

Short Stay School for Norfolk

Resources & Personnel Committee Meeting

Minutes

12th January 2015 @ 1700

Locksley School, Locksley Road, NR4 6LG

Attendees

Chris Spencer – Chair (CS)	Des Reynolds - Head (DR)	Phil Harris (PH)
Dennis Freeman (DF)	Sue Cooke (SC)	Clive Evans (CE)
Vicki Setters (VS)	Gill Wardlow (GW)	Donna Wright – Clerk (DW)

No

Item

Action

1.0	Apologies and Absences	
	No apologies were received – all were present	
2.0	Minutes of Previous Meeting	
	It was asked that in the December minutes point 4b the figures from the Financial Monitoring Group were entered at this point. Other than that the minutes were accepted as a true record.	
3.0	Matters arising and deferred items	
3a	Confidential Minute See separate sheet	
3b	Admin Team Restructure - Update The Admin Structure needs to be done as soon as possible as finance is seriously struggling. The Rosebery office manager is coming to Locksley to do finance on Wednesday and the finance officer has already used up all her term time plus hours. The governors have already approved the restructure but HR needs to be consulted. GW asked for approval of the extra hours and it was given.	
3c	Policy Review Process <i>CHALLENGE</i> - There had been a challenge from a governor following the last meeting regarding the process and procedure of approval of a policy. The issue was whether the Terms of Reference stated that the committees have the power to approve or do the committees approve at committee level and then take it to Full Governing Body for ultimate approval. The Chair has checked the Terms of Reference and it states that the committees have the power to approve.	

	The Committee minutes need to be added to the website.	Clerk
4.0	Finance	
4a	Formal approval has been received for MAT (Multi-Agency Trust). A governor stated that significant changes need to be made to the CST and DR agreed.	
4b	Ongoing financial monitoring is still in place. An update was given on the current financial situation during the Financial Monitoring Group meeting prior to the Resources & Personnel Committee.	
4c	<p>Approval of the Accounts as presented by Price Bailey on 12th December 2014</p> <p>A new version of this will be electronically distributed by GW</p> <p>DR asked permission to explore other auditors as he and GW were not particularly impressed with the service provided by Price Bailey.</p> <p><i>CHALLENGE</i> – We should challenge the auditors on the service provided as we are unhappy with their performance. The governors will set up a meeting with the senior partners.</p> <p>The accounts were approved as they were presented by the R & P committee and approved for putting onto the website.</p> <p>The governors formally thanked Gill Wardlow for all her hard work in preparing the accounts.</p>	GW
4d	Approval was sought and given for GW to submit the accounts to the DFE on behalf of the Accounting Officer by 31 st December 2014.	
4e	Approval was sought and given for the accounts and VFM statement to be uploaded onto the school website by 31 st January 2015.	
4f	<p>Tenancy Agreement for the Douglas Bader Bungalow</p> <p>A discussion ensued regarding the bungalow and the tenancy agreement. It was asked if the house was linked to the caretaker post or the contract? DR advised linking it to the post. It was agreed that the rent payable should remain at £87.93 per month with the tenant being responsible for all bills and repairs. This is offset against the salary of the caretaker.</p> <p>A discussion was had about whether this should continue and it was agreed but the suggestion was made that checks were made with the solicitors as to whether the tenant could have the 'right to buy' and tenancy rights. GW suggested using the same tenancy agreement as Norfolk County Council and it was agreed that the terms would remain unchanged until the post holder leaves. There is currently a requirement for 1 months' notice to be given on either side and it was agreed that all are happy for this to continue.</p>	
4g	<p>Annual Conversation</p> <p>The 'Annual Conversation' has been had between DR, PH and SC and the LA. It was an annual meeting which is held to discuss how we are fulfilling our contract. The key outcomes were that they wanted us to look the CME referral criteria changing from 30 days to 15 days and they also want the assessment period for our students to be full time.</p> <p>They agreed to a £7,000 tip up and in return we accept responsibility for transport</p>	

