

Minutes

Westfield School Resources Committee

16 October 2017
5pm

Westfield School

Chair: Richard Binnersley (RB)
Minute taker: Jenni Hicks (JH)
Attendees: Ceri Hibbert (CH)
Nicki Gilbert (NG)
Eric Williams (EW)- left meeting at 6pm
Steve Tisdale (ST)- observing
Nick O'Sullivan (NOS)- Health and Safety Risk Management- left, 5.15pm
Emma Jenkins (EJ)- school administrator

Apologies: Andy James (AJ)
John Hatton (JHa)
Steve Wall (SW)
Ann Hatton (AH)

Agenda item 1:	Welcome & apologies for absence
-----------------------	--

Received and accepted from AJ, JHa, AH and SW.
--

Agenda item 2:	Minutes of last meeting & matters arising
-----------------------	--

Minutes were agreed for accuracy and signed.
--

Agenda item 3:	Review and agree terms of reference
-----------------------	--

These are unchanged and were agreed to continue as they are.
--

Agenda item 4:	Declarations of Interest
-----------------------	---------------------------------

None.

Agenda item 5:	Budget
-----------------------	---------------

NG advised that at 50% way through the year, 55% of the budget has been spent. RB asked if this was to be expected and NG confirmed.
--

NG advised that some cost codes are overspent.
--

A member of staff is off sick long term and this is having to be covered, however this will be able to be covered internally after the half term.

NG talked through various lines of the budget and their projections versus actual.
--

NG advised that the school have spent the budget for 'learning resources not ICT', however many of the items were resources and won't need to be brought again, others are petrol etc which will be ongoing. NG advised that this line needs monitoring and closer analysis to be completed, NG and EJ will arrange to meet with Kim Clark (Finance Officer). All money that comes into the school now goes via EJ.

EW asked if professional brought in services are paid upfront. NG advised that some are SLAs which would be, but others are not.
--

NG advised that Pupil Premium is income, but spending on this comes out of the overall budget. It was noted by Ofsted that the school were not as accountable as they should be, however NG advised that this was linked to the Assistant Head responsible for this leaving. EJ advised that they will be requesting a line in the budget for Pupil Premium going forward to
--

enable this to be more easily monitored.

NG advised that the school have recently discovered that they are eligible to receive Year 7 catch-up funding (allocated to all Year 7's who are below target).

NG advised that the school pay Hoople for the finance SLA, however over the summer, the school had letters from a number of providers stating that services would be ceased due to invoices not being paid. NG has challenged Hoople on the payment of invoices and EJ has also followed this up.

Action: Budget forecast to the end of the financial year to be provided at the next meeting. EW requested a budget that includes forecasted spend and assurance that those that have gone over budget are funded by savings in other areas.

NG advised that the school have £4k capital. Recoding of some work that has been completed may need to take place. NG also advised that there is some work in the playground that may need to be completed which would come out of this budget.

NG advised that an intruder was spotted who had jumped over the fence at the place where it was not raised to 2m. NG has contacted Lindsey Gilbert (LA) with this as a safeguarding concern and is hoping that this will be funded by the LA.

NG advised that the sensor lighting is not working as it should in the playground. EJ also advised that one of the trip switches went 3 times in one morning and is being checked.

Agenda item 6:	Health and safety
-----------------------	--------------------------

NOS attended for the H&S update. NOS advised that his service provides schools with clear and practical advice in relation to H&S. NG advised that they now have clarity on what the gaps are following the caretaker leaving in the summer. The school, with NOS and Brian Morgan (Fire Risk Assessment Officer) have created an action plan for the school to put in place. Some have been completed already. NOS is refreshing the school condition survey during the half term. NOS advised that the condition survey of the two school buildings will be key in ensuring that the school are given a building which is fit for purpose should it become an academy and were the Council cease being the landlord in the future.

Legonella testing is being done and the timings of fire evacuations were acknowledged to be improving.

EW asked if the action plan would include photos and a priority order; low risk, high risk etc. NOS confirmed that the easier tasks are classified as 4 week, then 8 weeks and upwards depending on the severity of the issue. NG advised that the action plan will then be brought to a future resources committee. RB advised that the governors want the building to be a safe place for all who use it. He asked about the number of hours likely to be required for such a role, as it was acknowledged that a job description would need to be drafted for this and an appointment made. NOS advised that it would vary but some schools club together in order to fund a full time post. NOS offered to be part of the interview panel when the school get to this point to judge on the persons level of competency and understanding of health and safety, linked to the needs of the school. EW advised that the person would need to also know where to access other professionals who could pick up elements of the role which they cannot. NOS advised that he feels a lot happier that the school are making progress in line with the previous concerns identified.

