
SIDEGATE PRIMARY SCHOOL

Local Governing Body Personnel & Resources Committee

7th March 2017

The Finance and Property Committee exists to:

- Assist the decision making of the Local Governing Body (LGB), by enabling more detailed consideration to be given to the best means of fulfilling the LGB's responsibility to ensure sound management of the Academy's finances and human resources, including proper planning, monitoring and probity.
- Make appropriate comments and recommendations on the management and of the Academy's finances and resources to the LGB on a regular basis.

The committee does not have delegated powers and major issues will be referred to the full LGB for ratification.

The Committee retains the following responsibilities:

In terms of finance to:

- Consider the financial aspects of particular matters specifically referred to the committee.
- Consider the Academy's indicative budget, notified annually by the DfE, and to assess its implications for the Academy, in consultation with the Principal, in advance of the financial year involved, drawing any matters of significance or concern to the attention of the governing body.
- Consider and recommend acceptance/non-acceptance of the Academy's budget, at the start of each financial year for onward transmission to the Active Learning Trust Board.
- Contribute to the formulation of the Academy's Improvement Plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the Academy.
- Receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- Monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Local Governing Body.
- Monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, make recommendations for improvement as necessary.
- Develop and recommend to the Governing Body policies on charging, lettings and contracts that are in accordance with Financial Regulations and advise governors on the financial implications of adopting certain policies.
- Prepare a statement of priorities for maintenance and development of ICT.
- Recommend to the Governing Body whether to enter into contracts with external parties.

In terms of property:

- Ensure that the conditions of the premises and grounds are monitored and receive regular reports.
- Ensure that resources are available to implement the repair and maintenance policies.
- Prepare a statement of priorities for maintenance and development (the Asset Management Plan).
- Receive and comment upon regular reports on the general maintenance of the premises and grounds and inform the LGB of the effectiveness of any planned maintenance programmes/Asset Management Plan.
- Oversee the, implementation and monitoring of premises-related contracts.
- Agree the lettings policy.
- Consider and advise the LGB on matters relating to the efficient and effective use of the premises and grounds.
- Recommend to the LGB the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- Ensure that there is regular review of the Disaster Recovery Plan, and make recommendations to the LGB.
- Establish arrangements to enable the continuing regular review of security to be undertaken and make recommendations to the LGB.
- Confirm to the LGB that staff implementing policies on premises issues, (e.g. health & safety) are properly trained.

Rules for membership

The committee shall consist of a **minimum of four** governors which will include the Headteacher.

Quorum

The quorum shall be **three** governors.

Chair of the Committee:	Ed Dewson (on behalf of Steve Wildon)	Clerk to the Committee:	Toni Cornish
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Attendees

Ed Dewson	Trust	present
Matthew Ferrier	Associate	present
Katie Gooch	Staff	present
Danny Howden	Staff	present
Wendy James	Headteacher	apologies

James Mehmed	Trust	apologies
Natasha Moreno-Roberts	Parent	present
Tim O'Keefe	Parent	present
Helen Quantrill	Associate	present
Karen Wesley	Trust	present
Steve Wildon (Chair)	Trust	apologies

Sidegate Primary School Local Governing Body Personnel & Resources Committee

AGENDA ITEMS / MINUTES / ACTIONS

7th March 2017

	Agenda Item & Associated Challenging Questions	Items Discussed	Actions to be taken
		Governors thanked MF for his support whilst WJ was off unwell. WJ has returned on a phased return.	
1	Attendees and Apologies [standing item]	Apologies received from Steve Wildon, Wendy James and James Mehmed.	
2	Minutes of Last Meeting [standing item] https://docs.google.com/document/d/1BCmZ-kWqMiEAPdzp9NAFiKUWi1UFesbBMGE64kfXK8/edit	<p>Matters arising</p> <ul style="list-style-type: none"> ● Governing Body Membership - Under discussion planning for JM end of office. ● Governor Visits - Visits have taken place since last meeting. <ul style="list-style-type: none"> ○ KW will take on responsibility for finance and ED for maths. ○ TO has met with subject leads. ○ KW met with BL/EA (History/English) 06/03/17 and will visit again later this term to observe a lesson. ○ NM-R due to meet RE team and Languages team and has has communicated with subject leads but will need to chase up Science team. <p>The link below is to the schedule of Governor visits/training. https://docs.google.com/spreadsheets/d/14FBayNj59CXzql2g8-hdR0Bqe0eY4ycWBVzUu1hKmFQ/edit#gid=0</p> <p>KW questioned the role of Governors during their visits and how to progress any actions following the meeting.</p> <ul style="list-style-type: none"> ● Governors to walk school. ● Request for special leave - Agreed and member of staff informed of decision. ● Raise online. 	<p>Follow up next meeting.</p> <p>Governors to forward any outstanding visit forms to TC.</p> <p>C/f to arrange later this term..</p> <p>C/f to next meeting.</p>

