

ROYAL BOROUGH OF GREENWICH
THE GOVERNING BODY OF THE JOHN ROAN SCHOOL



THE
**JOHN
ROAN**

Minutes of the Resources Committee meeting held on 5th December 2016

Present: Mrs C. Farrant (Chair) Mrs C. Wensley (Headteacher) Mrs C. Whatford (Chair of Governors) Mr C. Strong and Ms L. Nelson. In attendance: Mr S. Pathak, Ms D. Turner and Mr H. Burton (Clerk).

1. Apologies for absence

There were no apologies for absence.

2. Declarations of pecuniary interest

There were no declarations of pecuniary interest. Ms Farrant stated that she is governor of Thomas Tallis School.

3. Pupil Premium Strategy

The Pupil Premium indicative spend and a draft pupil premium strategy for 2016/17 had been circulated and was received the committee. Governors noted that most of the costings had been derived from historical data. **A governor asked how the school is evaluating narrowing the gap between the pupil premium students and the non-pupil premium cohort.** Mr Pathak explained that he has worked with Tomris Ibrahim (RBG) lead members of staff from other schools and the improvement partner to focus the report on impact. Milestones will be inserted to illustrate where the gaps are narrowing and when this is in place an updated plan will be circulated to the committee. **A governor asked for more information on the pupil premium strategies.** The school's strategies are intervention based with a focus on improving attendance and ensuring that systems are in place to support the pupil premium students. The school is also working on behaviour and guidance for student leaders. Pupil premium outcomes are strongly influenced by quality first teaching and the school is focussed on the interventions and support that will make a difference. The school has had its first WRAPP meeting and any further changes to

the PP strategy will be reported at the January committee meeting. **A governor asked for information on the total number of pupil premium students and funding received by the school.** 51% of the students are pupil premium this year (49% in the previous year). Total pupil premium funding this year is approximately £495k. **Actions** – (i) Governors pointed out that the statement should have an additional column added to illustrate which outcomes have been achieved together with dates and evidence for completion. (ii) The resources committee will receive an update on the pupil premium at the January meeting and pupil premium attendance data will be reviewed at the March meeting. (iii) It was recommended that the learning and achievement committee receives the pupil premium statement at its next meeting and monitors the impact of the PP spend.

4. Wireless Network Upgrade

Governors received a paper outlining the rationale for a wireless network upgrade setting out costings for two options: continuing with Meru (the current wireless network) or adopting Rukus as the school's new network system. Governors heard that Rukus is the preferred option as it is future proofed and a large discount will be available from a joint arrangement with other schools. Governors noted that the present wireless network is having a negative effect on teaching and learning. **Responding to governors' questions,** it was clarified that the John Roan ICT team will undertake most of the implementation work for Rukus and a member of staff from Thomas Tallis School will provide ongoing support. **A governor asked about the level of financial delegation to the committee.** Ms Turner confirmed that this is a committee decision. **A governor asked why funding had been spent previously on outdated equipment.** Mr Pathak explained that ICT equipment needs to be updated every three to four years. The present network is resulting in a slowdown as more users use the system and Apple machines are unable to access the Meru system. **A governor asked about the timeline for implementation and the source of funding.** Funding will be drawn from the devolved capital budget and a properly costed IT plan will be produced. The new system would be implemented as soon as possible in the spring term and the school will concentrate on completing the background work in order to ensure rapid implementation of the new network. The Resources Committee formerly resolved to accept Rukus as the school's new network system.

Change to the list of attendees: Mr Pathak was thanked for his input and he left the meeting.

5. Minutes of the last meeting

The minutes of the last Resources Committee meeting held on 2nd November 2016 were approved as a true record with the insertion of the following amendment to Page 2: third bullet point to read that: 'a cash advance of £100,000 was provided to pay agency invoices before the year end closure.'

6. Matters arising

6.1 Schools Financial Value Standard (SFVS) Governors noted that the committee members should update their skills audit prior to meeting the spring term SFVS submission deadline. **Actions** – (i) The Chair said she would provide a template for the skills audit. (ii) Julie Scott is asked to ensure that the committee receives the completed audit forms in time for the March resources committee meeting and meeting the 31.3.17 SFVS deadline.

