

Short Stay School for Norfolk

Resources & Personnel Committee Meeting

Minutes

29th June 2015 @ 1730

Locksley School, Locksley Road, NR4 6LG

Attendees

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

No Item

Action

1.0	Apologies and Absences	
1.1	Apologies were received and accepted from Dennis Freeman	
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	DR confirmed that the top up funding from NCC has now been agreed at £5350.	
3.b	DR advised Governors that subsequent to decision taken at MAT Board to withdraw supported placements, a letter had been drafted to schools advising them that, with effect from September 2015, pupils would have to be PEX in order for them to access SSSfN. Unsurprisingly the LA had informally responded, having recognized the impact this would have and will now support these placements. DR is awaiting their formal response, expected soon.	DR
3.c	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 still awaiting a response.	DR
3.d	Trust Finance Handbook; GW advised that this will be produced by September 2015, incorporating the Academies Handbook. She also advised that, in response	GW

	to the audit report, several linked Policies would also have to be updated. These will be issued for next MAT Board meeting.	GW
4.0	Finance	
4.a	<p>Finance Monitoring Group Report – Governors were advised that there were 3 areas of concern that had arisen in the meeting:</p> <ul style="list-style-type: none"> • Cash flow- although this was not looking strong for July, GW advised that with the amalgamation of all Academies’ bank accounts into one Trust account, there would be sufficient funds to carry through the summer period. • Alternative Provision- over budget to date with expenditure +£1m vs budget £800k • Supply staff running over budget also. DR confirmed to Governors that this had been investigated with agreed actions in place from September 2015. • The FMG confirmed to Governors that they will also monitor the MAT budget and would confirm how they would pass this information to governors. <p>CS asked whether it would still be possible for each MAT Academy to monitor its own budget. GW confirmed that this information would be difficult to provide once all the finances were amalgamated in to one account.</p> <p>SC asked whether the employment of classroom assistants had alleviated Supply costs. DR advised that as they were recognized as a cheaper resource, they would be used and that a Supply Staff protocol was imminent.</p>	DR FMG GOV QUERY GOV QUERY DR
4.b	<p>Update on current financial position and issues-DR reported that there is now a year end predicted overspend of +£100k but that this was a reduced carried forward overspend by £150k, from predicted £250k year end. He confirmed that once this £150k was balanced by the receipt of £100k from LA and £70k CST as well as the agreed additional income from LA(see 3a above) as well as any surplus from amalgamated Academies, there would be a surplus over the next few years.</p> <p>GW asked Governors to consider the S2S contract, which are bought in services from LA and advised preferred services for SSSfN-.</p> <ul style="list-style-type: none"> • Critical Incidents needed as the nature of pupil cohort indicated its highly probable use. Agreed. • Health and Safety for Science in Schools needed as above. Agreed. • Muscoskeletal Injury for Staff needed as use of pupil restraint, ensures continuation of current users and underpins Staff Well-being. Agreed. • HR. GW advised the investigation of a lower tier package as some services may be provided by auditors or could be managed in house. After discussion, Governors advised seeking advice from auditors before committing to this 3rd tier. Subject to minimal impact after advice, agreed. • Media offers support. DR confirmed that he is happy to manage media liaison but Governors queried who would manage this if DR was not available. Governors agreed to keep this service. • Educational Visits- Governors agreed to keep this service. • NGLS- to provide clerking service and access to GovernorHub. Governors agreed for a clerk for 6x SSSfN FGB, 6X R&P Committee and 6XMAT 	GOV QUERY GW

	<p>Board meetings.</p> <ul style="list-style-type: none"> • Legal Services agreed to keep. • Trade Union agreed to keep. • Broadband and SIMS- DR advised that they were actively exploring moving away from LA provision of SIMS as this could be bought directly from the supplier Capita more cheaply. In terms of Broadband provision, discussions were being held with In-Touch in terms of how to connect sites. <p>The total cost of agreed S2S package IS £62k, subject to investigation of HR impact above.</p> <p>CE proposed that this cost was agreed.</p> <p>SC Seconded this proposal.</p> <p>Unanimously agreed.</p> <p>4.c GW advised Governors of email received and previously circulated regarding pay award for teaching staff. (Paper attached) Essentially it asked whether a pay award of either 1%, 2% or own decision should be made. DR recommended to Governors that the 1% award should be honored and CS reiterated to Governors that it was the MAT policy to abide by the Government's recommended rate.</p> <p>CE asked by what amount would this increase the Staffing Budget and GW responded that the budget would see a £60k increase but that this had already been included in budget calculations .Once submitted by 17/7/15, the increase would run from September 2015 payroll.</p> <p>Proposed by DR to award 1% from Sept 2015.</p> <p>Seconded by PH.</p> <p>Unanimously agreed.</p> <p>4.d SEE CONFIDENTIAL MINUTE</p>	<p>DR</p> <p>GW</p> <p>GOV QUERY</p> <p>GW</p>
5.0	Personnel	
5.a	<p>Compass Leadership- Based on the Briefing Notes previously circulated and attached, DR outlined the background as to why a significant increase in staffing and leadership capacity had been recognized as needed at Compass and how this will be implemented over the next year during the recommissioning process. He explained to Governors that there would be a particularly challenging cohort there as well as the management of a new site. After a full discussion and consideration of budget impact, Governors agreed with the proposed staffing changes as outlined in Briefing Notes.</p>	DR
5.b	<p>Compass Staffing-DR outlined to Governors his concerns around the Belton site teacher vacancy which has not been filled but will be staffed by an agency teacher from September at additional cost. DR confirmed that advertisement will go out again in September.</p> <p>DR also outlined his concerns around 2 teachers at Pott Row and Lingwood who</p>	DR

