

**The Governing Body of Steeton Primary School
Resources Committee meeting on 08 March 2023**

MINUTES

The meeting opened at 1.20pm

Attendance

Committee

John Cooper (Executive Headteacher – EHT)
Stefan Mills (Chair)
Adam O'Neill
Claire Redman (Head of School – HoS))
Emma Wainwright (Chair of Governing Body (Chair/GB))
Sue West

Others

Helen Osman (Clerk)

Documents

A. Draft budget 2023-24	Item Res 72 & 79/22 (a)	<i>Uploaded prior to meeting</i>
B. Summary of meeting: A Redding, BC School Funding Team, 01-03-2023	Item Res 72 & 79/22 (a)	<i>Uploaded prior to meeting</i>
C. Steeton Funding 2023-24 to 2027-28	Item Res 72 & 79/22 (a)	<i>Uploaded prior to meeting</i>
D. S251 budget allocation 2023-24	Item Res 72 & 79/22 (a)	<i>Uploaded prior to meeting</i>
E. Five-year buildings plan	Item Res 79/22 (c)	<i>Tabled at meeting</i>

Summary of Actions

Action No Res:	Action	Person	Deadline
77/22	HoS to report to the next meeting on the impact of the Online Free School Meals system on the number of pupils eligible for Pupil Premium funding.	C Redman	26-04-2023
78/22	HoS to circulate the draft SFVS return to Committee members in time for them to comment prior to putting it to the FGB meeting on 22 March 2023.	C Redman	14-03-2023

Res 72/22 Apologies for absence and their acceptance

- All members were present.

Res 73/22 Notification of other urgent business and requests to vary the agenda order

- No other business was notified and there were no requests to vary the agenda.

Res 74/22 Declarations of interest for items on this agenda

- There were no declarations of interest.

Res 75/22 Minutes of meeting held on 18 January 2023 and matters arising

- ***The minutes were agreed as a true record of the meeting.***

Update on actions arising from previous meetings

Item	Action	Status
64/22	School to include "Canopy for the MUGA" in the rolling building maintenance and development plan as a "desirable".	Closed

	See Item 72/22 (c)	
66/22	School to include "repair of the guttering over the dining room" in the rolling building maintenance and development plan as a "desirable". See Item 72/22 (c)	Closed

Finance

Res 76/22 Review end February 2023 budget update – Documents A-D

4. The Executive Headteacher (EHT) shared the budget documents on-screen. The forecast outturn for 2023-24 was a deficit of £55k. As shown by the e-mail exchange with Andrew Redding of Bradford Council's School Funding Team (BC/SFT), he was willing to license the deficit to the end of 2024-25, by which time the school would be expected to have brought the budget into balance.
5. The EHT said that, although the funding estimate for 2023-24 to 2027-28 (*Document C*) showed the bulge class funding agreed with BC/SFT, this did not appear to have been fully included in the s251 allocation for 2023-24 (*Document D*). He had written to BC/SFT to query this. Even taking account of this, the school's funding had reduced due to the reduction in pupil numbers.
6. The school would present a budget to the next meeting that reduced the deficit in Year 1 and eliminated it in Year 2.

Res 77/22 Pupil Premium funding: eligibility and applications

7. The Head of School (HoS) said that there had been no more applications from parents for Free School Meals (FSM) since the previous meeting. There were currently fifty pupils eligible for Pupil Premium funding.
8. The HoS said that an online system (Online Free School Meals (OFSM)) used parents' National Insurance (NI) numbers to advise schools automatically of any parents that were eligible to claim FSM for their child and, therefore, if their child was eligible for Pupil Premium funding. The cost of the system was £700 per year, significantly less than the additional Pupil Premium funding that the school would receive if even one additional child was eligible. **Asked** how many additional eligible pupils the school might have, the HoS said that it was difficult to be sure but she would be surprised if it were fewer than three per year group. Governors considered that investment on the OFSM system would be well worth the cost.
9. The HoS would report on the impact of the OFSM system at the next meeting.

Action: HoS

Res 78/22 Recommend Schools Financial Value Standard return to Governing Body

10. The Committee agreed that the SFVS return should be circulated to Committee members in time to comment prior to putting it to the Governing Body for approval on 22 March 2023.

Action: HoS

Res 79/22 Preparation of opening budget for 2023-24 and beyond – Documents A-E

a) Review indicative allocation for 2023-24 opening budget:

i. *EHT discussion with Bradford Council School Funding Team re 3-year budget projection*

11. The EHT said that the indicative budget (*Document D*) was similar to the 2022-23 allocation. As discussed at Item Res 76/22, he was querying with BC/SFT the allocation at line 62, which included the bulge class funding but not the additional £65k agreed with BC/SFT for Infant Class Size Grant. Once that issue had been resolved, the school would prepare a draft budget. The Bursar had advised that the unfunded increases in support staff pay would cost the school some £30k. If teachers' pay was also increased, the government had indicated that the cost would be unfunded but that schools should have sufficient room in their energy budgets to accommodate the increased, because energy prices were reducing. Governors were unimpressed by this approach to school funding.