6.2 Scheme of Delegation The committee had agreed to review the scheme of delegation in order to ensure that the levels of delegation are appropriate for a school with a budget deficit. Ms Turner explained that the current financial regulations which incorporate the scheme of delegation are out of date and need to be updated. **Action** – the Chair asked Ms Turner to provide an updated set of financial regulations for consideration at the next committee meeting.

7. Budget Report

The 2016/17 budget monitoring report had been received in advance of the meeting and the following points were noted:

- The budget is in-line with planned expenditure. There has been a minimal amount of movement and there are no significant changes to salary costs since the last update.
- An outstanding debt in respect of lettings income is expected to be cleared soon.
- The school's 2016/17 budget was confirmed as £10.8M and the budget reconciliation will be undertaken next week.
- There was a discussion about the cost of employing agency staff. The headteacher clarified that at this point of the year recruitment is via agencies rather than advertising. There will be planned recruitment for next September.
- **A governor said the Business Manager is managing the budget effectively and keeping it on-track, and stressed that school leaders must consider making savings and decide whether replacements are necessary whenever a member of staff leaves the school.**
- Governors noted that a budget underspend of £42k for unread / invoiced meters had been carried forward from the previous year and subsequently resolved.
- Two virements were approved by the committee: £10,000 in respect of E08 recruitment and £6,000 in respect of E09 CPD.
- The Headteacher said some members of staff require safeguarding training. Ms Turner confirmed that funding is available in the budget to meet the cost of the training.
- **A governor asked whether both school sites can be used for lettings.** The Headteacher confirmed that lettings can take place on either site, but some security issues need to be resolved around closing off certain areas of the buildings when lettings have been made. **Action** – Ms Turner was asked to report back the security issues at the March committee meeting and governors noted that a draft lettings procedure will be available in the summer term for approval by the committee.

8. Staffing Update

The September 2016 staffing update was received by the committee. Discussion and further information took place as follows:

8.1 New Starters The list of new starters since April 2016 was received by the committee. Governors noted that 24 teachers had left at the end of the summer term and a lot of new staff had been appointed in September. **A governor pointed to a possible anomaly on the list: 'more staff would appear to have been appointed than had left,' and requested a further analysis of the staff appointments. Action** – Ms Turner was asked to check all staff dates of appointment from the beginning of the restructuring / deficit recovery process and provide an updated list of new starters for the next committee meeting.

8.2 Staff Appointments Governors noted the following outstanding appointments:

- Teacher of RE – Samantha Kelly has been appointed and will start in January 2017.
- Teacher of English (maternity cover) – a cover teacher already in the school is being considered for longer term cover.
- Teacher of MFL (maternity cover) – a Hays' candidate had not been appointed and agencies are being approached.
- Teacher of Geography (0.6) – this vacant position is with Hays.
- Teacher of English – advertised by Hays and an applicant will be interviewed.

A governor stressed that all staff who are appointed must be needed by the school.

8.3 Staff Sickness The committee received the staff sickness report noting that the long-term sickness is currently recorded at 1 (teaching staff) and 5 (support staff). **A governor asked whether the committee can expect to see reducing levels of sickness.** Ms Turner said the system for reporting sickness is improving progressively and sickness monitoring is being conducted stringently with support from the local authority's HR. The school has support from an HR officer and 1:1 meetings are conducted with the staff. There is evidence that holding people to account is having an impact and it is expected that the more rigorous procedures being used at the school will lead to a reduction in long-term sickness. **Governors commented that sickness levels appear to be high and asked for more detailed information to be provided to the committee. Action** – Ms Turner was asked to provide comparative information on the previous year's sickness levels / sickness levels at other schools, and circulate more detailed information at the next committee meeting.

