

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY
RESOURCES COMMITTEE
HELD ON 30 NOVEMBER 2017 AT 19:30hrs
AT HILLYFIELD ON THE HILL**

Present: **Chair**
Helen Emara [HE] **Co-opted Governor**

Community Governors
Charlotte Hickman [CH]
Andrew Jacobs [AJ]

Co-opted Governors
Oliver Benjamin-Lowin [OB]

Parent Governor
Fatima Ba-Alawi [FB]
Rebecca Lyons [RL]

Staff Governor
Anna Mackenzie, Executive Headteacher (Voting) [AM]
Lydia West, Teaching Staff Governor (Voting) [LW]

In attendance
Pauline Casbolt, Headteacher (non-voting) [PC]
Janice Chaplin, Associate Headteacher (non-voting) [JC]

Clerk to the Governors: Victoria Mitchell [VM]

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
11.1	Review and prepare asset management plan deferred until the next meeting.	Governor Services.	Next meeting
Next meeting	Next meeting will be Thursday 25 January 2018 at Hillyfield At The Park. Agenda items to include the School Library, Catering Update, Budget Monitoring Report, Review and prepare asset management plan.	All / Governor Services	Next meeting

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Governor Helen Emara chaired the meeting.

1.2 It was noted there was only one absence – Governor Roger Pryce. His apologies were accepted. The meeting was quorate with eight governors present.

- 1.3 A request for the purchase of audio reading packs and equipment would be discussed in Any Other Business and two confidential items would be discussed at the end of the meeting.

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 It was noted there were no minutes to receive as the previous meeting of the committee had been cancelled.

4. BUDGET MONITORING

- 4.1 The Executive Headteacher apologised for there not being a budget monitoring report presented to this meeting. She explained that the School Business Manager had been absent from the school during this term and had now left employment with the school. The school had a temporary consultant called Roger Melody completing school business manager duties in the mean time. Roger Melody would be employed three days a week until the end of December 2017.
- 4.2 The Chair expressed concern that the budget monitoring report had not been seen during the autumn term and prior to meetings where key decisions on it were being taken. The Executive Headteacher suggested that the budget monitoring report could be sent to the Chair as soon as it had been received from the Strictly Education Finance Advisor (as had been agreed during the School Business Manager's absence). Another governor stated that governors had anxiety because they very rarely had the opportunity to view budget monitoring information. This anxiety may be diminished if they could get a clearer view of budget information more frequently. The Executive Headteacher stated that once a permanent replacement School Business Manager had been appointed, the committee could return to the usual regular updates.
- 4.3 The committee agreed that Governor Helen Emara should continue in her role as the Link Governor for Finance as well as the Chair Of The Resources Committee.

5. LINK GOVERNOR REPORTS

Health And Safety Link Governor.

- 5.1 Members of the committee expressed concern that there was not currently a link governor for health and safety in the school. The Headteacher stated that the decision had been taken by the governing body last year for health and safety to be contracted out to the London Borough Of Waltham Forest. However the view was expressed that governor oversight may be required to ensure that as a contractor the London Borough Of Waltham Forest were carrying out all their duties in a correct and timely manner. However there was no need for a Health And Safety Link Governor to delve too much into the detailed operational function of health and safety, but simply to provide effective oversight of it. The Executive Headteacher agreed that this would be a good step to take.

6. HEALTH AND SAFETY POLICY

- 6.1 The Executive Headteacher stated that the governing body needed to ratify an updated health and safety policy. A draft policy had been circulated to governors prior to this meeting.
- 6.2 One governor stated that a number of amendments had been suggested to the draft policy but not implemented. One governor stated that they felt the draft policy did not have enough detail in it for governors to ratify it yet. She also felt it was difficult for

governors to have an oversight of health and safety because a detailed knowledge of the requirements was required. The Headteacher assured governors that the policy had been fully reviewed by the head of Health and Safety at the borough; only a one-line addition had been made by her. The Chair of Governors agreed that the policy could be signed in its current form with a view to reviewing best practice in the near future.

- 6.3 It was agreed that a draft health and safety policy would be presented to the LGB on 14th December 2017.

7. 52-WEEK CONTRACTS

- 7.1 The Executive Headteacher gave an update on the staff who were still on old 52-week contracts. There were nine members of staff in the School who were still on 52-week contracts. Meetings had taken place with each member of staff and the reasons for why in the past they had been offered that 52-week contract were established. The Executive Headteacher stated that five of these staff had now agreed to work during the holidays as there was a business case for them to do so. Four were not and there was no business case for them to work during holiday times.

