

**MINUTES OF THE MEETING OF THE  
HILLYFIELD PRIMARY ACADEMY  
RESOURCES COMMITTEE  
HELD ON 25 JANUARY 2018 AT 19:55  
AT HILLYFIELD AT THE PARK**

Present: Helen Emara (Chair)

**Co-opted Governor**

**Community Governors**

Charlotte Hickman  
Andrew Jacobs

**Co-opted Governors**

Oliver Benjamin-Lowin

**Parent Governor**

Fatima Ba-Alawi  
Rebecca Lyons

**Staff Governor**

David Worrall, Executive Headteacher (Voting)  
Lydia West, Teaching Staff Governor (Voting)

**In attendance**

Pauline Casbolt, Headteacher (non-voting)  
Janice Chaplin, Associate Headteacher (non-voting)

**Clerk to the Governors:** Victoria Mitchell

Summary of agreements and actions:

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
3.3 and 3.4	Minutes of the Resources Committee meeting held on 30 November 2017 to be received by the LGB for signature on the 8 February 2018.  Confidential minutes of the Resources Committee meeting held on 30 November 2017 to be received by the LGB for ratification and signature on the 8 February 2018.	Governor Services.	LGB meeting
4.1	Budget documents to be prepared for governors to receive figures at the LGB meeting on 8 February 2018	Executive Headteacher	LGB meeting
5.3	Executive Headteacher to seek quotes for headhunting a new Hillyfield School Business Manager	Executive Headteacher	LGB meeting
6.2	Perimeter security to be reviewed and heightened at the Hillyfield on the Hill premises, particularly next to the flats that neighbour the school premises.	Executive Headteacher	Next meeting

Chair's Initials:

9.1	Report from the Health And Safety Link Governor and the Safeguarding Link Governor to be deferred to the LGB.	Health And Safety Link Governor / Safeguarding Link Governor	LGB meeting
11.5	The committee to be presented with profiles of BAME pupils to show their starting point to learning	Executive Headteacher	Next meeting
Next meeting	Next meeting of the Resources Committee to be held on Thursday 8 March 2018 at 18:00hrs at Hillyfield on the Hill.  Agenda items to include: School Budget Monitoring Report; Agree a timetable for the preparation of the 2018-19 budget; School Business Manager recruitment update; School library update; Catering update – the Ashlyn’s report; Premises.	All governors	Next meeting

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Chair of the Resources Committee Helen Emara welcomed everyone to the meeting.
- 1.2 There were no absences. The meeting was quorate with eight governors present.
- 1.3 Notice was given about the following items of any other business - obtaining the services of an Education Welfare Officer, a telephone mast near the school premises, and requests to join education partnerships.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no pecuniary interests declared in any of the agenda items.

**3. MINUTES OF THE PREVIOUS MEETING**

- 3.1 The LGB received and read through the minutes of the Resources Committee meeting held on 30 November 2017. The governors accepted them save for three amendments:
  - 3.1.1 Item 7 – this item (52-week contracts) is to be deleted from this section of the minutes and recorded in the confidential section of the minutes.
  - 3.1.2 Item 8.9 – this question to be re-worded to read: “How can you ensure that line managers will maintain their responsibilities for teacher development?”.
  - 3.1.3 Item 15.1 – the third sentence to be amended to read: “These would help reluctant readers and English as an additional language children”.
- 3.2 Matters arising from the minutes**
  - 3.2.1 Action 11.1 – “Review and prepare asset management plan” had been deferred until a school business manager had been recruited by the school. The committee agreed the target for completing the asset management plan was the summer term 2018.

Chair’s Initials:
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- 3.3 It was agreed an amended version of these minutes would be received by the LGB on 8 February 2018 for ratification.
- 3.4 It was noted that members of the committee had not received the confidential section of the minutes of the meeting of the Resources Committee held on 30 November 2017. The committee agreed this would also be received by the LGB for ratification on 8 February 2018 for ratification.

#### 4. BUDGET MONITORING

- 4.1 The committee was informed that the school accounts have been completed for the previous financial year but the actual accounts compared to what was budgeted for had not been seen by governors as result of the previous School Business Manager's absence. Governors requested budget documentation be prepared in time for the LGB meeting on 8 February 2018.  
**ACTION: Budget documents to be prepared for governors to receive figures at the LGB meeting on 8 February 2018.**

#### 5. STAFFING

- 5.1 The committee was informed that the school was in the process of publishing adverts for new staff to be recruited. The Deputy Headteacher had submitted her resignation. Mr Khan would undertake the responsibilities of her post but he would not replace her exact position in the leadership structure.

- 5.2 Question: Could we receive an update on the recruitment of a new school business manager?

Answer:

When the school advertised for the job the school had received one good applicant. Unfortunately this person then did not turn up to the interview and took a job elsewhere. There was a need to ensure the person recruited was a strong leader, could also be very trusted and could confidently manage the large Hillyfield budget. The school was currently employing a temporary part-time business manager as an interim arrangement.

- 5.3 Question: As there has already been an advert for the role that did not lead to a recruitment taking place could the school pay for a headhunting job search to be carried out?

Answer:

Yes. This will require quotes from at least three different recruitment headhunters. Requests for a quote are best made to recruitment agencies who employ school business managers.

