**The Governing Body of Steeton Primary School**

**Resources Committee meeting on 05 July 2023**

**MINUTES**

**The meeting opened at 1.17pm**

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| **Attendance** | | | | | |
| ***Governors*** |  | ***Others*** | | | |
| John Cooper (Executive Headteacher – EHT) |  | Helen Osman (Clerk) | | | |
| Adam O’Neill |  |  | | | |
| Claire Redman (Head of School – HoS)) |  | ***Apologies*** | | | |
| Sue West |  | Stefan Mills (Chair) | | | |
|  |  | Emma Wainwright | | | |
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| **Documents** | | | | |
| 1. Quarter 1 Budget Monitoring | | | Item Res 118/22 | *Shown on screen* |
| 1. Primary T Service Level Agreement: on-site technical support – August 2022 | | | Item Res 121/22 | *Available prior to meeting* |
| 1. Analysis of partnership budgets | | | Item Res 122/22 | *Issued with agenda* |
| * 1. Main Document | | | Item Res 122/22 | *Issued with agenda* |
| * 1. Appendix 1 – Procurement exercise | | | Item Res 122/22 | *Issued with agenda* |
| * 1. Appendix 2 – Catering | | | Item Res 122/22 | *Issued with agenda* |
| * 1. Appendix 3 – Federation Centralisation spreadsheet | | | Item Res 122/22 | *Issued with agenda* |
| * 1. Appendix 4 – Procurement report example | | | Item Res 122/22 | *Issued with agenda* |
| 1. Finance policy handbook | | | Item Res 123/22 | *Issued with agenda* |
| 1. Named Governor Health & Safety report 03 May 2023 | | | Item Res 127/22 | *Issued with agenda* |
| 1. LA audit of safety systems 16 May 2023 | | | Item Res 128/22 | *Issued with agenda* |
| 1. Draft Committee Terms of Reference 2023-24 | | | Item Res 132/22 | *Issued with agenda* |

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| **Summary of Actions** | | | |
| **Action No Res:** | **Action** | **Person** | **Deadline** |
| 98/22 (i) | EHT to discuss with PACT HR how to ensure that contractual arrangements for the proposed AH position (advertised internally) guaranteed that the staff member could return to existing terms and conditions, including any TLRs, without detriment if the AHT position could not be sustained. | J Cooper | 05-05-2023 |
| 105/22 (i) | HoS to send to Clerk for circulation details of the Connect the Classroom programme. | C Redman | 26-05-2023 |
| 119/22 | EHT to arrange for Bursar to clarify how the budget and the bank account relate to each other. | J Cooper | 30-09-2023 |
| 123/22 | HoS to arrange for the updated Finance Policy Handbook to be placed on the school website. | C Redman | 31-07-2023 |
| 124/22 | EHT to update GB on progress towards securing permanent leadership for September 2023. | J Cooper | 12-07-2023 |

*In the absence of Stefan Mills Sue West took the chair.*

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| **Res 114/22** | **Apologies for absence and their acceptance** |

1. Apologies had been received, and were accepted, from Stefan Mills and Emma Wainwright. Adam O’Neill was expected to join the meeting shortly. The Clerk confirmed that the meeting was quorate.

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| **Res 115/22** | **Notification of other urgent business and requests to vary the agenda order** |

1. No other business was notified and there were no requests to vary the agenda. The Committee agreed to take Item Res 124/22 at the end of the meeting.

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| **Res 116/22** | **Declarations of interest for items on this agenda** |

1. The Head of School declared an interest in Item Res 124/22.

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| **Res 117/22** | **Minutes of meeting held on 26 April 2023 and matters arising** |

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

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| **Update on actions arising from previous meeting** | | |
| **Item** | **Action** | **Status** |

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| 98/22 (i) | *EHT to discuss with PACT HR how to ensure that contractual arrangements for the proposed AHT position (advertised internally) guaranteed that the staff member could return to existing terms and conditions, including any TLRs, without detriment if the AHT position could not be sustained.*  The EHT said that discussions were underway with PACT HR: he would report their outcome to the Governing Body meeting on 12 July 2023. | **Ongoing** |
| 98/22 (ii) | *HoS to amend the staffing structure to show the proposed AHT position as full time.*  Completed. | **Closed** |
| 105/22 (i) | *HoS to send to Clerk for circulation details of the Connect the Classroom programme.*  Not yet actioned. | **Ongoing** |
| 105/22 (ii) | *HoS to check whether the Business Administrator requires governor approval of the Primary T SLA prior to the financial audit and, if so, notify the Clerk to arrange approval by e-mail.*  See Item Res 121/22 below. | **Closed** |
| 107/22 | *HoS to check with the Bursar that use of the Biscuit and Sweet fund to pay for refitting the library as a corporate space did not raise issues of propriety.*  The HoS confirmed that the use of the Biscuit and Sweet fund (aka the School Fund) did not raise issues of propriety. | **Closed** |