- 7.2 The Executive Headteacher stated that one of the staff concerned may lose approximately £300 a month if they were told to accept a contract similar to the contracts the remainder of the school staff had and so there were significant issues to deal with in reaching parity in school contracts. However the HR case was very clear on the matter and the school had a duty to ensure that the school's money was being used on education effectively.

- 7.3 The Executive Headteacher also stated that HR had put the case that there could be legal problems for the school if a member of staff working at one site of the school was working on an old 52-week contract but another member of staff doing the same job elsewhere in the school was working to the usual contract then they could make a legal case against the school. However the Executive Headteacher stated that the four staff concerned did not have their jobs replicated elsewhere in school at present.

- 7.4 The Executive Headteacher stated that although offering these 52-week contracts may not have been ideal the staff concerned had accepted these contracts in good faith.

- 7.5 Question: Are any of these four staff approaching retirement?

Answer:

Two of the four may have retired in two years time.

- 7.6 Question: Would they be difficult to replace if they left the school?

Answer:

No.

- 7.7 Question: How was this matter resolved in the other five cases?

Answer:

The other five cases were different roles where there was a definite business case for them to work during holiday time to contract.

- 7.8 Question: If the school had out of hours provision would this help to resolve the issue?

Answer:

Perhaps but that may raise a number of other issues.

7.9 Question: Is the new Executive Headteacher aware of this situation?

Answer:
Yes.

7.10 The Executive Headteacher apologised that this was one matter she was now unable to resolve before leaving the school in December 2017.

8. STAFF RECRUITMENT

8.1 The Executive Headteacher informed the committee that two early years practitioners were being recruited to the school this week. The school will also be advertising for a new School Business Manager from Friday 1st December 2017. Four midday supervisors were also recruited on Wednesday 29th November 2017.

8.2 In addition the Executive Headteacher stated that there were three teachers leaving the school at the end of this term. One of these was joining their partner in moving abroad, one is moving to another part of London and their partner is taking up a more senior post, and one is leaving the UK as their visa has run out. New recruits are being brought in to replace these teachers.

8.3 Question: Is there nothing the school can do with regard to the teacher whose visa has run out?

Answer:
No this teacher wished to return home to Australia.

8.4 The Executive Headteacher stated that another member of staff was returning to their home country for four weeks while their visa was re-issued. The school would be supporting them in this.

8.5 Question: Is the school confident that they will be able to return?

Answer:
We are confident that the sponsorship will be successful.

8.6 The Executive Headteacher stated that an assistant headteacher is moving from Hillyfield At The Park In Year 5 to Year 4. This was to support a class which required an experienced teacher to take over as the class teacher had gained promotion in an inner London school. The EHT also stated that there was a long-term sickness to cover in Year 5 at the Hill and the school were currently looking for a suitable teacher.

8.7 The Executive Headteacher stated that the school is fully staffed with one-to-one LSAs. In addition teacher Ian Connor was having time freed up in order for him to work as a maths lead at the school.

8.8 The school had also recruited a teacher as a Head Of Teacher Development. This member of staff will focus on developing teachers in the school. This new recruit had been outstanding at interview and in teaching observations. They will begin working in classes at the school on Friday, 1 December 2017 entirely focusing on developing the teachers. This member of staff will upskill the teachers and support those who are new to the school has this is a significant area of challenge for the school during the ongoing expansion.

8.9 Question: How can you ensure the line managers will not then shirk their responsibilities for teacher development?

Answer:

We have given the Head Of Teacher Development a very specific role. This member of staff has not been made an Assistant Headteacher in order to ensure the line management role for teacher development is not blurred.

9. SCHOOL PREMISES

9.1 Question: Are the works at Hillyfield At The Park now complete?

Answer:

Mostly but the snagging period is continuing.

9.2 Question: Are there any outstanding payments to be made to the contractors?

Answer:

£240,000.

9.3 Question: What is the cost of premises for a new school library?

Answer:

This will be looked into. We have costings from library consultant, Sue Adler.

9.4 Question: Governors have been told that books for the new school library may cost £8 per book. If these books are bought in bulk could they be bought much cheaper?

Answer:

If the school wants to purchase a good range of books then it is best to go to suppliers who have a huge range of books and non-fiction books and pay their costs.

9.5 Question: Will the school apply for grants to buy new library books?

Answer:

Yes.

9.6 Question: How much space does REAch2 use at Hillyfield At The Park?

Answer:

REAch2 use a space temporarily that they already know is going to be eventually converted into a classroom for the school. They are aware they must move out eventually. Their operations at Hillyfield At The Park have been sized down.

