovation Grants available from the Compass Approach Virtual Residential School as recently seen/heard in the media. DR confirmed that SSSfN will not receive any grants .However, DR had spoken to Andy Goff (service manager NSFT) to discuss any impact on current Compass staffing as there is no current Service Agreement. It was expected that this should be provided by the end of the week.</p> | <p>GOV QUERY</p> <p>GW</p> <p>GW</p> <p>GOV QUERY</p> <p>DR</p> |
| <p>5.0 Personnel</p> | | |
| <p>5.a</p> <p>5.b</p> <p>5.c</p> | <p>Appointment of Locksley Caretaker- GW outlined the desire to recruit own Caretaker due to great disappointment in the service from Norse. A job description had been provided by Craig Page (Premises Manager) and proposed costings presented as follows-</p> <p>Currently -42WKS x 28hpw= £12000pa</p> <p>Proposed-52WKS X 30HPW=£15700Ppa</p> <p>Despite a £3700 pa on cost, she reported that the 52 wks. cover would allow larger jobs to be managed on-site more easily and would allow for the post holders to have holidays in term time. Governors were keen to implement this and the proposal to recruit as above was unanimously approved.GW to advertise ASAP via Website.</p> <p>HT's Performance Management- CS advised the Committee that this was now complete. He further advised that any future salary considerations will now be dealt with by the Trustees.</p> <p>Admin Team Restructure-(see attached) DR outlined to Governors the proposed new structure and timeline and emphasized that this process was not primarily about saving money and would cost slightly more than currently. He confirmed that he had already met with the UNISON and GMB Union rep that had no issues with the paperwork.</p> <p>DR outlined the time scales as follows for information;</p> <ul style="list-style-type: none"> • Papers to affected staff distributed Thursday 5/3/15.To be returned by 15/4/15. • 20/4/15 deadline for decision on final structure. • Feedback to staff and final structure published .DR confirmed that Job Descriptions were modified where necessary from model JD's from M.R.S. • 8/5/15 deadline for staff to submit preference forms. Union rep has confirmed that staff need only provide a Statement of Support if they are applying for a higher grade position. It is hoped that most posts will be allocated without interview. • 11/5/15 Grade G position interview. This position is available for all staff to apply for and will be the first to take place in order that lower grade positions can then be back filled .DR confirmed that although there were | <p>GW</p> |

| | | |
|-----------------------|---|-----------|
| <p>5.d</p> <p>5.e</p> | <p>extra hours available at Grade C, staff would not be obliged to take them and he hoped that any spare hours would be covered by other admin staff.</p> <ul style="list-style-type: none"> • 18-22/5/15 Interviews if required. • DR confirmed that the Business Manager and Resources Manager positions remain unchanged. • DR confirmed that Disturbance Allowance will not be paid. • Governors queried the process for ending staff contracts. DR explained that in the first instance, appeals would come to him and if the applicant is not satisfied, the appeal would revert to a Panel of Governors. • This process should then have the staffing structure in place for September 2015. • DR recommended that Governors accept above process to allow the Process of Consultation to begin. This was unanimously accepted by Governors. <p>Monitoring use of Supply Staff- Deferred to next meeting.</p> <p>Other Personnel issues- DR outlined current staffing issues as follows;</p> <ul style="list-style-type: none"> • 1 member of staff will be returning after l/t illness. • 2 members of staff are on absence monitoring, 1 has passed and the other will be seen next week.4 other staff have issues with absence. • 1 TA at Douglas Bader is awaiting a settlement agreement which will go through shortly. • At Compass 1 teacher with l/t absence has proposed immediate resignation if notice period is waived to go to another job. This is agreed. | <p>cs</p> |
| <p>6.0</p> | <p>MAT Implementation</p> | |
| <p>6.1</p> | <p>DR advised that additional leadership has now gone into TAPFS reporting to DR.</p> | |
| <p>7.0</p> | <p>AOB</p> | |
| | <p>DR advised Governors for information that he was currently in negotiations with NPS regarding a bill of £11k. He advised that the bill related to remedial building work carried out by NPS on the soak away in the Primary area as a result of initial inadequate work by them. NPS had assumed that SSSfN had a BMP contract but this is not the case being an Academy .DR has refused to pay this bill as he had not placed any building works orders and that the work had been carried out as a direct result of their initial poor workmanship. Governors were satisfied that this was the appropriate course to take.</p> | |
| <p>8.0</p> | <p>Date of Next Meeting</p> | |
| | <p>Meeting closed at 18.10</p> <p>Next meeting- Monday April 20th @ 1700.</p> | |