9. Continuing Professional Development

Responding to questions, the Headteacher explained that the school has five Inset days each year and other training is organised to meet staff individual needs. There is one devolved Inset day during the year. **A governor questioned whether the resources committee should receive reports on staff CPD.** The Chair clarified that the committee should receive brief updates every term. **Action** – the committee will receive an update on the staff training plan in the spring term and a report on the impact of staff training at the summer term meeting.

10. Premises Report

10.1 Review of accidents The Accident Report Log for December 2015 to 31.10.16 was circulated to the committee. **A governor asked for confirmation that all accidents are being recorded.** Governors were informed that the first aiders had not been put down for training by the previous facilities manager and need to learn how to use the iTrent system to record accidents. The first aiders have subsequently been entered for training and the acting facilities manager has updated his training. **Action** – Governors asked for the accident data to be monitored closely by a designated member of staff and for the committee to be provided with a more comprehensive accident report at the next meeting. The school must also ensure that all designated first aiders are fully trained. A governor said she would find it useful to know what the school's legal responsibilities are for reporting accident information. **A governor asked why accident information is being entered both on SIMS and iTrent.** **Action** – the Headteacher offered to provide an answer to this question.

10.2 Update on Premises works The committee received a detailed report on the holiday works programme, the planned maintenance programme and the facilities development projects. Ms Turner confirmed that all planned work is on schedule. **A governor asked for clarification on a window replacement.** A window had shattered at the Westcombe Hill site and a film on the window had invalidated the warranty. It is hoped that insurance will cover the cost of replacement which has been assessed at £3.5k. **A governor asked whether there is sufficient budget to cover the cost of ground works and repair at Maze Hill.** It is hoped that this work will be undertaken in-house to reduce costs as much as possible. The committee noted that the installation of perimeter fencing at Westcombe Park and around the car park at Maze Hill is essential work which requires governor approval. The local authority has offered to meet the cost of this work up to a total sum of £50,000. A small amount of funding is also available in the school's repairs and maintenance budget and devolved capital can also be utilised to meet the costs of this planned work. **Action** – the committee will be provided with updated budget figures at its next meeting, when a decision will be made about the amount of school funding available / required to allocate towards installing the perimeter fencing.

10.3 Health and Safety issues Health and safety issues were raised as follows:

- Governors were informed that the annual Health and Safety Audit had been undertaken recently and the key recommendations will be implemented within the recommended time scales.
- Governors received a report of an unplanned fire drill at Westcombe Park during the last half term which had resulted from the activation of a smoke detector in a science laboratory. **A governor asked whether the evacuation had been completed within the recommended timeframe. Action** - the students had evacuated the building calmly. Information on the recommended timeframe will be provided.
- **A governor asked for an update on the repair of the library roof.** Ms Turner explained that the roof had been installed during the BSF programme and it had emerged that it is not fit for purpose due to a design fault. Responsibility lies with the local authority and the contractor. **Action** – governors urged the school to progress the necessary repairs with the local authority.
- **A governor asked for confirmation that risk assessments are in place.** Ms Turner said it is doubtful that the risk assessments had been updated by the previous facilities manager. **Action** – the Chair asked Ms Turner to request support from Vaughan Williams in ensuring that all necessary risk assessments are in place and updated in terms of a plan, and report back at the next meeting.

Change to the list of attendees: Ms Nelson left the meeting at 7.50 pm

11. Any other business

11.1 Annual Pay Progression The annual pay progression and UPS applications were outlined to the committee. Governors noted there had been no significant changes in comparison to the previous year, and that a small number of staff had not been recommended for annual pay increases due to performance concerns. **Action** – Ms Turner was asked to annotate the staff list and provide clearer information on the staff pay rises, prior to Mrs Whatford signing off the annual pay increases.

11.2 School meals charges The Headteacher proposed that the charge for the school's meal deal (drink, main meal and a desert) be raised from £1.80 to £2.00. She explained that the existing charge is lower than other local schools and the school is currently making a loss and needs to break even. **A governor emphasised that it is important to take account of the high number of pupil premium pupils at the school in the light of the proposed change. Action** – Ms Turner was asked to prepare a paper setting out the costings and reasons for the proposed increase, for consideration at the next committee meeting.