9.7 The committee then had a discussion on a room located at Hillyfield At The Park that is known as the 'unloved room'.

9.8 Question: What are the plans for using the unloved room?

Answer:

It may become a library. Alternative options are for it to be an isolated classroom or the parent room. The school may ask three more architects to look at possible uses and designs for the unloved room.

9.9 Question: Where will the library at Hillyfield On The Hill be located?

Answer:

One possibility is using the Phonics Room. In order for this to happen the school would need to ask Kier to knock a wall down. Kier have yet to respond to the school's request on this. The old school library was based in what is now a dance room. One option is the girls changing rooms next door to this could be reduced in size by having the showers removed. This would aid the locating of a library.

10. HEALTH AND SAFETY AUDITS

10.1 Question: When will the next health and safety audit take place?

Answer:

This will take place in the summer. Staff aim to complete carrying out the action plan drawn up following the last health and safety audit by then. The action plans from the last audit have been completed and returned to the borough.

10.2 Question: Are health and safety checks being carried out in the school regularly until then?

Answer:

Yes these are being carried out regularly By the senior site supervisors.

11. REVIEW AND PREPARE ASSET MANAGEMENT PLAN

11.1 The Executive Headteacher advised this will be received at the next meeting.

ACTION: Item deferred until the next meeting.

12. RECEIVE PAY COMMITTEE REPORT

12.1 A report was given to the committee on the pay increments proposed to the school staff.

12.2 One teacher on the main pay scale would be moved up to the upper pay scale. Of all the teachers in the school no teacher had moved up more than one increment, and nobody moved up less than one increment. Four members of staff had moved from the support staff scale to the non-qualified pay scale. One had moved up onto the upper scale.

12.3 Question: Why were all staff moved up increment?

Answer:

This is because nobody still remaining employed by the school was graded as requiring improvement. Those that were not up to the standard have already left the school or were on the newly qualified teacher pay scale.

12.4 Question: Is the staff appraisal year the same as the academic year?

Answer:

Yes.

13. CATERING UPDATE

13.1 It was reported that a caterer called Gary from Ashlyns Caterers had visited the school and had a meeting with the School Cook. He had examined the school menus and would train the staff in how to cook his new school menu. The Hillyfield catering staff will also begin to wear chefs whites to show that they are professionals carrying out a skilled job.

13.2 Question: Will he help the staff work towards chefs training certificates?

Answer:

Yes that is his role and he will not leave the school until there are two competent chefs at the school, one on each site.

14. DATE OF NEXT MEETING AND AGENDA ITEMS

14.1 The next meeting will be Thursday 25 January 2018 at Hillyfield At The Park. Agenda items will include the School Library, Catering Update, Budget Monitoring Report, Review and prepare asset management plan.

15. ANY OTHER BUSINESS

15.1 The Headteacher requested the purchase of an audio CD player for each classroom and audio books with text to accompany them. The accompanying text comes with tasks for the pupils to carry out. These would help reluctant readers and English as a language children. The total cost of this purchase would be £23,000.

- 15.2 Question: Where have you trialled their use?
Answer:
The Headteacher has seen these used in previous schools.
- 15.3 Question: How many of these are required in each class?
Answer:
One in each class. Six children can plug in and listen at once.
- 15.4 Question: Do the accompanying tasks become discursive?
Answer:
Yes. The class teacher can also suggest activities.
- 15.5 Question: How much do replacement books cost?
Answer:
£149 per pack.
- 15.6 Question: Has reading consultant Anne Davis been asked her opinion on these audio reading packs?
Answer:
Yes she recommends their use. She stated pupils find them good for learning link words and difficult words.
- 15.7 Question: Should these audio reading packs and audio CD players be placed in the school library as well?
Answer:
This may be considered.
- 15.8 The Executive Headteacher advised the committee that the school had a progress score of minus 1. The school also had over £1 million in reserves. As such she advised that an investment in reading such as this was an effort to address the school's progress score using some funds from the reserves. She also advised that staff focused on how was best way to use these items in order to ensure the best impact was gained from them. It would be unwise to purchase the items without a plan on how best to use them.
- 15.9 The committee was also advised that this equipment was useful to build the confidence of those pupils in the school who were not confident with books.
- 15.10 The committee considered the matter. A vote was taken and £23,000 was voted to spend on one of these items for every class.

16. CONFIDENTIAL ITEMS

- 16.1 The committee then went into closed session to discuss two confidential items. This is recorded in the Confidential Minutes of this meeting.

Print:

Signed: Date:

Chair's Initials:
