

Short Stay School for Norfolk

Resources & Personnel Committee Meeting

Minutes

20th April 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) (No clerk so VS minute taker)

No Item

Action

No	Item	Action
1.0	Apologies and Absences	
1.1	Apologies were received and accepted from Clive Evans	
2.0	Minutes of Previous Meeting	
	The minutes were accepted as an accurate record and signed off by Chair. Confidential minutes were also accepted as an accurate record and signed off.	
3.0	Matters arising.	
3.a	GW updated governors regarding the appointment of auditors. This has gone out to tender with two responses to date. It was agreed that the final decision would rest with the MAT Board and that interviews would take place on the 18 th May.	M.A.T. Board
3.b	Compass Contract- see Confidential Minute.	
3.c	DR advised Governors that the Childcare Disqualification (Regulations 2009) forms had been returned and there are no further issues. When/ if relevant the issue around rights to redundancy will be explored further.	
3.d	DR informed Governors that he is meeting with NCC regarding top-up funding and negotiation on Thursday 23 rd April and will update governors regarding outcome at the next meeting.	DR23
3.f	GW confirmed that insurance was in place and savings had been made	
3.f	DR updated Governors regarding the disputed invoice from NPS. No further communication has been received from NPS, DR will keep Governors informed as appropriate.	DR

4.0	Finance	
4.a	Finance Monitoring Group Report – DR and GW informed Governors that the Budget revision was ongoing and that FMG would convene once this had been finalised.	FMG
4.b	<p>Update on current financial situation</p> <p>DR, GW and VS are meeting weekly to look at both the budget revision. In response to Governor query DR explained that as it stands the school will break even this academic year but savings still need to be made to account for the deficit carried forward from last year.</p> <p>The budget for next year is also being currently being worked on. DR informed Governors that in order for the budget to balance it would be necessary to make changes to the current engagement provision to reduce the cost of alternative provision. Following governor challenge DR explained the risks associated with this strategy as being the challenge of all engagement pupils having their full entitlement. Further discussion took place around the current packages in place for Year 11 engagement pupils in the lead up to exams and the risk of some pupils not having their full entitlement in order to facilitate this. DR explained the rationale for this. DR will present a paper to Governors regarding the proposed changes to engagement.</p> <p>DR stated that in addition to this due to NCC not funding supported placements it is unlikely that SSSfN will be able to offer these to schools as they are currently. SC challenged the changes that NCC had made and DR informed her that further clarity is being sought before final decisions can be made. Governors queried how this change would affect CST and the overall funding for the SSSfN. DR confirmed that the funding for CST is not used to support SSSfN but covers CST staffing only. If the withdrawal of supported placements is agreed then there is a risk that schools may no longer buy into the service that could potentially result in redundancies from the CST. Governors queried who this would impact. DR stated that it is more likely that secondary schools would withdraw and that the primary team is subsidized by secondary funding, therefore redundancies could potentially be from any team.</p>	<p>GW/DR/VS GOV QUERY</p> <p>GOV CHALLENGE</p> <p>DR</p> <p>DR</p> <p>GOVERNOR CHALLENGE</p> <p>GOV QUERY</p> <p>GOV QUERY</p> <p>GW</p>
4.c	Business continuity plan	
	This was distributed prior to the meeting for approval. Proposed by DF, seconded by PH and agreed unanimously/	
4.d	CST Funding dispute	
	NCC have claimed that an overpayment was made to SSSfN regarding CST. DR informed governors that he has emailed NCC regarding this matter raising concerns and is awaiting a response. In the email DR stated that we were in dispute over this sum of money. DR has requested a meeting where NCC provide evidence of this overpayment. GW informed governors that the auditors did not find a discrepancy/ overpayment from NCC. DR to keep governors informed.	DR
4.e	FSMG action plan – finance handbook	

