

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY GOVERNING BODY
RESOURCES COMMITTEE
HELD ON THURSDAY 3 MAY 2018
AT 6 P.M.
AT THE PARK SITE**

Present: Ms Rebecca Lyons (Chair) Parent Governor

Community Governor

Ms Charlotte Hickman

Co-opted Governor

Mr Oliver Benjamin-Lowin

Executive Head Teacher (voting)

Mr David Worrall

Parent Governor

Ms Fatima Ba-Alawi

Staff Governors

Ms Lydia West

Mrs Pauline Casbolt

Clerk to the Governors: Julie Cornelius

Also present: Ms Janice Chaplin, Associate Head Teacher (non-voting)

Ms Jenny Georgallis, School Business Manager (SBM)

To note: All action points recorded within the minutes, will state only the person(s) responsible for that action. Full action details are recorded in the summary table below.

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.6	To update the Resources committee membership details and respective attendance register, to include Mrs Pauline Casbolt.	Governor Services	Immediate.
4.3	To research the commissioning of an external Consultant to undertake periodic reviews of the SCR.	SBM	Prior to the next meeting.
4.3	To confirm how many staff do not have at least one reference with regard to their employment.	SBM	At the next Committee meeting.

4.4.1	To amend the 'Acceptable Use' policies as recorded in minute 4.4	SBM	Immediate.
4.4.2	To amend the On-line Safety policy, as recorded in minute 4.4.2	SBM	Immediate.
10.2	To organise with Charlotte Hickman and Fatima Ba-Alawi, to attend a school lunch to review catering; Charlotte and Fatima would report back to Governors at the next meeting.	SBM	Prior to the next meeting.
10.2	To send the draft agenda to the Executive Head Teacher, the SBM and Rebecca Lyons.	Governor Services.	On-going.
10.1	Date of next meeting: Thursday 14 June 2018 at 6 p.m. at Hill site.	GS/ Governors	
10.2	Agenda items: 1. Catering		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 All present were welcomed to the meeting.
- 1.2 Apologies for absence were received and accepted from Mr Andrew Jacobs.
- 1.3 Apologies not received
There were no Governors to whom this was applicable.
- 1.4 The Clerk confirmed the meeting was quorate with seven Governors present.
- 1.5 The Election of Chair was deferred. In the interim, Governors agreed that Ms Rebecca Lyons would take the Chair.
- 1.6 **Action: Governor Services**

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations of interest (personal or pecuniary) made, pertaining to any of the agenda items for this meeting.

3. MINUTES

- 3.1 Governors received the minutes of the Resources Committee meeting held on 25 January 2018 and agreed these to be an accurate record of the meeting, subject to the following amendments.

Minute 11.5 in the 'Summary of agreements and actions' table should be removed.

Minute 9.1 should be amended to remove reference to a Health and Safety Link Governor; the school does not currently have a Health and Safety Link Governor.

With reference to health and safety, it was noted that a Health and Safety report would be presented as an agenda item at the next full Governing Body meeting on 17 May.

The Chair, Ms Rebecca Lyons, signed a copy of the minutes and these were retained by the school.

3.2 Matters arising

Unless noted below, all action points were addressed or would be discussed as part of this meeting's agenda.

3.2.1 **Minute 4.1 – Budget documents:** It was noted that an extra-ordinary meeting of the Finance Committee had convened, at which Governors had received an interim budget update. Governors would receive a full budget update at the full Governing Body meeting, scheduled for 17 May.

3.2.2 **Minute 6.2 – Perimeter security:** No action was required at the Hill site. Screening at the Park site had been erected.

3.2.3 **Minute 6.5:** The minutes of this meeting would record that it was not agreed that Astroturf would be installed on some of the grassy areas of the school playgrounds. Additionally and prior to this work being considered, the cost should be established, alongside receipt of confirmation that astroturf could be laid in muddy areas.

4. BUDGET REPORTING PROCESS

The School Business Manager (SBM), appointed within the last few weeks, presented a report; the report would be attached to the minutes as an Appendix. The report contained the following information: SCR; Budget; Health and Safety; Policies; GDPR; Administration; Teachers pensions.

A comprehensive review of Service Level Agreements, finance systems, structures and processes was presented to Governors. In addition, the following was noted and discussed.

4.1 This item was noted under confidential items. All remained present during discussion.

4.2 As recorded previously, a full budget report would be presented to Governors at the full Governing Body meeting on 17 May. In the interim, the following information was presented.

- There were no significant concerns.
- The budget was on track.
- A large proportion of the outstanding (in excess of £700K) Waltham Forest transactions, related to PFI (Private Finance Initiative) for the 2016/2017 financial year. This would not affect this year's budget.
- Outstanding transactions were being processed.
- There was a concern relating to Nursery income, i.e. 2, 3 and 4 year old funding. The variance (detailed in the SBM's report) related to a higher intake than budgeted for. There was further room for growth and moving forward to next year, it appeared there would be more applications for Nursery places.
- There were some outstanding parental debts; debt recovery was underway. In line with the school policy, services would be stopped if a debt was not paid. The SBM emphasised this was a last measure and prior to this taking place, the school would work with parents to recover any debt.

