



THE  
JOHN  
ROAN

ROYAL BOROUGH OF GREENWICH

MINUTES OF THE RESOURCES COMMITTEE HELD ON THE 9<sup>TH</sup> OCTOBER 2017

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

In attendance; Ms C Smith, Mrs D Turner, Mr D Cross and Mrs J Scott

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1. Apologies for absence

Apologies for lateness were received from Ms Wensley.

2. Declaration of pecuniary interest

Governors were reminded that they must declare any pecuniary or other interest they may have with regard to the published. No declaration was made.

3. Minutes of the last meeting

The minutes of the last meeting had been received and after discussion were agreed as a true and accurate record. **AGREED.**

4. Matters arising

Student bursaries Post 16 – DT reported that 30 student bursaries had been paid, not all the applications were successful students have to meet an expectation around behaviour and attendance. The money is paid termly to the student and should be used to support learning.

It was confirmed that the Early Catch-up PP spend was on the website; - the strategy, spend and impact of the PP funding for last year was also confirmed as being available on the website. The governors were further informed that SPWTS was reviewing the intervention and impact. Governors would receive a report from CS

The support staff restructure – DT reported that the Head of MIS had left before the work started so there has been no progress on this. CWe and DT are meeting to agree a programme for submission to the governors. DT confirmed that catering and cleaning have now been split.

Curriculum – Teaching and Learning support staff – it was confirmed that this was the work that was being carried out by Dr Phil Cross. CWe is now being supported by CS. It will mean revisiting the timetable and relooking at SLT, MLT and TLRs. CWe was asked to confirm what she would want the new structure to look like, the impact of the changes and a timeline. DC confirmed that all staff have been costed so there would be no additional impact on the budget. The recommendations should be brought to the governors for approval. **For Action CWe**

***Change to list of attendees Ms C Smith arrived 11.25am.***

It was agreed that the proposal must be circulated in advance of the next FGB on the 4<sup>th</sup> December, governors agreed an additional resources meeting on the 20<sup>th</sup> November at 4pm, to receive the a full report of recommended changes to the staffing structure. The FGB on the 4<sup>th</sup> December will be asked to agree the recommendation; the school can then begin consultations at the beginning of January 2018.

***Change to list of attendees Ms C Wensley joined the meeting at 11.30am.***

It was confirmed that the library move had been completed, the room now refurbished to a meeting room. The reception at maze Hill has been moved.

The library roof – it was confirmed that there are still issues with the roof it was agreed that the architect would be visiting the school and that CWe, CS and LN would attend that meeting and report back to the next resources committee. **For Action.**

#### 5. 3 year budget

The papers were received and a copy is appended to these minutes.

The agreed budget figures were received and discussed.

- The cost of the support from SPWTS was discussed. CW reported that RBG had in principle agreed to pay 50% of the overall costs - £180K. The monies will be paid over 3 years. It was agreed that the support should be reviewed to ensure impact and the building of capacity.
- It was confirmed that the carry forward into the current budget was £120K and that 2017/18 was a balanced budget.
- The budget has been realigned to include the 2% pay rise.
- £500K of surplus had been used to support the 2016/17 budget
- The roll in the 6<sup>th</sup> form is down to 176 from the predicted 222 – the impact of the drop will be felt in next year's budget.
- DC reported that he made the assumption that the school will retain the 6<sup>th</sup> form but not achieve the 222 NOR.
- The 3 year plan includes the 2% pay increase. DC reported that if the support staff also received the 2% increase there will be a predicted deficit of £250K. CWe agreed that the focus needs to be on increasing the number in the 6<sup>th</sup> form.
- CWe reported that the curriculum costs are being analysed alongside the cost of the leadership structure and teaching costs. CW reported that the restructure needs to ensure that the budget is reduced. CWe reported that the structure going forward is not just to save money but to also deliver improved outcomes.
- DC reminded the governors that not all changes can be made for the 1<sup>st</sup> January; the consultations process for different elements is different.

- **A governor asked if there could be any savings made now as there are 46 less students than expected in the 6<sup>th</sup> form.** CWe reported that some classes have been collapsed but the number of teachers could not be reduced this year. The reduction can be made for next academic year when Year 12 moves into Year 13. Confirmed that the newly appointed teachers are on fixed term contract.