3	Pecuniary and other interests [standing item] <ul style="list-style-type: none"> • Declaration of Pecuniary and Other Interests with regard to items on the agenda. 	No interests declared.	
4	H&S Incident Reports	No reports.	
5	Policies - to discuss/adopt policies where relevant [standing item] <ul style="list-style-type: none"> • Health and Safety Policy review 	Postponed from 31/01/17. MF to confirm what stage the review of this policy is at.	C/f to next meeting.

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Financial Position and Financial Controls Manual 2016/17

HQ has not had access to ALT budgeting software (only paper). Now she has access to the new software, she has found this more user friendly. HQ explained how the ESG grant is reduced next year (£21k) but pupil numbers are good. There are changes to Idaci bands (pupil population) but because we are a JAM school (just about managing), we will receive more funding. HQ/MF have identified an area for high needs block funding for SSC which will need clarification. The school currently receive funding for 25 SSC places regardless of whether we are full. Last year there were 19 pupils and this year 18 pupils. Funding is calculated for all mainstream pupils (£3k per pupil - APU). Expecting £250k block funding for SSC as above. The LA are taking total pupil role and removing 25 pupils (SSC). We are therefore losing pupil funding for those pupils not in SSC. This has been raised with ALT who felt this was correct however we believe this is incorrect and will explore further. Historically we have had just one place not filled in SSC. We are not full in SSC because of complex behavioural needs requiring support from the staff from mainstream school.

TO questioned how we know the figure of £250k is correct. MF confirmed we should receive this funding from LA and APU for SSC children. Staffing costs remain the same, if not slightly higher. If there are not the complex needs funding meets the costs and provides potential to use for outreach.

KG questioned who has the responsible for complex needs. MF explained discussions are ongoing with the LA as places are not available for complex needs and waiting lists are in operation. A meeting took place on 06/01/17 to emphasise our concerns. A follow up meeting for three weeks later did not take place and a meeting clash between the future of SSC's resulted in a cancellation again. Rachel Nightingale is trying to progress this and one pupil will move in September. WJ discussed this further with the LA on 03/03/17. There is the capacity for the LA to buy places at a special school. The SSC admissions meeting is scheduled for 08/03/17 and final decisions will have an impact on whether we fill any SSC places next term.

NM-R asked whether there is anything Governors can do to help? MF confirmed not at this stage.

KW asked if Sidegate were subsidising SSC. MF explained we were not but HQ does account for SSC separately. MF stated there was no capacity to provide outreach work for other schools and in previous years Sidegate have subsidised but he believes the LA have a lack of

awareness of the situation.
HQ confirmed the national funding formula based on current figures shows a 4.7% increase.

TO questioned how many funding streams there are.

- APU
- High needs
- Pupil Premium
- High Tariff Needs
- Sports/PE premium grant
- Universal Infant Free School Meals
- Lettings
- Donations

There is no income from ALT. Sidegate pays 4% as opposed to 9% to LA.

HQ reported at budget setting time Governors will be provided with a copy of the figures. A draft budget will be set by 31/03/17 and a meeting will take place with KW/SW/WJ/HQ during the last week of term. A final budget will be submitted to ALT 31/05/17 to be approved and then adopted by Governors. Rebasing can take place adjusting for any staffing changes.

TO questioned how soon we will know if there are budget cuts. HQ explained we are given advance notice but there are other extras i.e. increase in NI contributions which are not always known in advance. Our funding is based on census information and we will know about funding before May. Core funding (EFA) has already been agreed.

