

Short Stay School for Norfolk

Resources & Personnel Committee Meeting

Minutes

23rd June 2014 @ 1700

Locksley School, Locksley Road, NR4 6LG

Attendees

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

No Item

Action

1.0	Apologies and Absences	
1.1	Apologies were received and accepted from Clive Evans	
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 – Phil to complete	PH to complete and email to CS
3.2	Lease car for Head (update) Car ordered and due to be delivered @11 th July - Fiesta	
3.3	Compass West (update) Compass West been agreed. 12 places @ £26k – payment termly in advance + £50k for refurbishment. Compass tender we will need to put a Working Party together for the 2 bids.	
4.0	Finance	
4.1	Update on current financial position No budget currently in the system due to problems with PS Financials– handouts – Income and Expenditure and Cashflow. Just about scraping through – cashflow and accounts are separate.	

	<p>No rates being paid for Brooklands – maybe due to nature of school. GW to keep email suggesting re non rateable property. GW just completed VAT returns for March and April – most suppliers not VAT registered. We're not currently VAT registered but awaiting reply from HMRC re CST income. Cashflow will always be tight.</p> <p>Apart from Alternative Provision budget all other budgets are underspent.</p> <p>County have to provide a figure by end of June for our balance from a school. There were no adjustments made from last 12 months – we haven't accepted final figure</p>	
4.2	Ongoing Financial Monitoring – ensuring Governor scrutiny	
	Need to recruit a new Governor with some finance knowledge. Can GW provide a copy of figures at the end of each month? These will always be a month in arrears	GW to email to Governors monthly
4.3	Responsible Officer (clarification)	
	Des is not Responsible Officer – Finance Governor would cover this role	
4.4	Any other Financial Issues	
	DR to provide extra column with list of targets for next meeting PH has cancelled training again which has once again cost money. Please can the agenda be distributed earlier – CS	DR CS
5.0	Personnel	
5.1	<p>Compass Interim Structure - handout</p> <p>This September be opening third base – only lead Jill Guy – suggestion is inadequate leadership. As Compass is up for recommissioning this is an interim structure. Currently 1 teacher 2 TA's per 6 students in each base + Assistant Compass Lead (Title is to compensate for lack of leaders) these are day to day operational people. Suggesting 2 structures to sit under Jill, 1 teaching and 1 non teaching.</p> <p>Costs already incorporated in two bids made to Local Authority. If agreed external advert for additional Compass Lead at Belton.</p> <p>The new structure was agreed by the committee</p>	
5.2	<p>LEA contract and monitoring arrangements</p> <p>Ad below</p>	
5.3	<p>External Improvement Partner costs (idem)</p> <p>Don't have external Improvement Partner but we should have one. Been trying to find someone DR spoken to companies and ended up at LA – Sebastian Gasse – used to work in a PRU – have confidence in him and is Ofsted trained. £500 a day for 6 days.</p> <p>Agreed that money should come from 5 days work DR doing for Thornby Hall – one should pay for the other. £600 a day + expenses</p>	
5.4	<p>Any other Personnel Issues</p> <p>1 member of staff on long term sick – awaiting disciplinary – this is to proceed –</p>	

	<p>he doesn't belong to a union.</p> <p>2 meetings today regarding staff absence – 1 on stage 3 process, last step before being dismissed. The other doing phased return to work from September.</p> <p>Jackie at DBS be back in Autumn.</p> <p>Need appoint 2 Secondary Leaders in Autumn – Lesley Coote leaving Lesley Moore moving over – one needs to be an external appointment.</p> <p>Governors requested a report for monitoring leavers – CS suggested a questionnaire</p>	DR
6.0	Governance	
6.1	Induction and Training	
	Agreed last meeting – handbooks be ready for beginning of next term	
6.2	Future Committee Structure	SC/SB
	Sue's handout – to be updated with correct names	
7.0	AOB	
	Need to look at locations of future meetings – is it necessary they are held around the county?	
10.0	Date of Next Meeting	
10.1	To be decided at next Full Governors Meeting	