



THE
JOHN
ROAN

THE JOHN ROAN SCHOOL

Minutes of the resources meeting held on the 5th March 2018.

Governors in attendance; Mrs C Farrant, Mrs C Smith, Mrs C Whatford, Mr M Smith, Mr M Freeman, Ms J Franklin.

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

1. Apologies for absence

Apologies had been received from Mr C Strong and Ms L Nelson.

2. Declaration of pecuniary interest

No declaration was made.

3. Minutes of the last meeting

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

4. Matters Arising

CF confirmed that she had approved a ski trip – all risk assessments had been completed and were checked by CF. Governors confirmed the approval.

CF confirmed that the PM meeting had happened for the previous Headteacher, arrangements would be made for CS. **For Action.**

The parent election process would begin before the end of the Spring Term. **For Action**

5. Budget Monitoring

The report was received and a copy is appended to these minutes.

The following points were noted;

- Additional funding had been received from RBG to support the improvements across the school- £65K
- CS reported that a further £60K would be invoiced to cover the first payment for the SPWTS package. **For Action DT.**
- DC reminded the governors that RBG would be crediting the school £421K – This funding was owed monies.
- CW further reported that the school had been allocated a further £50K by Tracey Russell and that an invoice should be sent ASAP. **For Action DT**
- The cost of the SPWTS support package was confirmed as £320K; Greenwich has committed to paying 50% over 3 years. CW asked for a meeting to be arranged as the package would need to be changed to reflect the new leadership. **For Action.**
- The in-year balance for 2017/18 was confirmed as £171,095.
- CW reported that a meeting had been arranged with CW, CS Tracey Russell and Florence Kroll; she asked that a simple list of the monies promised from RBG, be prepared in advance of that meeting plus the cost of the SPWTS package and the changes needed. It was confirmed that DC was liaising with the Head of School financing, Mala Dadlani.

The funding for 2018/19 was discussed; DC gave a short overview from the information currently available;

- Governors were informed that the budget could be £200K lower than the current funding due to the lower numbers in the 6th form continuing into September 2018.
- Governors noted that for 2016/17 there were 40 students less in 6th form but no economies of scale had been made – no reduction in staffing or curriculum offer. Governors were reminded that they had previously agreed that the curriculum and timetable should remain the same, protecting the

commitment given to students and families. Timetabling would begin for next academic year and any cost savings implemented as required. **For Action CS**

6. SFVS

DT confirmed that the matrix had been circulated to CF and CW, once the governors from this committee had completed their individual assessments the document would be finalised and signed by CF. **For Action.**

7. Business Continuity and Emergency Planning

The draft statement was received. The Premises manager is working with Ian Cheshire (RBG Emergency Planning Officer). The finalised document would be received at the next committee meeting. **For Action.**

8. GDPR

DT reported that she was working with another member of the SLT to begin to collate the information required. A proposal is being written which would be circulated to all staff. All processes would need to be tightened to ensure that the school complied in all areas. DC and DT are working to provide a plan of actions needed and a timeline for completion. **For Action.**

9. HR Report

The report was received and a copy is appended to the minutes.

Agency invoice – there was a lengthy discussion; governors and the Headteacher were concerned about the service being “value for money”. CW was concerned that the Hays SLA had been signed despite governors concerns about cost effectiveness.

After discussion it was agreed that CS would meet with Hays and would hold them robustly to account for the service provided. A breakdown of Hays costs to be provided at the next meeting. **For Action DT.**

CS reported that there remained a lot of vacancies across the school, which, have to be covered by supply staff.

A governor asked what support was in place for the staff member who was absent due to mental health issues. It was confirmed that support was in place including reference to the Employees Assistant Programme. The support package is personalised for each member of staff.

I member of staff is on a phased return due to mental health issues.

Single Central Register will be checked by JF. **For Action**

Safer recruitment training will be organised at the school. **For Action.**

10. Premises

The report was received and a copy is appended to these minutes.

- The fencing work has been scheduled for Easter.
- Boilers – major faults have been identified. The premises manager would speak with Linda Nelson and Chris Strong regarding the insurance and guarantees for the building. Wates would also be contacted as there was no evidence of any servicing being carried out. It was agreed that new boilers would need to be sought but before any final decision was made to seek quotes the information would be considered regarding the insurance information and response from Wates. **For Action.**
- It was agreed that CW would formally write to the Chair of the Foundation and Director of Children's Services to gain clarity around the tenure and terms of the leasing of the buildings. **For Action.**
- It was noted that there had been a number of incidences of wilful damage to school property. CS reported that the culprits had been dealt with in line with the behaviour policy and that no further issues had been reported.

11. Policies

No policies for consideration.

12. Health and Safety report

The reports were received, it was confirmed that the governors would receive a précis of this report for future meetings. It was confirmed that all risk assessments would be reviewed.

13. Any Other Urgent Business

No business to discuss.