

PRIESTNALL SCHOOL RESOURCES SUB COMMITTEE MEETING

Date: 2nd October 2017
Time: 5pm
Venue: The School

GOVERNORS PRESENT:

Mr M Young (Chair); Mrs M. Joule, Mrs H. Fern; Mr J. Clegg (Headteacher); Mr K. Ward; Mr J. Patton; Mr G Morewood, Mrs D Smith, Mrs S. Mansfield, Cllr C. Foster,

IN ATTENDANCE

Ms P. Thomas, Business Manager
Mr R. Jones, Deputy Headteacher
Mrs G Stephens, Minutes

Q = questions from a Governor

1. DECLARATION OF INTERESTS

No declaration of interests received.

2. APOLOGIES

Mrs L Crompton, Mr A. Morrison

3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

- i. Minutes of previous meeting approved as a true record.
- ii. There were no matters arising.

4. FINANCE REPORT

a) Update

The current financial position was presented. The budget had been updated following staffing changes. Sickness supply had been high and the Business Manager explained that we had been unable to recover short term sickness from the insurers due to illness being no more than 3 days. Also early return from Maternity Leave had contributed to the changes.

The budget is now showing an in year trading deficit of £50,185 – which is an increase of £5,102. This is financed by the carry forward from previous years. The projected carry forward for the next academic year is £106,647.

Governors commended the school and the Business Manager for this carry forward in light of the very challenging financial landscape.

The school was considering increasing the number of duty staff on at lunchtime to tackle challenging behaviour and this will impact upon the budget. Every additional duty will cost £1,710 pa.

The Funding Formula had been released and will be implemented from April 2018. The school is awaiting information from the LA as to the impact on the funding for next year.

Q was the 1% pay increase to teaching staff included in the revised budget?

It was explained that in line with other Stockport Schools we had budgeted for a 1% increase for teachers on the Upper Pay Range and for Teaching & Learning Responsibilities and 2% for Main Scale Teachers. The 2% did not impact too heavily on the budget as the school does not have many teachers at present on the Main Scale.

b) Revised Budget

The revised budget was agreed and signed off by the Chair of Governors.

c) Statement of Internal Control

This is an annual statement outlining the financial controls which the school has in place and the Governing Body is responsible for ensuring compliancy.

It was explained that two areas were being reviewed:

- Monthly reconciliation process for the school fund needs updating and ensure dual checking is complete
- Financial risk assessment to be completed

Steps were already being put in place to address the above.

Q. Is the GB responsible for auditing the school fund?

The school fund is audited by an outside audit company and an audit certificate is presented to the GB.

It was requested that a high level risk assessment be submitted to the GB before signature.

ACTION: Paula Thomas

d) Staffing

Current staffing changes discussed. We have had 3 resignations since the last meeting:

- Headteachers PA
- Careers Advisor/Librarian
- SEND Teacher (access arrangements)

We have appointed a Headteacher's PA who is now in post. The SEND teacher has been advertised and the Careers Advisor/Librarian will be advertised in the coming week.

We have also appointed a new trainee Science Technician, following resignation of the previous post holder and our new Catering Apprentice is now in post.

We currently have vacancies for

- Catering Assistant
- Librarian
- Careers Advisor
- Teaching Assistants
- SEND Teacher
- Two leave of absence cover
- Two maternity cover positions for Geography

Due to some role redistribution we are proposing to employ a business administrative apprentice for 12 months.

e) Fundraising

It was agreed that we wait to see how pupil numbers pan out in light of the National Funding Formula

5. PREMISES

a) Health & Safety

i. Accidents

Two student accidents and three staff accidents reported – all fully recovered and risk assessments updated where appropriate.

ii. Health & Safety Audit

The report was presented at the last meeting and appropriate works have been undertaken to address recommendations from the report including

- update of policies,
- H&S training for all staff,
- Lockdown drill completed,
- H&S portal set up
- Survey of the roof and recommendations for accessing the roof safely have been commissioned.

Discussion took place on the Lockdown drill which was undertaken during the school day. It was explained that this went well and raised a few issues to address

b) Premises Report

Other work has also been completed since the last report to Governors which includes:

- General repairs and making good
- Decoration of rooms and corridors
- Refurbishment of desks
- Deep cleaning of school
- Guttering and drains cleared
- White lines painted on uneven floors to assist visually impaired.
- Some windows have been refurbished

A point to note is that the walkway suffered due to torrential rain and has been removed following advice. This has been financed through DFC.