<p>5.c/d</p> <p>5.e</p> <p>5.f</p> <p>5.g</p>	<p>are retuning/ed from Long term Sickness. He advised Governors of the possibility of losing these staff and the concerns of having many new starters. He confirmed that as soon as vacancies may arise he would actively recruit.</p> <p>Primary Leadership Brooklands and Locksley- DR explained to Governors why 2 staff were now needed at Locksley as 2 Primary classes were needed from September and that he was seeking approval for Honorarium payments to cover this.</p> <p>SC queried whether appointing non teachers to the leadership role was devaluing the post and could reflect on the motivation of other staff .DR agreed that this was not an ideal solution and was not envisioning this to be an ongoing situation but that unfortunately, there was not a teacher available to fill the positions. He confirmed that he would be advertising the position in September for a January appointment.</p> <p>CE asked whether this time scale was achievable for an external candidate and how much notice would have to be given. VS replied that the Notice period was usually a half term but that it was generally good practice for teaching staff to move for whole academic years. However, if a good candidate was available, the start date was confirmed as January.</p> <p>As there was no other solution, Governors agreed to award Honorariums.</p> <p>ICT Teacher, Locksley- DR reported on the revised working arrangements for this teacher as outlined in the Briefing Notes and subsequent recruitment needs.</p> <p>PH queried whether this new arrangement had effectively just transferred an absence problem to another site.DR responded that this was a possibility and this would be monitored closely ongoing.</p> <p>SEE CONFIDENTIAL MINUTE</p> <p>CS asked all Governors to take note of decisions taken at MAT Board Meeting 18/5/15 points 5.</p> <p>All Governors acknowledged proposals with the exception Proposal 4 as discussed earlier this meeting point 3.b above.</p> <p>GW confirmed that Lovell Blake had been appointed as Auditors for MAT and SSfN.SC asked how this was working to date. GW reported a reasonable service so far and that they were seeming proactive.</p>	<p>DR</p> <p>GOV CHALLENGE</p> <p>DR</p> <p>GOV QUERY</p> <p>GOV QUERY</p> <p>DR</p> <p>GOV QUERY</p> <p>DR</p> <p>GOV QUERY</p>
<p>6.0</p>	<p>Policies</p>	
<p>6.a</p> <p>6.b</p> <p>6.c</p>	<p>Freedom of Information Act- Ratified with no alteration</p> <p>Maternity-Ratified with no alteration</p> <p>Staff Discipline and Conduct-</p> <ul style="list-style-type: none"> • Para 3.2 should replace reference to NCC Auditor with EfA. • Para 5.2 should read... seek advice from NGLS and refer to HR 	<p>DR</p> <p>DR</p>

6.d	Whistleblowing- Ratified with no alteration.	
6.e	Staff Grievance- <ul style="list-style-type: none"> • Para 2.2; remove second sentence. 	DR
7.0	Conflicts of Interest	
	None	
8.0	Committee Membership and Chair	
	<p>CS advised that from September 2015, he would be stepping down from Chair of R&P Committee and FGB SSSfN in order to concentrate on TAPFS and MAT Board. He asked that other Governors consider taking on the role.</p> <p>PH offered a Vote of Thanks to CS for his work and contribution in this role. This was resoundingly given by all.</p> <p>DR advised Governors of response to recent Governor Recruitment drive and the positive response received resulting in a potential 6 new Governors in addition to the 3 already approved by MAT Board. Hopefully, suitable candidates would be approved for September start.</p>	<p>ALL</p> <p>DR</p>
9.0	A.O.B	
	None	
10.0	Date and Time next meeting	
	T.B.C	PH/DR
Meeting finished at 7pm		

Signed.....

Date.....