**ACTION: Executive Headteacher to seek quotes for headhunting a new Hillyfield School Business Manager.**

#### 6. PREMISES

- 6.1 Headteacher Pauline Casbolt reported that intercoms would be provided on all external gates to allow Teatime Club to see visitors coming up and down the path to the school entrance. This was as a result of reports at both sites of school of someone lurking outside the school gates. Park fences and security would also be reviewed as there had been two instances of someone being seen taking photographs of the perimeter fence and security of the school.

- 6.2 Question: There is easy access to the school grounds at Hillyfield on the Hill where the new flats have been built on Higham Hill Road next to the school. The dividing wall is easy to climb over. Can security be reviewed at this point?

Answer:

Yes.

**ACTION: Perimeter security to be reviewed and heightened at the Hillyfield on the Hill premises, particularly next to the flats that neighbour the school premises.**

6.3 The Executive Headteacher reported that Kier had visited Hillyfield on the Hill and a request had been made for them to clean up the mud in the reception area. It had been established that Kier were responsible for cleaning hard surfaces within the school but not soft surfaces such as the one in the school reception area. A request had also been made for Kier to clean up some window sills at the school.

6.4 Question: Can the school now install a hard surface floor in the reception area?

Answer:

Yes.

6.5 Question: In the past a previous Head Of School made an enquiry about Astroturf being installed on some of the grassy areas of the school playgrounds where the children play. Can this work be completed?

Answer: This can be looked at again and Astroturf laid in muddy areas.

## **7. NEW SCHOOL LIBRARY**

7.1 The committee considered further the setting up of the new school library at each site of the school. The planning of the new libraries would take place in the second half of the spring term 2018. The work would be carried out on implementing the plans during the summer and the target for opening the new school libraries would be at the start of the academic year 2018-19.

7.2 The committee stated they were happy to continue the school's relationship with a consultant who specialised in establishing new libraries.

7.3 Question: Governors have heard a lot of negative feedback about Kier - will there be problems establishing a new school library at Hillyfield on the Hill as result of Kier's relationship in the PFI?

Answer:

There is now a new manager at Kier. The new manager is a relationship builder.

7.4 A matter relating to the new school library was discussed confidentially and recorded in the confidential minutes of this meeting.

## **8. STAFF RECRUITMENT**

8.1 Headteacher Pauline Casbolt reported that the school had received no negative feedback from parents regarding the new school dinners. Adults who had eaten the food had given positive reports. The Headteacher stated she had also observed more children eating food off their trays, which she felt was a good sign. The presentation of the food was observed to be better, the desserts were better and stodgy puddings had been withdrawn. There were now improved vegetarian options. There was now also a salad bar. One governor stated children had said to her they preferred the chips being sold last year as they were very greasy in comparison to this year.

8.2 Question: Where are the cooks based?

Answer:

Currently there is a cook at each site of the school to train the Hillyfield catering staff how to cook the new menu. Although there was a little resistance to begin with they have tried to reassure the staff.

8.3 The first report from Ashlyn's the caterers would be received by the school on Friday 9 February 2018.

8.4 Question: What will this report include?

Answer:

The results of the parent tastings, the plan for implementation and pupil feedback.

8.5 Question: May governors visit the school dining rooms at lunchtime to observe and taste the food?

Answer: Yes.

## 9. LINK GOVERNOR REPORTS

9.1 It was agreed that a report from the Health and Safety Link Governor and the Safeguarding Link Governor would be deferred to the LGB on 8 February 2018.

**ACTION: Items deferred to LGB.**

## 10. THE NEXT MEETING OF THE RESOURCES COMMITTEE

10.1 The next meeting of the Resources Committee would be held on Thursday 8 March 2018 at 18:00hrs at Hillyfield on the Hill.

10.2 Agenda items would include:

- School Budget Monitoring Report;
- Agree a timetable for the preparation of the 2018-19 budget;
- School Business Manager recruitment update;
- School library update;
- Catering update – the Ashlyn's report;
- Premises.

## 11. ANY OTHER BUSINESS

11.1 Education Welfare Officer

The committee was informed that to improve pupil attendance a range of packages had been offered to the school to secure the services of an education welfare officer. The highest level of package would cost £10,500. The justification for this expenditure was to heighten pupil attainment and attendance at the school, both of which needed to be addressed.

11.2 Governors considered the matter. A vote was taken. As result of a conflict-of-interest all staff governors abstained from voting. The six non-staff governors all voted for this expenditure of £10,500 for the services of an education welfare officer.

11.3 Telephone mast

The committee was informed that the school and local residents had previously raised an objection to the erection of a telephone mast on St Andrews Road neighbouring Hillyfield on the Hill. Although the Council had refused the application for installation the telephone mast had been installed anyway. The school would object to any further plans for further street furniture and telephone masts to be installed near the school premises.

11.4 Education partnerships

The school had received requests to join education partnerships. The committee agreed that the governors were currently focused on matters in the school and so declined the opportunity to sit on education partnership committees at this time.

**12. CONFIDENTIAL ITEMS**

12.1 The committee also discussed two confidential items. These are recorded in the Confidential Minutes of this meeting.

The meeting closed at 21:15hrs

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:  
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