6. SAFEGUARDING

No LADO referrals to report

7. PUPIL PREMIUM

Rob Jones reported on the GCSE results in terms of closing the gap. A full report had been given to the Curriculum & Resources meeting the previous week. Gap does not appear to be closing in terms of attendance, progress and exclusions. The Senior Leadership team have been working closely to address this and this initiative will be part of the School Development Plan. There are a number of strategies under discussion and outcomes in terms of what works and what doesn't will be discussed and re-evaluated. This will be raised with every member of staff encouraging everyone to become a champion for each Pupil Premium student they teach.

Q Is sufficient information on PP given to the school from the primary feeder schools?

In the main, yes. Our transition lead gathers all the appropriate information about students from their primary school.

Q Are we satisfied that we get all the correct information on FSM over the previous 6 years?

Yes, this information (Ever 6) comes from the DofE every year and we download this onto our SIMS system.

8. OFF SITE DUTIES

John Cregg asked the Committee members for their views on the schools responsibility in terms of sending staff out of school to undertake off site duties.

Currently there are 3 duty staff at the front of the school, 1 at the traffic lights at the junction of Mauldeth Road (no crossing patrol) and 1 at the bus stop.

It was explained that the no 42 bus used to be fairly reliable but is now often very late which means staff are often on their own with students for some considerable time until the bus comes.

From a legal stand point, once the students leave the school premises they become the responsibility of their parents. Whilst the School acknowledges their commitment to the welfare of all its students and the local community, it also has a duty of care to staff who are increasingly vulnerable whilst undertaking these off site duties. Staff wear high vis vests and body cameras whilst on duty outside of school and there are expectations from some parents that staff should be patrolling the area after school,

These expectations of staff to be present outside the school boundary and the increasing activity on social media has raised stress levels amongst staff who are vulnerable to abuse from both young people and adults and minor incidents can be inflamed by live streaming. With this in mind, the headteacher was concerned that he was directing staff to be outside of school and potentially putting them into extremely vulnerable situations.

The school was proud of its reputation within the community and want to continue working with the community however it was agreed that there were limits to what can be expected of school staff during these times and staff cannot be expected to police the local community.

Discussion took place on what is reasonable. Advice from local PCO's has indicated that the staff should stay within the boundaries of the school and any incidents outside of the school should be reported to the police by local residents or witnesses

It was agreed that the Headteacher discuss further with the police and arrange for formal written advice and guidance.

ACTION: John Cregg

9 POLICIES

Discussion took place on finding a better way to scrutinise policies as there were often quite a number of policies to read prior to meetings. The procedure of updating and sourcing policies in school was explained in that most of our policies are sourced from LA models so that we can have confidence in statutory content.. Suggestion was that perhaps small groups of Governors were responsible for the scrutiny of policies and then recommend to the appropriate committee. It was agreed that further discussion was needed on this item.

Once policies are adopted they are then uploaded on the the School T drive and if appropriate onto the school website. Policies will also be available via the Staff Learning Platform.

a) Appraisal Policy

Rob Jones outlined the key changes following staff consultation:

- i. Moderation of objectives has been made clearer
- ii. Individual circumstances of a teacher will be taken into account when setting objectives
- iii. Objectives will be set for pupil progress on all KS4 teaching groups
- iv. Greater clarity given on Progress Objectives.

Policy approved by Committee

b) Safeguarding Policy

Policy updated in line with current practice/recommendations which include changes to sections on:

- Child Sexual Exploitation (CSE):
- Youth produced sexual imagery
- Cyber Bullying
- Online & Gaming Safety

Policy approved by Committee

c) Management of Contracts

This policy was raised as an issue on the H&S audit and we have used the LA model.

Policy approved by Committee

d) Pay Policy

Updated to take into account Pay Awards and ties into the Appraisal Policy

Requested amendment to paragraph on Page 15 which should now read:

*Where it is clear from the evidence that the teacher's performance is exceptional, the pay committee will award enhanced pay progression **of a maximum of two points.***

Policy approved by Committee

e) Lone Working Policy

This was based upon the LA Model and again highlighted in the H&S audit.

Q What is the safeguarding position on a member of staff going into someone's home?

This would not happen and that paragraph was kept in the policy because of the guidance.

Policy approved by the Committee

f) Guidance on Manual Handling

This was based on the LA model and was only for a section of the staff to ensure they operate within the guidance. This was recommended in the H&S Audit.

Policy approved by Committee

g) Working at Heights

Recommended from H&S Audit – site staff all now trained. This training was delivered by specialists on site and places were sold to other secondary schools.

Policy approved by the Committee.

10. AOB

There being no further business the meeting closed at 6.25pm

The next meeting is scheduled for Monday 13th November 2017 at 5pm.