

**Minutes of the Resource Committee
for Alfreton Park Community Special School held on Monday 18 April 2016**

Present: Mrs C Smart (Head) Mr R Hancock Mr R Sowter
 Mr W Jowett (Chair) Mr M Clemens Mr J Glasby

In attendance: Ms S Whitaker, Clerk and Mrs S Siddons (temporary Business Manager covering for Ms Dallman)

R24 Apologies for Absence

There were no apologies for absence.

R25 Declaration of Interest

Mr Clemens declared an interest in staffing.

R26 Agree Any Other Urgent Business

1. H&S Review
2. Letter from LA

R27 Minutes of the previous meeting held on 1 February 2016

The previously circulated minutes were **agreed** as a true record of the meeting and were duly signed by the Chair on behalf of the Governing Body.

R28 Matters Arising

The Chair and Vice-Chair have not yet met with the SLT due to Mr Hancock's absence. This will be re-arranged.

R29 Premises Issues

I. Premises update – including swimming pool build

Mrs Siddons advised that the swimming pool build itself is ahead of schedule and is going well. The walls and structure is on target.

On 29 April 2016, which is the school's INSET day the crane will be on site, which Governors noted has been timed very well to avoid disruption on site.

II. Bingham House – Update

The Head advised that she has spoken to Sue Pegg and they will have to wait for the next meeting before capital funding can be applied for. **A Governor asked how they could be over budget if there was no budget.** Governors noted they are over the £1.2m budget which was originally allocated. A Governor expressed frustration over the funding and proposed future funding which means they have no control of

the budget and why the building work is over budget. **A Governor asked whether there is a mechanism for the school to work with the LA on a joint plan.** Mrs Siddons advised that the LA hold the purse strings for the planned works. A discussion took place around the fencing and gate. The Head expressed the need for security with fob access continuing to safeguard the pupils.

The Head advised Governors that she has had a discussion with the architect about where Forest Schools will be situated. A Governor asked whether the fencing will be between the school and Bingham House but the Head advised that the timings will not marry up. Governors expressed concern that there is no guarantee that the fencing may not be included.

It was **agreed** that Sue Pegg would be asked to convene a meeting with the RMC Committee to discuss the process with her. **ACTION: HEAD**

R30 Financial Issues

I. Finance Report including Budget Year End 2015-16

Mrs Siddons had previously circulated the finance report for Governors' attention and drew the following to Governors' attention.

YEAR END POSITION – 2015/2016

2015/2016 – Initial Budget Share	£868,952
2014/2015 – Carry forward	£288,186
TOTAL BUDGET AVAILABLE 2015/2016	£1,157,138

Net expenditure for 2015/2016	£811,355
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Anticipated carry forward 2015/2016	£345,783
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This substantial carry forward has been accrued through an underspend on several budget codes particularly in relation to anticipated spending on the 'Bingham House' project which has not materialised for this year.

Spending allocated for this project during the last year was as follows:

Computer hardware	£12,649	underspend
Gas charge	£9,617	underspend
Electricity charge	£5,189	underspend
Water charge	£1,146	underspend
Building improvement	£36,541	underspend

This together with additional income received than was originally anticipated has culminated in the above figure of a surplus of £345,783.00

II. Cleaning & Caretaking Contract 2016/17

Mrs Siddons advised Governors on the situation with regard to cleaning and caretaking.

The Current arrangements are:

37 hour Caretaker – 52 week contract £25,380.07

29 hour cleaning -£15,758.60

Total Cost £41,138.67

New arrangements for 2016 / 2017

Existing 29 hours cleaning post £15,758.60

New post of Caretaker with main responsibilities cleaning – 52 week contract 28 hours per week, to include Legionella testing, Fire Alarm testing, meter reading, jet wash paths, de-scale and sterilise shower spray nozzles, check and unblock drains will cost £19,206.54

Mrs Siddons advised that this will make an overall cost of £34,965.14, giving a saving of £6,173.53.

