



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



Minutes of the Resources Committee  
Meeting held at St Helen's Primary School  
Tuesday 22<sup>nd</sup> November 2016 – 1830hrs

**Present:**

Becky Ford (Executive Headteacher) [BF]	Kevin Grant [KG]
Deborah Ellmer [DE]	Sarah Reeson [SR]
Barbara English [BE]	Matthew Sampson [MS]

**In Attendance:**

Alison Jackson [AJ] Clerk

The meeting was quorate, 6 governors were present out of 7 in post.

**1. Apologies for absence**

Barry Smethurst [BS]. The apologies were accepted by the Committee.

**2. Declaration of interest**

No declarations of interest were declared.

**3. Elect of Chair and Vice Chair**

The clerk requested nominations for Chair.

**BE** nominated **DE** for the position of Chair and **SR** seconded.

**DE** was elected unopposed as Chair for the following year.

The clerk requested nominations for Vice Chair.

**SR** nominated **BE** for the position of Vice Chair and **KG** seconded.

**DA** was elected unopposed as Vice Chair for the following year.

**4. Minutes of last meeting: 7<sup>th</sup> June 2016**

These minutes were agreed and signed as a true record of the meeting with the following amendment: Point 5 the BCR's were discussed.

**5. Matters arising from the minutes**

Action Points	BY WHOM	STATUS
Review of Critical Incident Plan	DE	Procedure and practice runs carried out at HW & St H. Som have a Critical Incident Plan in place and carry out regular practice runs. DE will arrange to visit the schools to carry out a review. <b>ACTION DE</b>
Quote for poplars (St H)	BF	BF to check work on poplars. <b>ACTION BF</b>
Parent info re working in partnership for newsletter	Closed	Looking at the strategic view on communications with parents and staff will have CPD around this. Feedback from recent parent survey did not raise concerns re parent communication any concerns raised were proactively followed up by the H of Ss. Communications with parents.
Review HW BASC prospectus	DE/SR	Ongoing. Awaiting photos. <b>ACTION DE/SR</b>

BE to meet with Sharon to work out lettings charges for St H	BE	Sharon Budd has returned on full duties. <b>BE</b> to arrange a meeting. <b>ACTION BE</b> Somersham Lettings Policy also needs reviewing.
Staff Health & Well-Being Feedback Form	BF	Investigate St H support staff responses.
Lease for Brambles		Lease has been checked and is now with Brambles Committee.
DBS check	AJ	<b>SR</b> does not require a new DBS check as she is a member of staff and has been checked. <b>KG &amp; NB</b> have completed their DBS check.
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> to check for responses from the LA and the Diocese. <b>ACTION BF</b>
Health & Safety Audits	BF	Forward H & S audits to the clerk for inclusion on next Resources agenda.
Security Risk Assessment / St H Bungalow	BF	Phil Hill will visit each school to carry out a Security Risk Assessment. For HW this will include work on the office and parking issues and the footpath from Millfields. For St H this will include discussions about the bungalow and will revisit the potential for selling.
Brambles	BF	Check if there were any actions following their Fire Risk Assessment. <b>ACTION BF</b>

## 6. Terms of Reference

Governors discussed the contents of the Terms of Reference and need to consider the SDP with the key priorities for the schools to decide how to monitor the impact of spending.

For the next budget build the EHT will request subject leaders in February for their requests for funds to be able to build this into the budget strategically.

Governors have requested identification of key areas on the BCR and information on the impact of spending within these areas. Eg. Professional development, to identify best practice, Supply teaching, Curriculum resources.

Governors requested **BF** to give a detailed review of the budget at the next Resources meeting.

**ACTION BF**

The following amendments to be made to the terms of reference:

- The EHT will have delegated powers to authorise expenditure not in excess of £2000 and authorise virement of an amount of money not in excess of £2000.
- The Heads of School will have delegated powers to authorise expenditure not in excess of £1000.

**ACTION AJ.**

With the above amendments the Terms of Reference were agreed by the committee to be sent to FGB for ratification.

A governor requested the clerk to ensure that as a minimum all of the policies mentioned in the terms of reference were in place. **ACTION AJ**

## 7. Review working model of the committee

Need to consider: governor responsibilities – key areas – when – how to monitor.

Responsibilities include:

- Review of policies.
- Premises and H & S walks of the schools, dealing with action points raised.
- Budgets
- Personnel

One area of staffing that will be reviewed is the site management across the Federation. Somersham site manager has a budget, reviews contracts, Holywell site manager works within the school but does not have a budget or review of contractors, St Helen's caretaker is part time. It has been suggested that all three of them tour each school to consider collaborative working across the Federation.

The EHT will review the Federation staffing structure which will be discussed at FGB. The governors should then take on a monitoring role with the relevant manager.

Consider the focus of each Resource meeting and maybe have Premises & Policy for one meeting in the term and Personnel and Finance as the focus for the other meeting in the term.

#### **8. BCR: Holywell, Somersham and St Helen's**

Budgets have been reviewed by Ray Byford, Finance Managers, EHT and Chair of Governors.

The critical messages are:

- HW forecast £45,000 c/f at the end of the year
- Som forecast break even at the end of the year
- St H forecast £8,000 deficit at the end of the year

Class structure for next year:

- HW, No. on roll 197 – 7 classes (no change)
- Som, No. on roll 276 – 10 classes (reduction from 10 ½ classes)
- St H, No. on roll 186 – 6 classes (reduction from 7 classes otherwise forecast £45,000 deficit)

**Challenge:** A governor asked whether we can legally reduce to 6 classes at St H and whether redundancies would have to be considered.

The EHT replied that it is legal to reduce to 6 class structure at St Hs and considers it better to have high quality teachers meeting the needs of the pupils working with larger classes than having lots of job shares or teachers off sick. With current vacancies redundancies may not be required. We are currently recruiting temporary teachers to those posts. If redundancies were required that would be reviewed with Ray Byford at the budget review meeting.

**Challenge:** A governor enquired about the PAN of 45 at Somersham and whether the school was turning away potential pupils and whether this should be increased to 60.

The EHT replied that this is a historic figure but to date the school have been able to fulfil admission requests.

**Challenge:** A governor stated that TA hours have been historically high at St Helen's and whether that would be reviewed.

The EHT confirmed that this will be reviewed.

Governors need to consider how the EHT salary is apportioned between the three schools. The proposal is: Somersham pays 50%, Holywell pays 25% and St Helen's pay 25% this is based on the pupil numbers and the terms of need to be back dated to 1<sup>st</sup> September 2016. **All Agreed** to recommend this the FGB.

The next review of budgets with Ray Byford is scheduled for Tuesday 10<sup>th</sup> January 2017, 11am – **BF** will contact to change date to Wednesday 11<sup>th</sup> January 2017. All governors are invited to attend the summary meeting at 11am. If date is successfully changed **DE** will attend. If not **BE** will attend.

The new H of S for Somersham will be in post after Easter, **ML** will continue in his role until then. However the interim leadership model will have a negative impact on Somersham's budget.

**BF** has requested extra funding from the LA due to the interim H of S being appointed at a salary agreed by the LA and not by the GB. The school have had to pay a premium due to the position the school was in. Keith Grimwade has also asked for another copy of the strategic plan for Somersham and **BF** has sent it including a request for extra funding.

**Challenge:** A governor asked whether the school could operate without a H of S for the next three months.

The EHT stated this would not be a good model to remove the leadership from the school.

### **9. Finance Audit Reports re Financial Risk, Somersham & St Helen's**

Governors reviewed the draft Finance Audit Reports.

Section 1 – Scheme of delegation request the clerk to forward a copy to the committee for review. **ACTION AJ**

Governors noted that there were no timescales attached to the action points.

Governors carried out a factual accuracy check and agreed with the findings and accept the recommendations made. The final copy of the audits will go to FGB.

Include review of timescales and progress on feedback to the next Resources agenda. **ACTION AJ**

### **10. Policy Reviews:**

**Pay Policy 2016** – recommendation in the pay and conditions to award 1% pay increase across the board.

Challenge: A governor asked if this had been built into the budget. The EHT replied that it had.

**All Agreed** to recommend the 1% pay increase to FGB.

Appendix E needs to be completed. **ACTION BF**

Appendix G Hof S salary range needs to be amended to include Somersham. EHT to request advice from EPM on whether to include to pay ranges for the different size schools. **ACTION BF**

The Resources Committee recommend the Pay Policy to the FGB for ratification.

**Payment of Governor Allowances** – add Somersham to the policy. **ACTION AJ**

The Resources Committee recommend the Payment of Governor Allowances to the FGB for ratification.

### **11. Premises update**

- Site managers and caretakers will undertake walk rounds each school to consider collaborative working.
- Asbestos has been removed at Holywell.

### **12. Governor Training**

Need to ensure attendance at governor termly briefings and then to report information back to GB.

Training courses available:

- Improving Financial Efficiency
- Performance Related Pay
- EPM termly updates for EHT, SLT and Governors – 2<sup>nd</sup> Feb 2017 in Peterborough, **BF** will attend. 3<sup>rd</sup> Feb 2017 in Huntingdon, **KG** will attend.

The EHT will talk through the schools BCR for governors to be trained on our own budgets.

### **13. Accident Reports – Forms IRF96 and F2508**

**IRF96** – Somersham 2 reports, TA hurt back lifting a child and a TA in EY.

### **14. Future Points to be discussed**

SDP to monitor impact of spending

Feedback from EPM

Feedback from training

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

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

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

Terms of Reference for ratification  
Financial Audit Reports  
Payment of Governor Allowances  
Pay Policy 2016  
Recommend 1% pay increase across the board

### 16. AOB

- Feedback from EPM Autumn Term update – add to next Resources agenda. **ACTION AJ**
- **KG** requested a copy of the latest H & S report to review. **ACTION BF**

### 17. Date and time of next meeting

**FGB – Wed 30<sup>th</sup> November 2016, 7pm at Holywell**  
**Standards – Tues 24<sup>th</sup> January 2017, 6.30pm at St Helen's**  
**Resources – Tuesday 17<sup>th</sup> January 2017 6.30pm at Somersham**

There being no further business the meeting closed at 9.00pm

**Accepted as a true record**

**Signature**

**Date**

<b>Action Points</b>	<b>BY WHOM</b>
Critical Incident Plan review	DE
Follow up on poplar work at St H's	BF
HW BASC prospectus & policies	DE/SR
Lettings Policy St H & Somersham	BE
Check Pre-school damage recharge has been made	SR
Check for responses on Pre-school Lease	BF
Check for any actions on Fire Risk Assessment from Brambles	BF
Detailed review of budgets at next Resources meeting	BF
Amend T of R	AJ
Ensure all policies within T of R are in place	AJ
Financial Scheme of Delegation to forward to governors	AJ
Include review of timescales and progress on feedback of the Finance Audits to next Resources agenda	AJ
Complete Annexe E in Pay Policy	BF
Obtain advice from EPM on pay ranges for H of Ss	BF
Update Payment of Governor Allowances	AJ
Include feedback from EPM Autumn Term update on next Resources agenda	AJ
Forward H & S report to KG	BF