*Adam O’Neill joined the meeting at 1.21pm*

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| 110/22 | 1. *Accessibility Plan to be amended to indicate that all but 2 rooms are accessible but that there is no detriment to pupils or staff because alternative accessible spaces are available.* 2. Completed. | **Closed** |

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| **Res 118/22** | **Review Quarter 1 (end of June) Budget Monitor –** *Document A* |

1. The EHT showed the Q1 Budget Monitoring report on screen: he and the HoS had discussed the report with the Bursar. He highlighted the main changes to the approved budget:

*Income*

* + - An increase of £8k in High Needs Top-up Funding (budget heading I03) reflecting the approval of two applications for EHCPs[[1]](#footnote-1): further funding was expected in the autumn term.
    - Warn Spaces grant funding.
    - A donation of £20k from the School Fund for the conversion of the library area into a corporate space.

*Expenditure*

* + - Additional expenditure under various budget lines due to price increases in contracts and SLAs in excess of the school’s estimates.
    - Purchase of a scrubber/dryer for the floors.
    - Expenditure a E19 on the library to top up the original budget.

*Overall*

* + - A reduction in the forecast deficit from £37k to £25.5k.

1. The EHT and HoS had discussed with the Bursar how to balance the local authority (LA) requirement to eliminate the deficit by the end of the 2024-25 financial year with the pressing need for additional staff to support the high number of children with SEND in the September 2023 Reception intake. He proposed to advertise for two full time apprentices for the 2023-24 school year at a cost of approximately £6k each, to be paid from the High Needs Top-Up Funding budget line: this would be discussed further at Item Res 125/22 below.
2. ***The Committee agreed*** that, as long as the deficit did not exceed the £37k projected in the original budget plan, enabling the school to function and meet the needs of its seventy-three SEND pupils in 2023-24 took priority over further in-year deficit reduction.
3. Governors noted that the £60k provision for energy was unlikely to be spent in full on energy: as advised by central government, the school had maintained the energy budget at 2022-23 levels despite the anticipated reduction in energy prices so that any underspend could be used to accommodate national staff pay awards. If the national pay agreements were funded by government, any underspent element of the energy budget would help to meet the needs of SEND pupils and, perhaps, reduce the deficit.
4. Governors noted that the EHT had written to the Head of SEND services at the LA to advise that the school did not have the capacity to meet the needs of the high number of SEND children in the September 2023 Reception intake, of which the school had been unaware until Nurseries contacted it to discuss the needs of their children. The EHT said that this significant increase in the number of Reception-age children with SEND was an issue for many schools. Like Steeton, Sandy Lane would have a high number of SEND children, and six children still in nappies, in September 2023. Governors recognised that children in nappies would present significant challenges to the running of the unit, because taking a child out to change their nappy left the unit with fewer operational adults. They strongly supported the EHT’s approach to the LA.
5. Governors considered that, while the school’s financial position was presenting increasing operational challenges, it was to the credit of the Business Manager and senior leaders that they had so far managed the increasing pressures while remaining within the originally planned deficit. They acknowledged the additional time and thought that the team had to divert into managing the very challenging budget position.

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| **Res 119/22** | **Repayment to LA arising from cash adjustment at the bank** |

1. The EHT reminded governors that, as reported at the previous meeting, the local authority carried out a cash adjustment at the end of each financial year. This affected the school’s bank account but not its budget. Bradford Council’s School Funding Team (BC/SFT) had advised that the school should have paid the LA £90k from its bank account at the end of 2022-23. The school would repay this sum by means of monthly payments throughout 2023-24: this would affect the bank account but not the budget.
2. The Committee thanked he EHT for this information and asked that he arrange for the Bursar to clarify for the next meeting how the bank account and the budget related to each other.

**Action**: **EHT**

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| **Res 120/22** | **Pupil Premium funding: eligibility and applications** |

* 1. *Impact of the new software that uses parents’ NI numbers to identify automatically those whose children are eligible for PP funding*

1. The Head of School (HoS) reported that the new software had been purchased. The families of the September 2023 intake had provided the information needed by the school, which would be processed y the Business Manager and Inclusion and Welfare Officer; similar information would be gathered from other families when they signed and returned the Home School Agreement at the start of the autumn term. The impact of the software on the number of pupils identified as eligible for Pupil Premium funding should start to be seen shortly after this information had been processed. The HoS would report to the next meeting.