This replaces the previous proposal of a 'Handyman' at a cost of £20 per hour for 6 hours per week to do the general 'housekeeping' duties (listed above) which have now been incorporated within the new caretaking post. Original estimate for handyman costs were £2,535.00 per annum plus an additional £10,000 for any 'minor works'. These costs have now been saved as they have already been accounted for in the 'Buildings – Minor improvements' budget (£30,000) and within the new caretaking post, these duties have been included by increasing the contract to 28 hours (instead of 26 hours cleaning). These 2 hours per week have been costed at £8.00 per hour which equate to a cost of £832.00.

A Governor asked what the caretaker will not be doing with the loss of 9 hours and Mrs Siddons gave examples of general maintenance. Governors noted that the caretaker would undertake more cleaning duties than previously. Mrs Siddons advised that she has undertaken a walk around school and made a snagging list of jobs that needed doing. Mrs Siddons advised that she contacted a company whose bill came to £900, of which £300 was materials. A Governor asked Mrs Siddons whether she considers £6000 to be enough to undertake the odd jobs and Mrs Siddons advised that she is. A Governor asked whether the new caretaker will be interviewed and Mrs Siddons confirmed that interviews will take place and the school will therefore have a choice of caretaker. A Governor raised the issue of the caretaker taking out the seats from the minibus which is just one of several jobs that prevents him doing the jobs he is employed for. The Governor proposed that a caretaker is employed. The Head advised that this would raise the cost. A Governor asked why there are two roles, cleaning and caretaking and Mrs Siddons advised that this is how the service is purchased from the LA. A cleaner could lock and unlock but not clear snow from the driveway.

A long discussion took place. A Governor asked to what extent have the savings

been incorporated into the 2016-17 budget predictions and Mrs Siddons advised all of them have been. A Governor asked Mrs Siddons whether the proposed company would do external maintenance and cleaning and Mrs Siddons advised that they would undertake whatever work is asked. The Head suggested that a part time role is created to undertake the day to day work between what the caretaker will not be doing but is not necessarily work for the contracted company to do.

Governors **agreed** the proposals for cleaning and caretaking as contained within the Acting Business Manager’s report. Governors noted that this is for one year and will be reviewed in April 2017.

III. Grounds Maintenance Contract 2016/17

Governors agreed to buy in the Grounds Maintenance from the Local Authority, noting that the cost has risen by £100 from the previous year at a cost of £2,199.83.

IV. Purchase of DCC Service Level Agreements for 2016/2017

Advisory Service Package – Ofsted guidance, school improvement	550.00	515.00
Advisory Service HR – recruitment and pay	4030.00	3454.20
Advisory Service HR – consultancy	1393.00	943.20
Budget planning and monitoring spreadsheet	975.00	945.00
2 Budget Monitoring meeting at a cost of £295.00 each visit	590.00	570.00
Crisis Communication	148.00	142.00
Educational Psychology Bronze package + Critical Incident service	100.00	100.00
Exchequer Service (Payroll)	745.00	645.00
Free school meals process of claims and reporting	135.00	128.00
Health and Safety training	120.00	115.00
Legal advice and support	330.00	300.00
Library service	230.00	Same
Property package (Option I building and maintenance)	7529.49	Same
Swimming for schools – to access Alfreton Leisure Centre	1272.50	1228.90

A Governor asked why the school is considering buying into Option I and the Head advised that the school’s Option I is overspent and they need to buy into it to clear the deficit.

Governors **agreed** to buy back the traded services from the local authority as detailed above.

V. Consider Budget Split 2016-17/ Annex 1 and Annex 5 (staffing establishment)

Mrs Siddons advised that the projections are assuming a 'like for like' expenditure and obviously a standstill budget share for the next 3 financial years in years 2017-18 and 2018-19.

Staffing levels have been reduced (Teaching assistants) through non-replacement following resignations, along with some supply cover for PPA being covered through the Deputy Head to save additional expenditure. A 'needs analysis' has been completed for each class to ensure the correct ratio of pupil to staffing is in place whilst still making these reductions in staffing.