This is HQ's first budget and she has researched in depth and will have information for Governors soon.

DH highlighted the DFE benchmarking tool. HQ explained a similar school to Sidegate is Britannia however, because they are not an academy we are not able to compare.

TO questioned if the school is good financial health overall. HQ confirmed how there is a need to explore the Y3 projections as significant carry forward has been used in the past. We aim to balance our books without using this. Without the National Funding Formula we cannot project Y3. HQ agreed to produce a one sheet summary for Governors and can show contributions from families towards extra curricular clubs.

MF explained that money is tight and how SW had wrote to families at the

TC to arrange meeting.

HQ to produce a one page summary sheet for Governors for future meetings.

		<p>beginning of the academic year highlighting the challenges we faced. All Governors agreed it would be worthwhile once the budget has been set to provide budget information to families once again.</p> <p>Governors discussed income generation for clubs, trips and visits, in particular the goodwill of families and parental engagement. This will need further discussion at a future meeting. DH highlighted the recent maths information meeting which was cancelled because of poor uptake (15 parents).</p> <p>Financial Controls Manual (forming part of the Scheme of Delegation) HQ to provide an overview of the document and advise Governors of key updates.</p>	<p>C/f to future meeting and discuss sending letter to families.</p> <p>KW to review FCM and report at next meeting.</p>
7	RPA Insurances	<p>HQ advised Governors of the school insurance policy cover. The Finance and Operations Director require Sidegate to take out Risk Protection Insurance, covers public liability etc. (£20 per pupil). Certificates are displayed in the office. No other insurance is taken out other than Staff Absence Insurance. Governors noted this information.</p>	
8	What does good teaching look like?	<p>MF shared Ofsted criteria for Teaching, Learning and Assessment. Series of descriptors.</p> <p>What does good teaching look like. Good criteria - comprehensive, looking at planning, time management in lessons, support for different groups of pupils, subject knowledge and also incorporates aspects of challenging pupil views, stereotypes, pupils views, guidance, marking and positive attitude to behaviour. Ofsted will judge teaching against this criteria. No judgement will be made on an individual lesson and they will look for ongoing evidence in books (pitched at right level, challenged appropriate, needs being met, evidence of marking policy being followed). They will talk to children, quantity of work and progress. Look for evidence whether the work is challenging. They will look at different subject areas.</p> <p>Teaching is regularly monitored and MF shared with Governors the form used for this. This form explores evidence, good practice, questions for discussion, "what went well" and "even better if". Following the monitoring, a series of actions could be identified (i.e. CPD)..</p> <p>NM-R questioned how realistic is it to ask staff to deliver CPD. MF explained how the whole school CPD is planned and if delivery is to a small group, release time is agreed. ED questioned how often monitoring takes place. MF confirmed three detailed observations during</p>	

an academic year (once per term/every year group/every teacher). **ED asked how quickly feedback is given.** MF confirmed they aim for within 24 hours and follow ups by a Phase Leader scheduled where necessary. Support can be provided by subject leader where appropriate. The initial assessments are carried out by a member of SLT and Phase leaders are involved where appropriate. The system has been refined in response to review and in consultation with Anne McCarthy and has been in place for approximately 5 weeks. There are minimum standards (non-negotiables).

TO questioned whether Governors see monitoring sheets. MF confirmed he could advise Governors of outcomes but Governors are not expected to complete lessons observations.

ED stated that Governors need to be assured that monitoring schedule is working and where concerns are raised at beginning of term, how are these followed up. MF explained how feedback is provided within 24 hours and that Phase Leaders meet within 2 weeks and information is then fed back.

ED questioned how the does the system capture, for example, if a teacher is not setting homework, could this still happen four weeks later. MF confirmed this would not happen as in addition to lessons observations the below takes place.

- Book scrutiny
- Pupil perception
- Pupil progress meetings

KW asked where are we now. MF highlighted the review had identified teaching was not consistently good. There is evidence of outstanding teaching and there is good teaching and also teaching which requires improvement. There is no inadequate teaching and there is a need to ensure teaching is consistent. CPD took place on learning objectives, success criteria (relating to learning and not too task focussed) and planning last week (pitching at the right level). Lack of models. Scaffolding for learning i.e. a plan for writing, process for calculations, an example of something which is done successfully.