12. BC/SFT had asked to see the draft budget as soon as possible. As discussed at Item Res 76/22, they were prepared to licence a deficit for two years provided that the budget was brought into balance by the end of 2024-25.

b) Review contracts and Service Level Agreements

13. The EHT said that Steeton and its partner schools, Sandy Lane and Myrtle Park, were providing details of their contracts and Service Level Agreements to the Sandy Lane Bursar, who would review them to identify the scope for savings across the proposed federation. He would report on the outcome at the next meeting.

c) Review 3-5 year rolling buildings maintenance/development plan

14. The HoS shared the five-year buildings plan on screen (*Document E*). Most of the work on the plan was routine maintenance such as painting and decorating. Exceptions included:
- The painting of yellow lines on the steps to Annexe 1 – required for the safety of a visually impaired pupil who would be moving into a classroom in that building in September 2023.
 - Plumbing work in the toilets to address non-functional taps and flooding.
 - Bradford Council had acknowledged that the work done to Room 4 in 2022 needed to be re-done, with a deeper ditch and a membrane to prevent the continuing issues with damp. The Site Manager was liaising with BC on this. Governors commented on the long history of this issue, the amount of money that had been wasted on it and the time and effort that staff had been obliged to spend on persuading BC to deal with it.
15. In addition to this work, the contract with the catering provider (Bradford Councils Facilities Management Team) included a refresh of the dining room and annexe – no date had yet been fixed for this work.
16. The HoS said that the reason that little work was shown in the plan for 2024-25 and beyond was that leaders and governors would need to review the usage of the buildings once the school reduced its Published Admission Number (PAN). The EHT thought that a working group would probably need to be established for this purpose.
17. Governors commented on the fresh and attractive look of the school and thanked the HoS for her work on the installation of new FOREST¹ banners and decals.

d) Review 3-5 year rolling ICT renewals plan

18. The HoS reported that the school's IT support service had not yet provided its recommended renewals. Governors noted that this information would be needed to inform the setting of the 2023-24 budget: the school had a good idea of what was likely to be required, but ought to have sight of Primary T's recommendations before making final decisions on priorities.
19. The HoS said that the school had applied for a DfE grant to upgrade the wireless infrastructure. DfE had indicated that the school qualified for the grant and the business Manager was negotiating the details with them. Governors welcomed this good news.

Res 80/22 Update on Federation Working Group discussions on finances

20. Sue West, the Governing Body's representative on the Federation Working Group, said that the Working Group had met several times during the Spring term and had made good progress on developing the proposal to federate. It had prepared a discussion paper for the Governing Body meetings later in March.
21. An early priority for the Federation would be to develop a strategy to realise the savings and efficiencies that would be one of the benefits of federating, along with the benefits to pupils and the curriculum. The schools were in different positions financially and Steeton and Sandy Lane had a longer history than Myrtle Park with the partnership. The Working Group therefore recommended taking a measured

¹ FOREST – Friendship, Opportunity, Resilience, Empathy, Self awareness, Teamwork: Steeton Primary School's values

approach to the evolution of new ways of working within the Federation as governors and staff further developed confidence and trust.

22. The Working Group proposed that each school should pay a contribution to the central costs of the Federation to cover expenditure such as the EHT salary, marketing and any central services to be provided centrally. The amount of this contribution had not yet been determined but would be informed by the work that the Bursar at Sandy Lane was carrying out with three Business Managers to identify the scope for achieving efficiencies through, for example, rationalisation of contracts and service level agreements.
23. The Working Group had identified several options for use of the savings arising from efficiencies and joint procurement:
 - Savings could be retained by the Federation to create a modest budget to provide support to schools as required, with checks and balances to ensure equity over time.
 - Schools could, by agreement, lend to other schools from their budget surpluses, with clear agreements around repayment schedules etc.
 - Schools could, by agreement, lend to other schools from their capital allocations to enable urgent works to be undertaken and with clear agreements around repayment schedules etc.
 - Schools could contribute to a Federation Development fund on an annual basis. Funds to be used for cross-federation improvement, training needs and jointly used facilities e.g. Minibus hire, joint IT equipment like Class VR.
24. The current thinking was that the Federation would decide, in collaboration with the schools, which of these options to pursue. The Working Group envisaged that the Federation would actively encourage cross-Federation working, building on the benefits that had already been seen from staff sharing their expertise. There was, however, no intention to require staff to move between schools unless they wished to do so for career development purposes. Staff would continue to be employed by the local authority on national terms and conditions.
25. The EHT said that the discussion document prepared by the Working Group would be issued later in the week of this meeting. It set out more of the thinking of the Working Group and requested a steer from the three Governing Bodies on whether they were content with the way that the proposed Federation was being developed.