These savings have resulted in an anticipated surplus of £206,139 for 2017/2018 where initially it was predicted for a deficit year-end balance. This figure, followed by a further predicted underspend for 2018/2019 (albeit only a small surplus at this present time) puts the school in a much better financial position. There is always going to be a need to be mindful of any additional / unforeseen expenditure for the future

Summary	2015-16	2016-17	2017-18	2018-19	
Budget Share	868,952	831,250	831,250	831,250	
Previous Year C/fwd	288,185	345,781	315,260	206.139	
Total Budget Available	1,157,137	1,177,031	1,146,510	1,037,389	
Total Expenditure	1,895,438	1,823,671	1,859,362	1,889,994	
Total Income	1,084,081	961,900	918,992	-865,411	
NET Expenditure (exp - income)	811,357	861,771	940.371	1,024,582	127.95
Estimated Year End Balance	345,781	315,260	206,139	12,807	-16.76%
	Surplus	Surplus	Surplus	Surplus	

Governors considered the budget split as detailed within the finance report.

A Governor asked Mrs Siddons whether there is any information to show how the budget figures have been arrived at as they differ since the budget meeting with the school's Patch Officer. Mrs Siddons advised that some expenditure had been detailed twice in the original predictions and some staff have resigned and not been replaced, hence the larger carry predicted forward.

The committee **agreed** to recommend to the Full Governors that the budget is split as detailed. **ACTION: FG TO RATIFY**

VI. REHO – Radical Re-think of Early Help Offer

The Head explained to Governors that the LA has devolved £11k to schools for early intervention in line with instructions from the DfE.

Governors noted that the school do not use MAT teams and employ their own worker and the Head proposed that the money is retained in the school's budget and not devolved back to the local authority. Governors **agreed** that the REHO money will be retained in the school's budget.

R31 Personnel

I. Staffing changes

A Governor asked whether the structure has been taken to staff before the Governors and the Head advised that SLT have considered the proposed structure taking into consideration the children who will be on roll in September.

The Head advised that staff absence has been a major problem and continued to say that today all staff are in school. The Head advised that more stringent return to work interviews are taking place, with some staff not appreciating this intervention. The Head has advised staff why she needs to do these interviews. A Governor asked what staff morale is like at the moment and the Head advised that staff did feel it has been a difficult period and has had an impact on staff and pupils alike.

A discussion took place around the absence monitoring policy and the implications for staff taking absence for domestic matters.

Governors noted that Joanne Church has resigned her post. The Head advised that a second TA has also resigned.

Governors considered the TA hours on the proposed Annex 5 and **agreed** that the Head would replace any TAs who have resigned up to the number of TA hours in line with the Annex 5.

Governors **approved** a second Senior TA to be added to the staffing structure. This will be advertised internally on a Grade 9.

Mr Clemens declared an interest in this agenda item.

Governors **approved** the increase from Grade 7 to Grade 8 for a TA who has undertaken a PROACT-SCIPr-uk® trainers training.

Governors **approved** a permanent contract for Sarah Boler and Amy Naylor 0.5 fte

II. Restructure and Redundancy Procedure –review and approve

Governors **agreed** to adopt the Restructuring Policy and the Redundancy Procedure noting that these are LA policies.

R32 SIP review

- 1. PRIORITY ONE: To secure the best possible outcomes for pupils by strengthening leadership skills of all stakeholders**
- 2. PRIORITY FOUR: To secure the best possible outcomes for pupils by developing adequate premises and resources**

The Head had previously circulated the SIP priorities for Governors' attention. The Chair of Governors advised that he had completed the actions for Governors and suggested that this is moved to green as completed.

R33 Any Other Business (as agreed at beginning of meeting)

- 1. H&S Review** – Mr Jowett advised that Mrs Siddons and himself have undertaken a H&S review and tabled the report for Governors' attention.
- 2. Letter from LA** – The Head read the letter to Governors which was around the Government's White Paper & Academisation. Governors **agreed** that Mr Dean and the Head would speak to the other Heads and Governors at the Special Schools Federation meetings. Governors **agreed** that this would be an agenda item for the Full Governors meeting on 23 May 2016. **ACTION: CLERK TO ADD TO FG AGENDA**

R34 Date and Time of Next Meeting

The next meeting for the Resource Committee will be held on 13 June 2016 at 2.00 p.m.