<p>4.f Risk register</p> <p>Reviewed by R&P, the risk register has now been split in order to distinguish between SSSfN and the MAT.</p> <p>Updates required</p> <p>SC- to include changes to the alternative provision situation and the requirement to make savings</p> <p>PH – Compass Norwich site for September 2015</p> <p>4.g Budget review – ongoing</p> <p>4.h SBM Internal Audit</p> <p>Paperwork was distributed prior to meeting, governors agreed actions to be taken.</p>	<p>Governors asked that GW distribute an electronic copy of the report which will also then be discussed prior to the next Board meeting with a follow up report to R&P governors at the next meeting in June. GW to provide a complete finance handbook for the Trust by 1st September 2015.</p> <p>CS stated that finance papers should be presented at FGB at least once per year. It was agreed that this would happen at the FGB in the Summer Term.</p> <p>R&P committee to continue to monitor FMG and a copy of governors scrutiny reports to be brought to R&P meetings.</p> <p>FSMG action plan was approved, proposed by SC, seconded by CS and agreed unanimously.</p>	<p>GW</p> <p>Governors</p> <p>DR</p>
<p>5.0 Personnel</p>		
<p>5.a Pay progression – support staff-</p> <p>5.b</p>	<p>DR presented recommendations to governors – all those staff entitled for consideration were discussed. All recommendations agreed with the exception of:</p> <p>NH– following lengthy discussion governors disagreed with decision to increase pay due to ongoing serious attendance issues</p> <p>MKS/ AL - pay increment has been given already due to error with NCC payroll so no further increase.</p> <p>KM – failed performance management but given pay increment due to failure being because of circumstances beyond her control</p> <p>PN – pay increment agreed despite PM paperwork being unavailable</p> <p>DH – pay increment agreed despite PM paperwork being unavailable. Governors recognized that the lack of evidence for these two cases was in no way the responsibility of the person concerned and decided that these people should not be penalized due to circumstances over which they had no control.</p> <p>Governors challenged regarding quality of PM and lack of paperwork for two members of staff. VS explained how this was based on 2013/14 PM and that procedures have been changed/ training given to ensure the process is more robust.</p>	<p>GW</p> <p>Governor challenge</p>

<p>5.c</p>	<p>Private Healthcare provision for staff</p> <p>Information regarding this was distributed prior to the meeting. DR explained the rationale for this proposal was to address the ongoing issues of staff wellbeing and high rates of staff absence. It is not complete cover but provides and enhanced service whilst working with the NHS. The price is approximately £100 per person per year. DR suggested that this be trialed for a period of one year and the impact on supply spending monitored. Discussion took place about the value of this proposal. CS raised a concern regarding the paperwork stating that it took six months before cover was in place. DR explained that because of the size of SSSfN this had already been waived by Belenden Healthcare Trust. CS also raised concerns re the small proportion of mental health support available. DR informed governors that only a small proportion of staff absence is due to mental health issues. PH asked how this would be monitored as information regarding health is confidential. DR stated we could only monitor against staff absence rates. CS asked how staff viewed this proposal, DR stated that it had been received positively at Staff Forum.</p> <p>Discussion then took place about whether the cover would include staff on zero hour contracts – it was agreed unanimously that it would not.</p> <p>Private Healthcare for staff proposal was approved for implementation from September, proposed by PH, seconded by SC and agreed unanimously.</p> <p>Admin Team Restructure</p> <p>Papers were distributed prior to the meeting, DR explained the time line to Governors and stated that the consultation period had now closed. All written responses were discussed. Responses from:</p> <p>AL – no changes agreed</p> <p>KW – no changes agreed</p> <p>JT – increase TT+3 to TT+4 for Compass Admin Lead in view of workload</p> <p>FJ – no changes agreed</p> <p>JN – no changes agreed</p> <p>DP – Agreement to reduce to TT+1 in view of workload</p> <p>SG – verbal concern raised regarding resources manager post grading as this is a Trust role. Governors agreed that this grading would be reconsidered following six months in post and greater clarity around the impact of MAT work.</p>	<p>Governor challenge</p> <p>Governor challenge</p> <p>Governor query</p>
<p>5.d</p>	<p>Monitoring use of Supply Staff-</p>	
<p>5.e</p>	<p>Ongoing, deferred to next meeting and will be incorporated into the budget and FMG.</p> <p>Headteacher secondment</p> <p>VS left the room for this agenda item (6:20pm)</p> <p>PH proposed that VS be seconded to the executive headteacher for one day per week following the secondment of DR to Trust CEO. SC seconded, agreed unanimously. Pay to be L18, 0.2.FTE</p> <p>It was agreed to advertise 0.2 Deputy Head post secondment internally.</p>	<p>DR/GW FMG</p>

