

Short Stay School for Norfolk

Resources & Personnel Committee Meeting

Minutes

19th May 2014 @ 1700

Locksley School, Locksley Road, NR4 6LG

Attendees

Des Reynolds - Head (DR)	Phil Harris (PH)	Gill Wardlow (GW)
	Sue Cooke (SC)	Shirley Blow – Clerk (SB)

No Item

Action

1.0	Apologies and Absences	
1.1	Apologies were received and accepted from Chris Spencer	
2.0	Minutes of Previous Meeting	
2.1	The minutes were accepted as an accurate record	
3.0	Matters arising and deferred items	
3.1	Restructure – monitoring plan Carry forward to next agenda	
3.2	Scheme of Delegation for maintenance decisions GW and DR met with CP Premises Manager. Meetings to happen ½ termly to agree high priority work	
3.3	Monitoring use of supply staff This will be covered under Finance	
4.0	Finance	
4.1	Update on current financial position New budget has been submitted to EFA – this balances up to Sept 14 with £36k surplus; a deficit of £180k the following year, then a surplus the following years. DR has set a set of “Targets” and this needs to be monitored by Governors. DR went through the set of “Targets” – CE queried the risk factors – DR explained that each “assumption” was based on a worse case scenario and he was confident he could achieve each one. DR explained that mileage costs were a big outlay each month and was looking at a lease car. DR agreed that should he have a lease car he would no longer put in a travel claim each month – Governors queried there may be a tax implication for	

	<p>DR I regard to a lease car. The lease car would include maintenance, tax and roadside assistance. – Governors were in agreement that this idea should proceed.</p> <p>Earthsea saving are achievable as DR will persuade the Local Authority that Earthsea is a Specialist Provision and not a Short Stay School and so must be paid per place as such.</p> <p>DR aims to limit the supply budget by setting stringent criteria on absence and paid and unpaid leave. Guidelines for staff will be tougher but reasonable. DR will be issuing a revised absence policy. Governors queried what support staff receive and DR explained the Wellbeing Service for staff offers confidential counseling free of charge.</p> <p>DR says the CST income will increase as he is targeting more secondary schools especially in the Norwich area. 80% of high schools are already signed up.</p> <p>He is also aiming to increase the commissioned places by 10.</p> <p>Reduced staffing over 2 years with natural wastage.</p>	
5.0	Personnel	
5.1	Salaries grading of child support team	
5.2	<p>Primary Staffing</p> <p>Due to the current set up of no Primary Lead at Locksley DR has proposed that he advertise for a 0.6FTE Primary Lead at Locksley from September. This will be covered by the role of SRB the LA have asked us to provide – this would e a rolling contract and would involve some risk that it may not renewed. – Governors were happy to take this proposal forward.</p> <p>DR explained how he thought savings could be achieved within XLT. As he has a Secondary Leader who has resigned he has the option to move people around – moving the Engagement Leader across but as Engagement Leaders don't teach this could be an ethical issue. Governors did not agree to the replacement of Engagement Leaders with a non teaching role.</p>	
5.3	<p>GW Finance Update</p> <p>GW reported the new budget was submitted on time but there have been issues with the Local Authority systems and PS Financials talking to each other. DR has a meeting with Head ICT Tom Baker at County Hall tomorrow. The query regarding VAT registration has not yet been answered by HMRC. Governors requested they have more details of what they should be monitoring and GW said as soon as she is able to do print outs from the system she will provide them.</p> <p>DR explained that Cashflow can often be difficult to juggle as expenditure one month can outweigh income. The EFA cn offer and "advance" which can be paid back in monthly payments but this is something DR would like to avoid.</p> <p>DR is classed as the Responsible Officer</p>	GW
5.4	<p>Travel, Subsistence and Disturbance Policy</p> <p>The above policy was approved by Governors with the following amendments:</p> <p>5.8.1 – driving licenses check to stay in</p> <p>Excess mileage paragraph– to stay in</p>	

	DR to update Travel, Subsistence and Disturbance Policy	DR
6.0	Governance	
6.1	Induction and Training Carry forward to next agenda	
6.2	Links and Monitoring Visits Carry forward to next agenda	
7.0	AOB	
7.1	Compass West has been approved by LA with 12 places @ £26k each. This will be paid upfront. They have also offered £50k towards refurbishment costs at Pott Row. The lease is for one year with a break clause as Compass is being recommissioned. DR is using DWF Solicitors.	
7.2	Final copy of the contract from LA for Academy has been received – this needs to be signed by PH	PH
7.3	A briefing note setting out the Exec Head Ofsted role was distributed and agreed by Governors	
7.4	SC said the Assessment package at SEN meetings had been agreed	
10.0	Date of Next Meeting	
10.1	23 rd June @ 5.00pm	