



**HORIZONS LEARNING FEDERATION**  
(Holywell, Somersham & St. Helen's)



Minutes of the Resources Committee  
Meeting held at Somersham Primary School  
Tuesday 17<sup>th</sup> January 2017 – 1830hrs

**Present:**

Becky Ford (Executive Headteacher) [BF]                      Matthew Sampson [MS]  
Deborah Ellmer [DE] (Chair)                                      Barry Smethurst [BS]  
Barbara English [BE]

**In Attendance:**

Val Ford [VF]  
Deborah Moss [DM]  
Alison Jackson [AJ] Clerk

The meeting was quorate, 5 governors were present out of 7 in post.

**1. Apologies for absence**

Sarah Reeson [SR]. The apologies were accepted by the Committee.  
Kevin Grant [KG] was absent.

**2. Declaration of interest**

No declarations of interest were declared.

**3. Minutes of last meeting: 22<sup>nd</sup> November 2016**

These minutes were agreed and signed as a true record of the meeting with the following amendment: Point 3 **BE** was elected unopposed as Vice Chair.

**4. Matters arising from the minutes**

Action Points	BY WHOM	STATUS
Review of Critical Incident Plan	BF	<b>DE</b> met with Becky Ford. There are some points for Becky Ford to action and report back to <b>DE</b> . <b>ACTION BF</b>
Quote for poplars (St H)	Closed	Work completed.
Review HW BASC prospectus	DE/SR	Ongoing. Awaiting photos. <b>ACTION DE/SR</b>
Lettings Policy	BE	<b>BE</b> met with Sharon Budd. Reviewed the booking form, which is annually completed in September. Currently charges are negotiable at time of let. Community lets at St H have not increased since 2009. Latest version of Lettings policy for St H is dated 2012. <b>BE</b> will meet with Somersham to review their lettings policy and will then draft a Lettings Policy to be agreed across the Federation. Charges will depend on a number of factors eg. Need for caretaker to open/close, cost of heating & lighting, area to be hired. Present Lettings Policy at next Resources meeting <b>ACTION BE</b>
Staff Health & Well-Being Feedback Form	BF	Investigate St H support staff responses.
HW - Pre school	SR	<b>SR</b> to check with Becky Cooper that the cost for damage from the canopy has been charged to pre-school. <b>ACTION SR</b>

		Lease – <b>BF</b> has had a response from the Diocese stating the school to use a Transfer of Control Agreement where the length of term could be longer. The pre-school would be guaranteed for 2 years after this time either side can give notice of 6 months. There would be a cost to set this up. Not suitable if considering academisation. Response from Julie Robinson-Judd: would object to a longer term lease in case the need arose for the school requiring the space for teaching. <b>BF</b> will arrange a meeting with pre-school to discuss the need for a longer lease. <b>ACTION BF</b>
Brambles	BF	<b>BF</b> has received a copy of the Fire Risk Assessment. <b>BF</b> will check the actions have been completed. <b>ACTION BF</b>
Ensure all policies within T of R are in place	AJ	Policies still required: Lettings Policy for Som & St H Some Personnel policies Accessibility Plan

## 5. Overview of a BCR

The EHT gave governors an overview of HW budget; highlighting the symbols key in the top corner used to flag up items in the budget. Income is listed with I codes and are linked to an expenditure code (E codes). The EHT explained each line and reasons for overspend and underspends.

The EHT commented that any orders after 10<sup>th</sup> February will not be processed until March in order to have a clear carry forward figure for the next budget. Subject leaders have a proforma to complete to request funds for their subjects for the next budget period.

The EHT also pointed out that the curriculum pot at HW is not broken down into subjects whereas Somersham operates separate lines for each subject. This will be standardised across the Federation at the next budget build.

HW BSC is showing a profit, they are trying to build up funds to refurbish the BASC room. There are also costs that can be associated with the Income generated.