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| **Res 121/22** | **Review Primary T Service Level Agreement –** *Document B* |

1. Governors noted that, although the price of the Primary T Service Level Agreement was within the delegated authority of the Head of School, Internal Audit had indicated that the SLA should be brought to governors.
2. ***The Committee endorsed*** the decision of the HoS to sign up to the SLA with Primary T.

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| **Res 122/22** | **Outcome of cross-partnership analysis of budgets, contracts and SLAs –** *Documents C* |

1. The EHT reminded governors that the then Bursar at Sandy Lane had gathered information on the budgets of the three partners schools and made recommendations on how, as a federation, the schools could work together to make savings and efficiencies. The Sandy Lane Resources Committee had met the day before this meeting and had considered that the outcome of this work provided a useful starting point but that further work would be required to explore the reasons for differences in the amounts the schools paid for apparently similar goods and services; pin down the suggested savings; and ensure that these savings were realised. The EHT proposed to work with the three Business Managers through monthly meetings, starting in September 2023 and tackling one area of expenditure at a time. This work would start before the planned date of federation and continue beyond that date.
2. Governors welcomed this work. Sue West, who represented Steeton on the Federation Working Group (FWG) said the FWG hoped that in due course, if the proposal to federate went ahead, it might be possible to make sufficient savings to justify the appointment of a finance professional across the three schools to support the EHT with strategic financial management of the federation. ***The Committee agreed*** that, in the meantime, the EHT should proceed as described.

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| **Res 123/22** | **Approval of Finance Policy Handbook –** *Document D* |

1. Governors noted that the Finance Policy Handbook (FPH) had been updated to incorporate the changes that Sandy Lane had made to its own FPH in light of internal audit recommendations.
   * The Committee unanimously approved the Finance Policy Handbook and asked that the HoS arrange for it to be placed on the school website.

**Action: HoS**

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| **Staffing** |

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| **Res 125/22** | **Update on appointment of support staff** |

1. The HoS reported the following staff movements:
   * + The fixed term contracts of two full time teachers had been extended – this meant that no classes would be covered by supply teachers in September 2023. A teacher who would be working with a particularly challenging cohort next year was currently working two days per week with that class to develop familiarity with the children prior to the start of the new school yar: feedback from the parents of children in that class was highly positive.
     + A full time Teaching Assistant (TA) was due to retire at the end of the term. Due to budget constraints, the post would not be filled.
     + The fixed term contract of a part time TA (5 mornings per week) would come to an end this term and would not be extended.
     + The fixed term contract of a full time TA in Early Years would come to an end this term and would be extended.
     + A full time TA was due to leave at the end of the term to take up teacher training. The school hoped to appoint a full time TA who had the experience to cover PE lessons when the sports teacher was accompanying children to tournaments and other events. This would address the issue previously raised with governors that the sports teacher could not teach PE, run after-school sports club and take children to tournaments and other events all at the same time. **Replying to questions**, the HoS said that it was difficult to predict whether it would prove possible to recruit a TA with skills or experience in PE.
2. The HoS said that, as discussed, there was a pressing need for more staff in Early Years. The unit was currently staffed by two full time equivalent (fte) teachers, one full time TA and 1 TA working three mornings per week. This was insufficient to run the EY unit at present and would certainly not be enough in September 2023 when the new Reception intake, with its high level of SEND need, joined the school.
3. The school had previously employed an apprentice. The appointment had worked out well, though there had been some challenges in the way. As the EHT had said earlier in the meeting, the school was considering employing two apprentices to provide additional support in Early Years. The rationale for using apprentices was that this would minimise pressure on the very tight budget. There was an argument, however, that it would be better to employ a single high quality professional.
4. Governors acknowledged this point and asked whether there was scope to deploy the suggested two apprentices into other areas of school to release professional staff for redeployment to Early Years. The HoS said that this was a possibility: for example, the apprentices could be used to release the TA that the school planned to deploy to cover for the PE teacher, though this would mean that the school could not fulfil the whole PE curriculum.
5. The following points were made in discussion:
   * + If an additional TA ere appointed for Early Years, it would need to be a fixed term appointment to avoid the need to restructure if the post could not be sustained into the following financial year due to budget constraints.
     + Ideally, the Early Years Unit needed a Nursery Nurse, at a cost of some £33k per year.
     + Quality of teaching in Early Years was critical to the future success of children, though governors accepted that teaching and educational support skills were not required for nappy-changing.
     + It might be prudent to delay appointing apprentices until the Director of SEND Services at Bradford Council had responded to the request from the EHT for support to meet the needs of the high number of SEND pupils (see paragraph 10 above).
6. The HoS said that every member of staff was passionate about doing their best for the school’s children – this had been recognised in the feedback from the local authority’s review of the school. In the absence of sufficient capacity, for example in Early Years, they would go above and beyond what could reasonably be expected of them, giving rise to a real risk to their health and wellbeing.
7. ***The Committee agreed*** that the school should:
   * + Replace the TA who was leaving to take up teacher training, ideally with a person who had the skills to cover for the PE teacher in his absence; and
     + explore ways to increase capacity in Early Years from September 2023 and bring a recommendation to the Governing Body meeting on 12 July 2023.