ED questioned what are KD/DH thoughts as teachers. KD explained she was not a class teacher, but when MF has observed, she felt the feedback was useful to help improve teaching. DH explained it is about expectations and as a professional, they have a duty to action feedback.

MF spoke about a book scrutiny which took place and the opportunity for

teachers to step back and take a look. Significant changes have been seen. DH recognised importance of addressing the needs for individual children.

ED questioned whether we are capturing all staff, those who may not care. MF explained there is no evidence of any member of staff who does not care, and staff have different teaching styles and strengths. Good evidence has been seen.

TO explained how the report states teaching needs improvement and recognised questions will be asked if there is the same result. How do staff feel if Ofsted were to knock on door tomorrow.

MF spoke of a colleague who has recently undergone a Section 5 inspection. Data at end of last year did not meet floor standards, SATs results were not as good as Sidegate but retained good. Inspection was focussed on progress of pupils in school and where children were not making expected rates of progress and whether the school was aware. Lesson observations, books. There is always variation on what criteria Ofsted inspections are based upon. If teaching is good and work in books is good then the outcome will be good. KW will be disappointed if we get a RI. MF - yes based on the work over the past few weeks. When teachers have lesson observations they tend to do something different.

NM-R questioned what happened when ALT carried out their review. MF confirmed they did something different. Feedback from teachers and their books, there is a rapid transformation following changes to marking and feedback policy. New set of expectations being trialled to end of term. Early indications, positive comments. DH stated this is about common expectations and consistency.

ED recognised the good leadership in so far as motivating and monitoring of staff, engagement with the parent body.

MF confirmed that 60% pupil premium children have a specific learning need and are making good rates of progress although will not meet national. Case studies are important to demonstrate rates of progress.

Need to ensure there is a tight focus on quality of teaching and learning and demonstrate capacity to improve.

ED questioned if there is anything Governors can do. MF confirmed an awareness of what the school are doing. MF has produced a

		strengths and weaknesses document following review and shared this with Governors via email.	
9	Response to the ALT Review	<p>See discussion above.</p> <p>Points to discuss following meeting with between MF/SW/WJ on 03/03/17.</p> <ul style="list-style-type: none"> ● Website - difficult to navigate. MF/TC reviewed website and removed out of date/irrelevant content. Year group pages were not uniform. New templates have been produced and Y2/Y4 have been updated so far. Planning a future audit and would be helpful if Governors could feedback. Website is compliant with statutory information. Simple to access and navigate. ● Core subject leads to attend an FGB meeting each term. SW felt this would be useful. MF will organise. ● Theme book - MF will bring examples for next meeting. ● DUMTUMS - Inconsistencies with books. Well received by staff and pupils. Embedding and evidence. Good teamwork all round. <ul style="list-style-type: none"> ○ Date ○ Underline ○ Miss a line ○ Title ○ Underline ○ Miss a line ○ Start work <p>https://docs.google.com/document/d/1gEPVUwieggq9kydcZCgX1aif8zEe89YiAnUr-sBH3GA/edit?ts=58bf0c53</p> <ul style="list-style-type: none"> ● Top down planning 	<p>MF/TC to monitor and feedback.</p> <p>MF to organise.</p> <p>MF to bring 28/03/17.</p>
10	<p>Any other business</p> <ul style="list-style-type: none"> ● NGA Membership. 	<p>New logins issued. ALT fund Sidegate for Gold Membership. Feedback to HQ if this is useful. If not, HQ will explore other options.</p> <p>TO - MyMaths was this trialled before switching from Mathletics. MF issue with MyMaths we were not aware of as we were running on PC's however, the issue was identified with tablets. This is being explored further by our IT Technician. This is being used by high schools and quality is improved. Noted for future changes, explore platforms better.</p>	<p>Review and feedback to HQ if useful.</p>

Next meeting Tuesday 28th March – 5.30 pm

2016/17 meeting schedule

https://docs.google.com/a/sidegate.net/document/d/15LVGT_nbpMCot96qCokKY2PYV7bxqs5toX3se6_iQ2U/edit?usp=sharing

Meeting closed 19:50