5.f

XLT reorganisation

DR gave a verbal update on the changes to XLT

From April 13th 2015 – due to Tasha Foucher stepping down from her Primary leader role there has been some reorganization at DBS this term Jenny Bird is fulfilling the role of Primary leader and Nicky Butterworth has taken on the Engagement leader role alongside her KS3O post.

Changes agreed previously to the engagement structure for next academic year are being implemented. The post of Engagement Leader has been advertised externally and the posts of engagement coordinator at Locksley and DBS have been advertised internally. The post of engagement coordinator at Rosebery was discussed. DR asked Governors whether they wished for this to be advertised in view of the fact that Donna martin has been fulfilling this role since September. Governors agreed that this was not necessary.

Proposed changes to XLT deployment from September were discussed and agreed:

Rachel Thornberry to become Primary Leader at DBS

Jenny Bird to become Primary Leader at Locksley

Claire Wadham has expressed interest in changing her role/ retirement – this is ongoing

Nicky Butterworth will take on the KS3O/ Medical Needs Leader post. This post has been created in order that the current medical needs TLR need not be replaced.

5.g

Medical Needs reorganization

DR informed governors that he was in discussion regarding the future provision for medical needs. This may include less/ no on site provision and more home tuition due the large numbers of pupils who require this. Pupils would remain on roll at their school (as currently), their home school would set work and SSSfN would employ a bank of staff to go to pupils homes to deliver this.

We currently have one teacher who is leaving and will not be replaced. Instead the proposed structure for medical needs would be to have a small pool of teachers, this would avoid redundancies who work alongside a pool of classroom assistants.

PH asked if pupils were to have full entitlement. DR said they were when they were well enough for this to be in place.

Governors agreed to this proposal being taken forward.

Further details will be provided to governors following consultation with NCC.

5.h

Assessment provision

DR explained current temporary provision for Assessment at Brooklands (1 Instructor, 1 TA) and asked governors to consider whether this should be made permanent. It was agreed to defer this decision until the budget had been put in

5.i	<p>place.</p> <p>Compass Leadership</p> <p>DR shared with governors that Jill Guy has expressed a desire to move on from her current post. If this is the case then this may happen quickly. In view of this DR asked governors to approve a temporary leadership structure of promoted posts for Sam Jackson and Rebecca Crews for the period of time prior to recommissioning (1 year). This was agreed unanimously.</p>	
6	Conflicts of Interest	
6.a	<p>Dennis Freeman – freelance work with Futures</p> <p>Andy lamb – Earthsea</p> <p>Trevor Cockburn – Alternative provision</p> <p>Roger Stephenson – Childhood First</p>	
7	Policies	
7.a	<p>Display User Equipment policy – approved</p>	
7.b	<p>Policy review cycle was discussed. It was agreed that policies relating to finance would be included in the finance handbook. Further discussion took place regarding Trust policies. This will be explored at the next Board meeting.</p> <p>Policies for review at next R&P meeting (29th June)</p> <p>Freedom of Information Act</p> <p>Maternity</p> <p>Staff discipline and conduct</p> <p>Whistleblowing</p> <p>Staff Greivance</p>	
6.0	MAT Implementation	
6.1	<p>DR advised that the new office was now open, the logo complete and quotes being sought for the new website..</p>	
7.0	AOB	
	None	
8.0	Date of Next Meeting	
	<p>Meeting closed at 19:35</p> <p>Next meeting- Monday June 29th @ 1700.</p>	