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| **Res 126/22** | **Update on staff issues arising since last meeting** |

1. None reported.

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| **Premises** |

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| **Res 127/22** | **Receive report of Bradford Council audit of safety management systems** – *Document* F |

1. The HoS said that the report of the Health and Safety audit would be used to prepare an Action Plan, to be monitored by the Committee.
2. **Replying to questions,** the HoS said that reports were expected from the LA Occupational Health review of the school and the termly Health and Safety inspection by the unions: both would be brought to the Committee.

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| **Res 128/22** | **Named Governor (Health and Safety) visit report, 03 May 2023** |

1. Sue West, in her capacity as Named Governor for Health and Safety (NG/HS), reported that she had met the EHT and HoS and had used the NGA checklist and advice to carry out an end-of-year review of health and safety in school. She had reviewed the policies and Risk Assessments on the school system and, like the LA H&S audit, had identified the same issues around reviewing systems to ensure that they remained appropriate. The H&S policy was appropriate and would be reviewed annually. The HoS would review and practice the school lock-down policy. Bolts had been installed on the interior sides of doors by the Site Manager and the usage of walkie talkies was being reviewed. The school would update the NGA checklist – the HoS confirmed that this would be done as the school worked through the recommendations of the LA Health and Safety audit.
2. NG/HS said that she would carry out her annual Health and Safety Walk and would continue to monitor health and safety in school on her weekly visits.

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| **Res 129/22** | **Update on planned building works** |

* 1. *Room 4*

1. The HoS confirmed that Bradford Council had visited the school and remained on track to begin the work during the summer holidays: they would re-dig the channel and line it properly.
   1. *Conversion of library to corporate space*
2. The HoS said that the library areas had been re-decorated and electrical work would start in the week of 10 July 2023. The furnishing of the area, which would be know as the Woodlands Suite, was expected to be completed in time for an event in the first week of the autumn term: Greg Bottrell, the founder of Drawing Club[[2]](#footnote-2), would work with Steeton staff during the day and then with staff from other schools in a twilight session the school was selling tickets for this twilight session. Governors congratulated the HoS on arranging this high profile launch event for the new Woodland Suite.
3. The HoS said that future events in the Woodlands Suite included showcases led by the Literacy Leader and literacy courses led by the English Leader from Sandy Lane. The school also planned to let the space to other organisations when it was not being used by Steeton and its partner schools.
   1. *Dining room and annexe*
4. The HoS said that the new, round dining tables had arrived and were proving popular with pupils, who found that they could see their friends more easily than at the old rectangular tables. The school continued to press BC Catering for the promised new kickboards and signage.

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| **Res 130/22** | **Update on other premises issues arising since last meeting** |

1. None reported.

Cross-cutting matters

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| **Cross-cutting matters** |

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| **Res 131/22** | **Notification of any material safeguarding incidents since the previous meeting** |

1. None reported.

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| **Res 132/22** | **Review Committee Terms of Reference for 2023-24 and recommend to Governing Body** *– Doc G* |

1. The Clerk said that, aside from amendments to dates, she did not recommend any changes to the Committee’s Terms of Reference for 2023-24.

* ***The Resources Committee unanimously recommended*** that the Governing Body adopt the Terms of Reference for 2023-24 as presented.

Closing items

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| **Closing items** |

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| **Res 133/22** | **Urgent other business referred from Item Res 115/22 above** |

1. There was no other business.

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| **Res 134/22** | **Date of next meeting** |

1. The next meeting would be be agreed at the Governing Body meeting on 12 July 2023.

*Claire Redmond left the meeting at 2.05pm*

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| **Res 124/22** | **Review leadership payscales** |

*This item was sensitive in nature and is therefore recorded in a separate, confidential minute*.

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| **Res 135/22** | **Closure of meeting** |

1. **The meeting closed at 2.12**

**Helen Osman Governance Services**

*Supporting excellent governance in Bradford*

1. EHCP – Education, Health and Care Plan: Introduced by the Children and Families Act 2014 [↑](#footnote-ref-1)
2. ## Drawing Club – an approach to Early Years literacy that draws on the imagination of the child to enrich their language skills and develop their fine motor skills. Developed by Greg Bottrill, a former Early Years Lead and Assistant Headteacher.

   [↑](#footnote-ref-2)