Staffing

Res 81/22 Update on appointment of support staff

26. The HoS said that no staff had been appointed since the previous meeting.

Res 82/22 Receive report on staff mid-year performance management reviews

27. The HoS confirmed that staff mid-year performance management reviews had been planned for this week and next – she would report to the next meeting.

a) Staff application for Upper Pay Range 3

28. The EHT said that a member of staff had applied to move to Upper Pay Range 3: staff could apply to move onto or up through the Upper Pay Range at any point in the year, with the increased pay backdated to September. The cost would be less than £1k per year. He confirmed that she had met all the requirements for UP3 and recommended that the application be approved. **The Committee approved** the application from this member of staff.

Res 83/22 Staff application for change in hours

29. The EHT said that the SENCo had submitted a request to reduce her hours from five to four days per week, split between Steeton and Myrtle Park. This could work well for both schools, now that she was

fully familiar with Myrtle Park and required less time for paperwork. She had indicated that she could be sufficiently flexible to come into work on her day off if her presence was needed.

30. Sue West, in her capacity as Named Governor for SEND, said that she had discussed the proposed change in hours with the SENCo and was confident that she would continue to provide an excellent service to both schools. **The Committee approved** the request from the SENCo to reduce her hours from five to four days per week.

Res 84/22 Update on staff issues arising since last meeting

31. The HoS said that Silver Birch class (Year 5) was currently taught by two teachers, one of them a supply teacher. She was keen to have a single full time teacher for the class from September 2023. She therefore proposed to redeploy the permanent teacher (0.55 fte²) from Silver Birch to teach music and cover PPA³ time, so removing the need to contract a music teacher from Bradford Council. The teacher concerned was happy to make this move but would want to reduce her hours to 0.45 fte. The HoS believed that this could be accommodated and it would save a small amount of expenditure.
32. The school would recruit a full time M1⁴ teacher to teach Silver Birch. Either of the two students who had just left the school would be excellent in the role. An M1 teacher, as an Early Career Teacher (ECT), would require additional PPA time, as would their mentor: the 0.45 fte teacher redeployed to teach music would cover this additional PPA time.
33. The HoS was checking that these arrangements would, as she believed, be cost-neutral. Assuming that was so, she proposed to advertise for a full time M1 teacher as soon as possible, before both the recent students found posts elsewhere. The Committee agreed that the proposed changes were well thought-through.

Premises

Res 85/22 Update on planned building works

34. The HoS said that there were no current building works. **Replying to questions**, she said that Bradford Council had visited the school to review the issues with Room 4: the school awaited their report and a date for work to be started.

Res 86/22 Update on other premises issues arising since last meeting

35. None reported.

Cross-cutting matters

Res 87/22 Review Finance policy handbook

36. The EHT said that Sandy Lane had just updated its Finance policy handbook to take account of the recommendations of a recent financial audit. He recommended, and **the Committee agreed**, that the same amendments be made to Steeton's handbook and that it be brought to the next meeting for approval.

Res 88/22 Notification of any material safeguarding incidents since the previous meeting

37. The EHT said that the school had informed Stefan Mills, in his capacity as Named Governor for Safeguarding, of an incident in which a stranger had entered school and had been found in the corridor outside the dining room. The HoS said that she had spoken to the intruder, who had said he was "just looking round". She had explained that this was not acceptable and that visitors had to go to the front

² fte – full time equivalent. A full-time staff member counts as 1.0 fte; someone working 3 days per week counts as 0.6 fte etc

³ PPA time - Planning, Preparation and Assessment time (teachers must spend 10% of their working week out of contact with their class in order to plan, prepare and assess class work)

⁴ M1 – the first point on the teachers' Main Pay Scale

desk. He had left, and the HoS had taken the registration number of his car and contacted the PCSO⁵, who had visited the intruder at home. IT had emerged that the intruder's grandmother had attended the school.

38. All concerned had been satisfied that there had been no ill intent on the part of the intruder, who had simply not understood how schools had changed and the security requirements that now had to be observed. Nevertheless, it was a matter for concern that he had been able to enter the school. The member of staff that he had passed had been new and had apologised, but this should have been covered in the induction training. The Inclusion and Welfare Officer had revisited the training with lunchtime supervisors and all staff had been reminded of the need to challenge anyone who did not have a pass.

Closing items

Res 89/22 Urgent other business referred from Item Res 73/22 above

39. There was no other business.

Res 90/22 Date of next meeting

40. The next meeting would be held at 1.15pm on **Wednesday 26 April 2023** (via Teams).

Res 91/22 Closure of meeting

41. **The meeting closed at 2.05pm**

Helen Osman Governance Services
Supporting excellent governance in Bradford

⁵ PCSO – Police Community Support Officer