	<p>to non SSSfN sites and pay for it. This can happen in a number of ways. It can carry on as is and the LA bill us for it or we can investigate ways to make this cheaper and we deal with it all ourselves. Significant savings on transport will make it very attractive to us. The LA also agreed to pay the £117,000 over-capacity bill from last summer.</p> <p>A conversation took place around data and what was currently required by the LA.</p>	
4h	<p>Other Financial Matters</p> <p>There were no other financial matters to be discussed.</p>	
5.0	Personnel	
5a	<p>Proposal to Employ Site Staff</p> <p>An investigation has been made into employing our own cleaners and the cost to us would be an additional £12,800 + TUPE costs.</p> <p>The intention would be for Locksley to be the main site and finance hub and open 52 weeks per year.</p> <p><i>CHALLENGE</i> – Are we looking to employ a caretaker for Locksley? – yes. The holiday entitlement accrued would be managed between the existed Premises manager and the new recruit and would also give us 2 men available for jobs that arise requiring more than one person and working at heights etc. We would still use Norse cleaning staff as this gives provides consistent cover. A discussion followed around the cleaning arrangements for the various bases. It was agreed by governors for GW to go ahead and work this up as a detailed proposal and present back to governors.</p>	
5b	<p>Staff Performance Management – Appraisal outcomes – CONFIDENTIAL MINUTE</p> <p>On separate sheet.</p>	
5c	<p>Childcare Disqualification Regulation</p> <p>This document was circulated by DR for knowledge and understanding as this has now to go into contracts and to be put into the recruitment paperwork.</p> <p><i>CHALLENGE</i> – <i>Is there any central register to check this against?</i></p> <p>No</p>	
5d	<p>Compass Contract Extension</p> <p>We have still not been formally asked to extend the contract. Within the next month or so we need to be looking at moves to close the facility and deal with staff if we are not formally asked. DR recommended that the governors contact them to gain a decision.</p> <p>He asked if we happy to continue using the Spinney as the quality of the building is poor and is a vulnerability for us under inspection. It is not accommodation that is helping our most vulnerable students. There is a distinct difference between the buildings we maintain and those we were given.</p>	PH
5e	<p>Any Other Personnel Issues</p> <p>A member of staff is seeking a settlement agreement – a financial package to terminate the employment. This has been negotiated with the union. DR sought permission from the Governors to pay £1,250 which constitutes the notice period</p>	

	paid in lieu and one month's pay. Permission was given.	
6.0	MAT Implementation Update	
	<p>The Trust has been agreed to be a sponsor and has been awarded a £70k sponsor capacity grant. This will be used to fund DR and GW to be seconded to the Trust for a period of time, Brand entity, legal work, appoint new auditors and training for the directors and trustees.</p> <p>It was the intention with The Implementation Plan (commissioning the legal work to create the MAT) to go back to DWF?</p> <p><i>CHALLENGE – Didn't we have an issue with them in the past?</i></p> <p>Yes, but since they are familiar with our Memorandum and Terms of Articles having created them originally, and they are now only being subject to the minimal amount of change, it was tabled as the best way forward.</p> <p>We need to convene Trustees and Directors. DR asked and was given permission to present a proposal for secondment of DR and GW.</p> <p><i>CHALLENGE – It was asked for clarification of the Structure of the Trust.</i></p> <p>DR said this was a conversation that needed to be had with Trustees and Directors.</p> <p>The DFE have contacted us with our first project proposal – to sponsor the Thetford Free School. A discussion ensued about viability and DR sought permission to do more investigations and come back to Governors to report his findings. Thetford Free School currently have 23 children on role and the premises are definitely worth having. The DFE are pushing for it to happen quickly ie before the election.</p> <p><i>CHALLENGE – We need to see the accounts and would we take on their liabilities?</i></p> <p>Yes but further investigation would be needed.</p> <p>Permission was sought and given by Governors for DR to express interest and go through due diligence.</p> <p>The final bid for the BSD school is under progress. DR was asked to circulate a final copy of the bid before it is submitted.</p> <p>PH discussed the Government Growth Vouchers. It would mean we could employ a marketing company to design the logo. The disadvantage is that they dictate that you choose from the list they give you. PH will progress with this and investigate further.</p>	DR
7.0	Any Other Business	
	There was no other business.	
8.0	Date of Future Meetings	
	Monday 2 nd March 2015 - 5pm @ The Locksley School	