A Governor reiterated Governors' prior agreement that in respect of a debt related to school meals, no child would be deprived of a meal because of an outstanding debt. Furthermore, and in order to prevent this situation arising, Governors had agreed that school dinner payments should be collected two weeks in advance. The Executive Head Teacher said the school would

always call a parent to advise that the school had to provide their child with lunch; this would be documented as a safeguarding issue. The SBM reiterated that the school would always endeavour to work with parents.

- The school's priority was to have budgeting software that worked well; the SBM was meeting with a Director at Strictly Education to discuss this. In respect of the services the school commissioned, the school had a duty to evidence that it was achieving Best Value when considering Service Level Agreements.

4.3 SCR (Single Central Record)

Three key areas were discussed: staff references; medical fit for work certificates; declaration of disqualification by association forms. To ensure this information was up to date, all staff would be asked (this exercise was to be undertaken on Tuesday 8 May) to complete the disqualification by association form and the SCR would then be updated accordingly. This would be a yearly task, completed on the INSET day on the first day of the academic year.

Actions were currently being taken to address all areas; full details were provided in the SBM's report.

Q. With regard to references, does this apply to staff who remain employed at the school and if so, why?

A. The SBM said yes and this was because previously, this information had not been chased up; this was currently being addressed. Also the requirements for two references were more recent and had not applied to staff employed prior to this.

Q. To how many members of staff did this refer?

A. The school business manager would identify exact numbers who were missing one reference

Q. Are there any members of staff who do not have at least one reference?

A. The SBM said she was unable to confirm this information at present but would update Governors at the next meeting of this Committee.

Action: SBM

The Chair stressed the importance of this for the safeguarding of children and for the school. In addition to this, Ofsted had safeguarding as a priority in recent visits. In response, the SBM said David Fitzgerald, who had been working on ensuring the SCR was robust and accurate, had given assurance that by 16 May, every member of staff with an outstanding reference, would either have two references on file or a risk assessment in place.

With reference to the 'medical fit for work' certificates, the SBM said she would be meeting with Strictly Education next week, to ensure they address this matter, to guarantee compliance.

The Chair advised that as Safeguarding Link Governor, she has checked the SCR and asked these questions previously; the SCR is also reviewed regularly by the EHT

Staff training would be included within the SCR.

The Executive Head Teacher suggested the school also commission an external Consultant to undertake periodic reviews of the SCR.

Action: SBM

4.4 GDPR

[At this juncture, agenda item 9. Policy updates, was brought forward.]

Governors received the following policies in advance of the meeting: GDPR policies (4 in total); Procurement; Acceptable Use Agreement policies (3 in total); On-line safety.

4.4.1 **Acceptable Use Agreement policy (parents):**

Governors **agreed** to the following amendments.

- To include a 'Yes' or 'No' option.
- To maintain 'certain behaviours' at the bottom of page 1, but to add: 'in accordance with the KS2 Pupils Acceptable Use Agreement.'
- To number the pages of the policy.

KS2 Acceptable Use Agreement:

4.4.2 **On-line Safety policy:**

Internal controls were in place regarding procurement cards.

It was noted that the policy needed to be amended to replace any reference to Head Teacher, with Executive Head Teacher. Additionally, to add that the E-Safety Link Governor was also the Safeguarding Link Governor.

Action: SBM

Governors **agreed**, subject to the amendments noted above, to recommend for ratification to the full Governing Body, all policies presented to Governors.

The Chair wished to thank the SBM for providing Governors with a comprehensive update.

5. **HEALTH, SAFETY AND GENERAL UPDATE**

The Chair said the suggestion of on-line health and safety training for Governors, could be beneficial. A Health and Safety Link Governor may be appointed and it was suggested this role could be assigned to a new Governor. It was anticipated this role would be filled by September but for now H&S would report into FGB.

6. **STAFFING UPDATE**

The Executive Head Teacher provided a verbal update.

Seven members of the teaching staff would be leaving at the end of the academic year; five of the seven staff were returning home to overseas, two were leaving for promotion and one member of staff was leaving because of the distance from home to work. To date, seven replacement teachers have been recruited, four of whom are NQTs and the remainder who are experienced, UK based teachers. There were no unexpected resignations.

7. **SBM SUMMER PRIORITIES**

Noted as follows:

1. Audit outcomes.
2. Staff handbook.
3. Accident reporting.
4. To improve communication with parents: consideration given to using an App. and making this fit for purpose. Twitter was currently being used.

- 5. A meeting had taken place with the architect and the plans for the libraries look good. By September, librarian/s would be recruited; salary costs would be factored within the budget.
- 6. Site improvement plans for Hill site exterior.

Discussion took place relating to engagement with parents and the SBM said a Working Party would be set up for this purpose. Key members of staff would be identified to join the Working Party, with other members of staff being invited to participate if they wished to do so. It was suggested that something should be included in the newsletter to ascertain whether any parents had library experience and might wish to join the Working Party.

8. LINK GOVERNOR REPORTS

Governors received a report from Fatima Ba-Alawi; Fatima is Training Link Governor. The report detailed training courses attended by Governors from 2007 to 2018.

9. POLICY UPDATES

This item was covered under agenda item 4.4 above.

10. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

10.1 The next meeting would take place on Thursday 14 June 2018 at 6 p.m. at the Hill site.

10.2 Agenda items:

- 1. Catering

Action: SBM

11. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

The Chair wished to thank all those staff, who during the last few months without a School Business Manager in post, had continued to manage their workload. The newly appointed SBM said all staff had been very helpful.

The meeting closed at 7.50 p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
