



Minutes of the Resources Committee Meeting held Thursday 19th April 2018 which commenced at 1630 in the Louth base.

Serial No	Item	Comments	Action
1.	Members Present	Mr Pete Banks (PB) (Acting Chair) Mr John Gibson (JG) Mr Steve Barnes (SB) (Head Teacher) Mrs Helen Garrett (HG) (School Business Manager) Mr Neil Blackwell (NB) (Secretary)	
2.	Apologies	Mrs Julie Bembridge	
3.	Declaration of Pecuniary Interests	All members were asked to sign a 'Corporate Governance and the disclosure of pecuniary interest' form at the outset of the meeting. All Governors confirmed in this instance that they did not have any pecuniary interests.	All
4.	Minutes of previous meeting	The minutes of the previous meeting were accepted as a true record.	All
5.	Matters arising from last minutes	There were no separate matters arising that weren't covered in subsequent agenda items.	All
6.	Staff absence report (OE3)	HG explained to Governors that the total number of staff absence days for this academic year so far was 138 days, which appeared high compared to previous years. This was mainly due to 2 members of staff having long term sickness due to an operation and a broken arm. HG explained that taking these into account the overall staff absence remained low. Governors were encouraged by these figures as they felt that this demonstrated that staff were content in their employment. Governors were assured of OE3 in that the school had a fit for purpose absence policy that was adhered to.	All
7.	Assurance and Staff discipline matters (OE4)	SB assured Governors that the school followed the staff discipline policy although reported that there were no members of staff on formal discipline; however he had reason to have 1:1 chats with a couple of staff members. Governors were assured of OE4 in that the school had a fit for purpose discipline policy and would follow this as necessary.	All
8.	Recruitment policy and safer recruiting (OE5)	SB explained to Governors that the school follows the LA policy and that currently 3 members of staff have undertaken the safer recruitment training. No senior school staff had been appointed this academic year, however governor participation would be required under these circumstances. SB confirmed that the school undertakes full references checks and any breaks in careers for prospective staff. Overseas checks would also be made if a staff member had served overseas in their career. SB informed governors that the school is currently recruiting a science teacher and one of the applicants had an application rejected under these auspices. Governors were assured of OE5 in that the school had a fit for purpose recruiting policy which was followed during recruitment processes.	All

9.	Bank Account Status	HG informed Governors that SLT had considered at length about becoming a bank account maintained school; however with all the recent disruption had decided not take this route at present. Governors agreed.	All
10.	CPD (EE15)	<p>SB outlined the following CPD that is currently being undertaken by members of staff:</p> <ul style="list-style-type: none"> • Wednesday afternoons teachers are undertaking combined CPD. • RSO's are undertaking Maters Level work in trauma studies, positive psychology and SEN. • A member of SLT undertook a qualification in coaching. • A number of staff have undertaken MHFA training. • A majority of teaching and support staff have undertaken team-teach training. • Staff members have completed autism awareness. • SLE deployment in SEND and Maths. • Clerk to Governors completed National Clerks Development Course. <p>SB raised concerns that whilst there was a significant amount of CPD being undertaken by staff there wasn't a tight enough alignment to the SDP priorities. In addition the school had mapped staff roles to standards. The future expectation would be that staff would self-evaluate to these standards and identify areas that they would need to work on.</p> <p>PB asked that there didn't seem to be much uptake of CPD by teaching staff and how SB may address this?</p> <p>SB agreed and explained that this was something that SLT were looking at and addressing.</p> <p>Governors agreed that at this time they could not be fully assured of OE15 until the above issues had been addressed.</p>	<p>All</p> <p>SB/SLT</p>
11.	Resources Report	<p>HG provided Governors with an update regarding the budget and other resourcing information as follows:</p> <p>The school currently has a healthy carry forward figure of around £300,000. There were a number of factors that contributed to this including the payment of 2 funding amounts for the ASD centre in one FY.</p> <p>JG asked whether the funding had been earmarked.</p> <p>HG and SB confirmed that the funding had been set aside for the purchase of equipment and resources following the move to Amber Hill. The school was also purchasing new IT equipment following a recent IT audit by LCS.</p> <p>HG explained that the school would have to write to the LA to explain the reasons surrounding the underspend and ask for permission to carry forward this amount. PB raised</p>	<p>All</p> <p>HG</p> <p>HG</p>

	<p>concerns that the school could come under fire from the LA without being able to backup the reasoning. JG recommended that writing to the LA early and making the case at the earliest possible opportunity would help pave the way. Governors agreed. PB and HG agreed to compile a shopping list to accompany the request to carry forward the funding.</p> <p>HG explained that the Easter school project went well and due to an issues surrounding DBS clearance the original transportation plan had to be shelved. Therefore the school had to arrange and pay for taxis for the pupils and in turn will bill the YMCA for the transport costs as agreed.</p> <p>The school will be making a bid to Homestart to provide family support for families of pupils. HG explained that this would be instead of employing a Family Support Worker.</p> <p>The leased MPV had arrived at the school and training for drivers had been underway. A LM from the Sleaford base would be responsible for the day to day administration of the minibus.</p> <p>New IT equipment had been ordered for the school. JG asked whether the school could provide more virtual schooling for some of the hard to reach pupils in the home. SB explained that the school had recently purchased Firefly which was a system that could be accessed by pupils in the home to provide teaching packages. Governors discussed the advantages and challenges of providing virtual schooling.</p> <p>HG explained that CN who was a Learning Mentor at Sleaford base has now changed role to SEN admin and base support for Sleaford with the aim of her extending this role into Amber Hill after the move. She had been replaced by LC who had previously worked in an agency role for the school. The school had now employed a new Learning Mentor in Boston as SH had now left the school.</p> <p>SB explained that 3xTA1s were going to be employed to work at the new Amber Hill site and Lincoln base. HG explained that they planned on employing short term graduates that wanted to gain experience in the school setting.</p> <p>Pupil Premium currently stood at £27,348 and HG explained that some of this would be used towards the funding of the 3xTA1's.</p> <p>The School fund currently stood at £7,100 and HG provided Governors with a breakdown of expenditure to date.</p>	HG/PB
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12.	Finance and Procurement Policy	NB explained that he had forwarded to Governors a few weeks ago an electronic copy of the policy and had received responses from Governors that they were content with the policy. Policy agreed and to be signed.	All NB/JG
13.	Items for next agenda	None	All
14.	Date and Time of Next Meeting	The meeting finished at 1720 and Governors agreed that although there was not a planned Resources meeting this school year, a further meeting would be required to agree the school budget. Therefore there will be a Resources meeting to be held at Lincoln base on 24th May 2018 at 1630.	All

Minutes compiled by

Minutes agreed as true record

N Blackwell

P Banks/Acting Chair

Date:

Date: