



THE
JOHN
ROAN

ROYAL BOROUGH OF GREENWICH

THE JOHN ROAN SCHOOL

Minutes of the resources committee held on the 2nd November 2016.

Governors in attendance; Mrs C Farrant, Mrs C Wensley, Mrs C Whatford, Mr C Strong and Ms L Nelson

In attendance, Ms D Turner and Mrs J Scott

1. Apologies

Apologies for absence had been received from Mr Lies Boudijemaa.

2. Declaration of pecuniary interest

No declaration made.

3. Terms of Reference

The model terms of reference were approved after agreed amendments by the committee. **AGREED**

It was agreed that the SFVS would be brought to the next meeting for review. **For Action.**

4. Budget Report

The budget papers had been received in advance (copy appended to these minutes).

The following points were noted;

- The Headteacher reminded the governors that budget had previously been reported to have a healthy surplus, however after further investigation it was now confirmed that this was incorrect and the actual carry forward into this financial year was £4K.
- David Cross (financial consultant) has been supporting the school and his figures had been presented to the LASMM and confirmed as accurate.
- The Headteacher reminded the governors that the previously proposed savings had not taken place; the proposed redundancies had not happened, and additional members of staff have been appointed. Because of the turbulence in the school, a number of key staff had left and were replaced without a proper assessment of need being carried out. Additional recruitment costs were £178K. It was noted that previously key staff had been given voluntary redundancies despite their role still being needed, so new appointments had to be made.
- A cash advance of £400K was agreed by the Borough to prevent the school going into deficit; the school should have received £100K into last year's budget with the remaining into the current year. Unfortunately the whole £400K was transferred into last year; this gave an incorrect surplus figure.
- The cash advance was used to repay the loan to the Foundation and to meet the staffing costs for the March payroll.
- It was confirmed that the budget would not be presented to the governing body for approval until all the figures were confirmed as accurate.
- The school's planned expenditure for the current year was predicted to be more than the income at £10.2 million; the Headteacher reported that this included a saving of £500K.

- The school budget had an in-year deficit, plus a historical deficit which had not been apparent because of the loan from the Foundation.
- The school and LA were working to develop a repayment agreement to repay the deficit, plus negotiate an additional amount of money to support the running costs of the school.
- The governors received a list of savings identified against the original planned expenditure; CCTV not now being purchased, no further student lockers purchased.
- The budget focus/priority will continue to be on what is needed to secure the students learning.
- The FGB will receive a final budget position.
- Further savings would be identified and presented to this committee but the governors were agreed that these should not destabilise the school.
- The income needed to be maximised, the current income was £15K, it was recognised that there was an opportunity to benefit from further lettings.
- It was recognised that the school needed to attract more students, the reputation needed to be improved; exams outcomes are key.
- The governors noted that there were vacancies for pupils in all year groups; the Headteacher reported that she wanted to ensure that this was the school of choice for the local community, in particular the EAL students and casual admissions.
- **A governor noted that the agency staff budget was 90% spent,** the Head teacher informed the governors that the budget may continue to increase, and she further reported that there was an urgent need to adopt the HR policies which supported the appropriate management of staff absence.
- Mrs Whatford reminded that the governing body will not set up a deficit recovery group but that the Action Planning Group would manage that role. The expectation was that the costs will not increase.

The committee would continue to monitor the budget costs robustly.

5. Feedback from LASMM

Mrs Whatford reported that the LA confirmed their support for the ambitions and priorities identified in the Action Plan; they have asked that the timescales are extended to ensure a secure improvement.

The next meeting will be in January and will receive the outcomes from the data drop.

6. Pay Policy

The Model Pay Policy had been circulated, and after discussion agreed that the policy would be recommended to the next FGB for adoption subject to the Headteacher having confirmed the action with the unions. AGREED.

7. Performance Management

A governor asked for a timescale of Performance Management reviews for all staff to evaluate their progress against agreed targets. The Head informed the governors that the process used last year was not rigorous and there had been no robust targets set. **A governor asked how the reviews would be managed given the lack of robust targets and asked if teacher observations could be used as part of the process.** The governors were informed that there had been no teacher observations carried out last year. **A governor asked if there was evidence of progress against targets for those staff who are paid at TLR as these staff would need to be provide a high level of evidence proving value for money.** The Head reported that there was little evidence available but assured the governors that the process would be robust and rigorous for the current year. **A governor asked how many staff had TLRs.** The Head informed the governors that there are currently 65 teachers with TLRs and some have more than one.

The Headteacher reported that Performance Management is now in place and is being implemented in line with the agreed policy and

timeline, all targets have been set (CW will evaluate the targets to ensure that they reflect the school priorities and are robust and measurable). It was confirmed that all support staff will have targets set in January.

The governors received the current PM policy and after discussion agreed the policy. APPROVED.

The Borough's model policy would be considered for formal adoption at the next resources committee.

8. Scheme of delegation

Deferred to the next meeting.

9. Staff recruitment

The current vacancies were received. All new appointments to be agreed by the Action Planning Group.

The facilities manager has resigned, an advert will be placed.

10. Pupil recruitment

Item covered.

11. CPD

It was reported that training for the new GCSE exams had been undertaken by a number of staff who would disseminate across the school.

In house training would be used to improve outcomes; peer to peer support etc.

Trainers will be brought into the school; a programme will be agreed for the whole year governors will receive the programme and impact data.

12. Sickness report

It was reported that 2 teachers are on maternity leave and one further teacher starting their maternity leave at the end of term.

No long-term sickness for teachers. Two support staff and one cleaner are on long-term sickness procedures. There was one death in service.

13. Pupil Premium

The data was received and it was agreed that the required information was on the website. The governors would monitor the expenditure and impact to ensure value for money. The Learning and Achievement Committee would monitor the outcomes against expectation. The FGB would receive evaluative reports.

14. Premises Report

The following monitoring information will be received at the full governing body and it was confirmed that at all future committee meetings the data would be received and evidence of comparisons from previous years data;

Accidents – staff and pupils

Fire drill

Confirmation of number of first aiders

Risk assessments for school trips

Site security

It was agreed that the chair of committee would meet with Ms Turner to oversee procedures.

15. Any Other Business

No any other business.