## 6. School trips

It was confirmed that the school trips were all planned and risk assessments carried out. CF would arrange to monitor the risk assessments and report back. **For Action.**

It was agreed that at the meeting on the 20th November the governors would receive the school trips policy to confirm that it complies with the Borough's There and Back Again. The plan for forthcoming trips would be presented. **For Action CWe**

It was agreed that this would remain as a standing item and governors would receive the planned trips for the term ahead. **AGREED.**

## 7. Premises

The premises report was received, the following points were discussed;

- The fencing for the school site if being fully funded by RBG. Biometric doors are being costed to further secure the site.
- The priorities for 2018/19 would be available for the committee meeting in the Spring term 2018,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Cleaning review. DT reported that there is a high turnover of staff, governors need to consider if there could be savings, should the school go out to tender to remove it from in- house responsibility. Currently the school is responsible for the cost of sickness and any management time. **A governor asked if the management time was extensive.** CWe and DT reported that the management of the cleaning team was a challenge and time consuming. The staff sickness has to be managed in line with the school policy.

After discussion it was agreed that a specification should be brought to the Spring term meeting, this should include advice from the Borough's HR team on consultation periods and TUPE. **For Action.**

The Health and Safety policy was received – the policy had been written with support from Greenwich. The policy was agreed subject to a reference to the wellbeing policy/statement. **APPROVED.**

The First Aid Report was received – it was agreed that CF would check the accident recording systems to ensure that the recording and reporting of all accidents is in accordance with the Health

and Safety policy. It was confirmed that the number of Fire Marshalls has increased. D&T staff have all had training on using their equipment safely.

The Health and Safety audit would dovetail with the safeguarding policy. CS and CW to discuss and report back to governors on the clarity and security around the reporting.

#### 8. Personnel

- It was reported that the Shadow Structure would be an item on the next resources committee. **For Action.**
- It was confirmed that staff absence was reducing, due mainly to a more rigorous monitoring and recording process.
- Training is being arranged for all SLT to ensure there is a consistent procedure in place; they will cascade down through their teams.
- **A governor noted that the absence due to stress was nil for the current year but 152 for the previous year.** DT informed the governors that some staff are not following the guidance on recording absence reasons and referred to the large number of absence logged under “other”. She further reported that the data should be dovetailed with Itrent to show actual reasons. It was agreed that all staff should be directed to record absence in a consistent manner. **For Action**
- CWe reported that she was trying to access benchmarking data. JS to provide the Greenwich benchmarking data. **For Action**
- The starters and leavers data was received and noted. RE is covered by agency; [REDACTED]  
[REDACTED]

Personnel report –there are currently 16 cases that are being managed through the agreed policies, including referrals to OH. **A governor asked what the miscellaneous category was.** DT to clarify.  
**For Action**

Governors noted that the Pay Committee was made up from governors from this committee after discussion the committee was confirmed as, Mrs C Whatford, Ms L Nelson and Mrs C Farrant. The pay committee was scheduled for the 14<sup>th</sup> November at 1.30pm.

The Headteacher’s reviewing governors to consider her Performance Management was confirmed as Mrs C Whatford, Ms Linda Karlsen and Mr C Strong. The external advisor was confirmed as Mr G Price (CEO of STWTS). The date TBA.

#### 9. Policies

The charging and exemptions policy had been circulated and after discussion unanimously agreed.  
**APPROVED.**

It was agreed that Pat Taylor and Julie Scott would meet to agree a cycle of policy review/approval.  
**For Action.**

The following policies are ready for approval;

- Safeguarding

- Trips and risk assessments
- Attendance
- Child Protection
- Meeting the students medical needs

After discussion it was confirmed that they should be put on the website but identified as draft awaiting approval at the next FGB.

The governors noted that Fiona Fraser's term of office has ended; Mrs C Farrant would serve as the Safeguarding/PREVENT governor.

The governors had received the report from Sue Reid after her review of safeguarding; they confirmed receipt of CS's response to the review. It was noted that a number of issues had been resolved e.g. personnel files.

Sue Reid would be commissioned to return to the school and review progress.

It was agreed that the terms of reference would be circulated. For Action DT/CF

#### 10. Any Other Business

No any other business.