NG advised that the school are in the process of reallocating jobs between EJ who is full time and the other administrator who is part time. The fire extinguishers have been checked as have the alarms. A full evacuation was completed last Friday and was 2 minutes 32 seconds (2.30 is the target time). NG gave good feedback on the evacuation.

NG stated that the Governors need to consider if the role of the handyman person also cleans the school. This is currently being subcontracted and it was noted that the service provided is high quality. The person would need to open up each day and do a site walk around, they would need to do a regular site walk (e.g. once per week) which feeds into an H&S action plan. They would need to monitor and complete 'odd jobs' and have some skills to enable them to

complete such tasks. NG has contacted local schools to see if they would consider a shared person. NG and EW have considered the role and feel that 16 hours is the appropriate amount of hours. They will write a job description and share it with local schools to see what the interest is like. The 16 hours would need to be used flexibly, to include some opening up on Saturdays and some work completed at these times. NG suggested that EJ oversees this person as she has experience in this area. NG advised that the school employ 2 cleaners directly for 2 hours per night who clean the porta cabin and stock all toilets. It appears to not be being completed within the timescales and NG has produced a spreadsheet to allocate individual jobs. Line management will be picked up by EJ and staff are to notify her if tasks have not been completed. NG advised that it would appear also that a high level of stock has been ordered and EJ is monitoring this. School to aim to have appointed within the next term.

Standing item in the H&S update will be the action plan in the future.

Fire Book

This is up to date.

Agenda item 7: School Development Plan and SEF

NG advised that in terms of this committee, the actions were predominantly about streamlining the admin team and ensuring responsibility regarding health and safety. This is being embedded currently and roles and responsibilities have been discussed under other agenda items.

An apprentice was discussed previously, however it has been agreed that the school are not currently in a place where this can be effectively supported. The school currently have one part time and one full time administrator, but task allocation needs to be completed to enable school to consider if a further part time job is required.

CH proposed that it is worthwhile waiting for the H&S action plan before allocating the focus of governor visits for this committee. NG advised that some elements may also be included in the SDP.

Agenda item 8: Update from leadership team on matters arising

All updates captured in other areas of the agenda.

Agenda item 9: Policies review

Teachers Pay

This is an LA policy. A 1% pay rise is being discussed at a Trade Union level. **Action:** NG and RB to meet following this review as the school need to make recommendations by the end of October. NG advised that the last 2 teaching assistants employed were done so through Hoople, so that Hoople are the employer, meaning that their sick pay and pension etc. does not get funded by the school, meaning a saving in on-costs.

Health and Safety Policy

NG advised that NOS and Brian send draft policies to school which can be personalised. The Westfield one is not yet personalised and NG requested that this is deferred to the next meeting.

Action: JH to defer to next meeting.

EJ will be doing a policy audit. EJ advised that the school should be reviewing the driving at work policy, but the school do not have one. EJ is following up on this. CH advised that a printed copy of all policies should be kept in school.

Agenda item 10: Any other business

NG advised that Sian Bailey's husband sadly passed away last week and that NG and Barrs Court have jointly sent flowers and condolences on behalf of both settings.

NG advised that the Free School meeting has taken place. It was very factual and an update on what has been done so far. RB asked about timescales and NG advised that Barrs Court have 4 weeks to submit an expression of interest. RB queried why the consultation process for this is taking place at the end of the process rather than at the start as would usually be expected.

Agenda item 11:	Date of next meeting
Monday 5 February at 5pm.	

Item	Action	By whom	Deadline
5 Budget	Budget forecast to the end of the financial year to be provided at the next meeting. EW requested a budget that includes forecasted spend and assurance that those that have gone over budget are funded by savings in other areas.	NG	5.2.17
9 Teachers pay policy	NG and RB to meet following this review as the school need to make recommendations by the end of October.	NG, CH and RB	31.10.17
9 H&S Policy	JH to defer to next meeting.	JH NG	5.2.17