The budget also showed that there was not a lot of investment made in ICT however a governor confirmed there was a large investment made the year before in I pads for the classrooms.

**Challenge:** A governor asked if the development and training would reduce due to shared costs across the Federation.

The EHT replied this would not necessarily reduce as the Federation will be able to access better quality CPD for all staff and share the cost either by allocating a third of the cost to each school or calculating a per head figure.

**Challenge:** A governor asked whether the Federation had sourced quotes & discounts for all three schools.

The EHT replied that as contracts expire eg for Grounds maintenance, property services the Federation will seek a discount for all three schools. There is potential to top slice off each budget to have a central Federation account to negotiate contracts.

A governor asked if there was a contract database.

The EHT replied that most of the contracts tie in with the end of the financial year.

End of the report shows the bottom line figures of £5,200 committed / £52,902 c/f

## 6. Key points from Budget Review meeting: Holywell, Somersham & St Helen's Holywell

- Predicted £51,902 c/f at end of 2016/17
- There has been a build up of reserves over 3 yrs to cover fall in numbers for the next 2 years to remain as a 7 class structure

### St Helen's

- Predicted £5448 deficit at end of 2016/17 (was a 7 class structure)

Minutes of Resources meeting held on 22<sup>nd</sup> November 2016

Signed and agreed as a true record by the Chair .....

Can expect a balanced budget for 2017/18 with the following points:

- Numbers are down so from September based on 181 (currently 183) it will be a 6 class structure, split over KS's
- There are 22 children at Brambles for September intake
- Need to review teacher hours / TA hours (Potential for new starters on a Federation contract to redeploy across Federation)

**Challenge:** A governor raised that HW and St H'S are very similar but have big differences in their budgets.

The EHT replied that the numbers of pupils are very different. In HW almost every year group is full apart from 1 year group.

### **Somersham**

- Predicted £21,469 deficit at end of 2016/17
- School budgeted on the status quo but this has changed – Temporary H of S cost more than expected. PPA time / overtime claims excessive – TA contracts reviewed and amended PPA. Previous Headteacher was overpaid sick pay this has now been written off. The EHT contribution has been adjusted to 50%. Telephone bill is £2,800 – there are telephones in every classroom.
- Budget build will be based on 275 on roll. There will be 294 on roll in September. PAN is 50. Long term forecast for Somersham is very positive.

Draft budgets will be available at the end of January when there will be a better idea of intake numbers.

The EHT will build the budgets of all 3 schools with Ray Byford. Income and Expenditure codes for all schools will be made consistent across the Federation.

Ray Byford will report on the Federation Budget to the LA.

There is potential to move money within the Federation to where the need is greatest. May consider top slicing the budget of each school to make a Federation budget to pay shared costs.

### **Extra Agenda Item: Proposed Governance Model**

The Chair of Governors handed out a proposed Governance Model for governors to discuss.

Attached as Appendix 1.

Proposal:

- Federation Strategic Board will review website, investigate becoming an academy, etc.
- There will be two committees: Finance/Premises and Personnel with delegated authority.
- Standards committees operating at site level with members from each standards committee sitting on the Finance/Premises and Personnel committees.

Frequency of meetings:

- Federation Strategic Board meet once a term
- Finance/Premises committee meet once a term
- Personnel committee meet once a term
- Standards committees meet every half term

Under this proposal the FGB would not meet as a whole, but could schedule a FGB meeting at the start of the academic year.

Governors discussed the model.

The Chair of Governors requested that all skills audits are to be completed and returned to the clerk asap.

Proposed to call an EGM on Tuesday 24<sup>th</sup> January 2017, 6.30pm at St Helen's for all governors to review the proposal. The Chair of Governors to email a copy of the Governance Model and explanation to the Clerk for distribution. **ACTION BS/AJ**

**BS left the meeting at 8.25pm**

**7. Review Action Plan from Finance Audit Reports re Financial Risk, Somersham & St Helen's**

Governor section needs to be completed with Governor responsible and timescale. The EHT will complete & liaise with the Chair of Governors. **ACTION BF/BS**

**VF left the meeting at 8.30pm**

**8. EPM Feedback Autumn Term**

Deferred. Audit will be completed at next meeting.

**9. Policy Reviews:**

**Admissions** – This will be separated to individual school Admissions Policies. **ACTION BF**

**Allegations of Abuse against Teachers, Other Staff and Volunteers** - The Resources Committee recommend the Allegations of Abuse against Teachers, Other Staff and Volunteers to the FGB for ratification.

**Complaints** - The Resources Committee recommend the Complaints Policy to the FGB for ratification.

**Disciplinary Rules for all employees** - The Resources Committee recommend the Disciplinary Rules for all employees to the FGB for ratification.

**Management of Discipline and Dismissal in a maintained school** – needs St H information to be added **ACTION BF**

**Safer Employment** – needs Somersham first aiders to be added to Point 16 **ACTION BF**  
The Resources Committee recommend the Safer Employment Policy to the FGB for ratification. Policies still to be drafted/reviewed: Lone Working Policy, Physical Handling & Restraints Policy and Behaviour Management Policy

New and amended Personnel policies will need to be consulted on with all members of staff.

**10. Premises update inc Security Risk Assessments**

The EHT will email HW Security Risk Assessment to the Clerk for distribution. Still awaiting reports for Som & St H. **ACTION BF/AJ**

**11. Governor Training**

The Chair of Resources asked if any governors were planning to attend the Governor Spring Termly Briefing. Currently no one has booked a place.

**12. Accident Reports – Forms IRF96 and F2508**

None

**13. Future Points to be discussed**

Budgets

SDP to monitor impact of spending

Feedback from EPM

Feedback from training

#### 14. Items and Issues for Main Governing Body Meeting

Proposed Governance Model

Allegations of Abuse against Teachers, Other Staff and Volunteers

Complaints

Management of Discipline and Dismissal in a maintained school

Safer Employment Policy

#### 15. AOB

- EHT contract needs to be adjusted to include working at Somersham **ACTION BS**
- The EHT is reviewing the ICT Service Level Agreement. Currently HW & St H pay £6,200 per annum and £6.45 per pupil each for one half day support every 4 weeks with file server and whiteboard support. Somersham use Irvine Knight who have quoted for HW & St H at £1547 to give thee same level of support they are currently getting. ICT Service provision is due for renewal in February.  
Include ICT Service review to EGM agenda **ACTION AJ**

#### 16. Date and time of next meeting

**EGM – Tues 24<sup>th</sup> January 2017, 6.30pm at St Helen’s**

**Standards – Tues 24<sup>th</sup> January 2017, 6.30pm at St Helen’s**

There being no further business the meeting closed at 9.05pm

**Accepted as a true record**

**Signature**

**Date**

<b>Action Points</b>	<b>BY WHOM</b>
Action points raised re Critical Incident Plan and report back To DE	BF
HW BASC prospectus & policies	DE/SR
Lettings Policy St H & Somersham	BE
Check Pre-school damage recharge has been made	SR
Arrange meeting with HW Pre school to discuss the need for a longer lease	BF
Check actions on Fire Risk Assessment for Brambles have been completed	BF
Send out EGM Agenda for 24 Jan	AJ
Email Governance Model & explanation to clerk for distribution	BS/AJ
Liaise with BS to complete governor section of Finance Audit	BF/BS
Draft Admission Policy for each school	BF
Add St H information to Management of Discipline and Dismissals Policy	BF
Somersham first aiders to be added to Safer Employment Policy	BF
Email HW Security Risk Assessment to the Clerk for distribution	BF/AJ
EHT contract to be amended to include Somersham	BS
Include ICT review on EGM Agenda	AJ

Appendix 1

COG, EHT, CHAIR OF FINANCE, CHAIR OF PERSONNEL, CHAIR OF STANDARDS

