

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 12 November 2019 at 5.00pm.

Present:

Mr P Taylor (chair), Mrs S Brown, Mrs P Curtis, Mr M Prescott.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mrs C Dodd (Assistant Headteacher)

Mrs E Peers (Assistant Headteacher)

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

Apologies:

Apologies for absence were received from Mr J Davey, Mr B Egerton, Mr P Hudson.

Apologies for absence were also received from:

Mrs A Maingay (Deputy Headteacher)

Mr D Godwin (Assistant Headteacher)

Tour of New Build:

Prior to the start of the meeting, governors were given a tour of the school grounds to see the progress being made with the new sports pavilion, which was nearing completion.

145. Declarations of Interest:

There were no declarations of interest relevant to the agenda items.

146. Minutes:

The minutes of the meeting of the Managing and Resourcing committee held on 30 September 2019 had been previously made available to governors in Office 365.

It was resolved –

That the minutes of the meeting be received and approved as presented.

147. Matters Arising:

a) Back Lane (Minute 132(a) refers)

The headteacher reported that there was nothing further to report regarding Back Lane although she was to meet with the Town Council and police shortly to discuss ongoing concerns. Governors would be kept updated as necessary.

It was resolved –

That the situation around Back Lane continues to be kept under review.

b) ULT Redundancy Scheme Consultation (Minute 132(e) refers)

The headteacher reported that the consultation period had been extended although it had now closed. Staff from Thomas Alleyne's High School had submitted views to trustees regarding the proposal to change the redundancy scheme. A decision was awaited.

c) Exam Fees (Minute 133(a) refers)

The headteacher reported that a full review of the cost of exam fees was currently being undertaken and that a full report would be available for a future meeting of the Managing and Resourcing committee. The final report would include a comparison of current exam fees against those of two years ago.

It was resolved –

That the cost of exam fees be kept under review and that governors await the report.

d) Apprenticeship Levy (Minute 133(a) refers)

The business manager reported that he was currently preparing a report for trustees to show how the apprenticeship levy funding was being allocated across schools in the ULT. The final report would also be shared with governors.

It was resolved –

That governors await the report on the apprenticeship levy funding.

e) SCC Internal Audit Report (Minute 133(d) refers)

The business manager reported that a copy of the SCC internal audit report, discussed at the previous meeting, would be made available for governors to access in Office 365.

f) New School Pavilion (Minute 134(a) refers)

As had been made clear through the tour of the new sports pavilion prior to the start of the meeting, the headteacher was pleased to report that work was nearing completion and that an opening date was planned for January 2020.

g) All-Weather Sports Pitch (Minute 134(b) refers)

The business manager reported that he had received a copy of the new joint-use agreement for the sports hall and all-weather pitch and, as part of the transfer of responsibility to a management company, approval had already been given for improvements to the lighting and surface of the pitch. The business manager further reported that he was still checking any possible implications for future shared maintenance costs and would keep governors updated.

It was resolved –

That the joint-use agreement for the sports hall and all-weather pitch be kept under review and considered further at the next meeting.

h) Roof Replacement (Minute 134(c) refers)

The headteacher reported that challenges continued regarding the work being undertaken by contractors responsible for the roof repairs and that she had discussed her concerns with the company's director. Agreement had subsequently been reached for the contract for the second phase of the work to be taken off the company and the headteacher further reported that she was now discussing with Entrust the need to re-

commission this work and the identification of a new contractor. Governors were also informed that there had been some reimbursement of funds due to poor management of the project.

The headteacher further reported that there had been some recent health and safety concerns due to fumes entering the school building from the roofing work. The matter had been fully investigated but that nothing had been found to be of a danger.

It was resolved –

That governors thank the headteacher for continuing to pursue her concerns regarding the standard of the work undertaken during the first phase of the roof replacement and that formal approval be given for her to ask Entrust to commission a new contractor.

i) Gender Pay Gap (Minute 137 refers)

The business manager reported that the format of the gender pay gap report, discussed at the last meeting, had been adjusted to reflect the views of governors.

j) Fire Alarm (Minute 140(a) refers)

The headteacher reported that the fire alarm for the farm area of the school was due to be fully re-connected on 21 November and that in the meantime the temporary measures remained in place.

k) Student Transport (Minute 140 (b) refers)

The headteacher reported that there were a number of issues regarding student transport that remained of concern and all continued to be pursued. The chair of governors further reported that he was supporting parents from Marchington regarding their concerns and that a risk assessment was still awaited from the local authority.

It was resolved –

That student transport matters continue to be kept under review.

148. Financial Report:

The business manager reported on a number of financial matters with details of all having been previously made available in Office 365.

a) Two Month Financial Review (September 2019 to October 2019)

A copy of a two month financial review had been made available and the business manager went through the detail of it, with particular reference to income and expenditure. He reported in particular on some staffing and maintenance issues that impacted on the figures:

- Cover Supervisor role – the headteacher reported that this post was currently vacant with work being undertaken by the business manager. A number of options to fill the vacancy were being considered.
- Administrative Team – recent planned changes to the structure of the administrative team.
- Swimming pool and water costs – the cost of running the swimming pool was being kept under review, together with the increased water costs. The headteacher reported that a full review was being undertaken of both and that it should not be assumed that the increase in water costs was due to the swimming pool. Governors would be updated following completion of the review.

- Exam costs – as reported earlier in the meeting, the cost of exams remained a concern and that a review of this was being undertaken.

It was resolved –

- i) That the two month financial review for the period September 2019 to October 2019 be received and noted.
- ii) That governors await further reports regarding the increased water costs and the cost of exam fees.

b) Update on Pupil Premium Funding and 6th Form Bursary

An updated report was made available to show the allocation of pupil premium funding for the two month period September 2019 to October 2019. The business manager was pleased to further report that the recent external review of pupil premium funding had recognised that the governing body had a good understanding of pupil premium funding and ensured that funds were allocated appropriately. The report had also recognised in particular the good understanding of Mrs Curtis as link governor for pupil premium and disadvantaged students.

A report was also made available to show the 6th form bursary and the business manager reported that the calculation used to allocate this funding was to change for 2020/21. This would result in school bursary funding being less than the current amount.

It was resolved –

- i) That the updates on pupil premium funding and 6th form bursary be received and noted.
- ii) That governors place on record their thanks to Mrs Curtis for her role as link governor to support the needs of pupil premium and other disadvantaged students.

c) Information Update

The business manager gave an update on the following matters:

- New Funding formula – details of the new funding formula had been made available and the business manager reported that the likely implications of the new formula would be an increase in the level of school funding. He further reported that the assumptions around an increase in funding levels would be included within the risk register.
- Schools Forum – the headteacher reported that an extraordinary meeting of the schools forum had recently been held to consider the implications of the decision taken by the local authority to take 0.5% of funding from the schools block to special needs. This decision had not been supported by the schools forum and discussions continued. Governors would be informed of any developments.
- School Resource Management Self-Assessment Checklist – the business manager referred to a new self-assessment tool that had to be completed by trustees of the ULT. Individual school information though was provided by each school and would help governors better understand comparisons in the different

areas of school expenditure. The RAG rated self-assessment tool would also help governors challenge reasons for high levels of expenditure in some areas in comparison with other similar schools. Governors noted that some areas of expenditure had been highlighted as red, particularly with regard to class sizes. The headteacher outlined the reasons for this and confirmed that reducing class sizes remained a priority for the school but had to be within a sustainable and viable budget. The headteacher further reported that the current arrangements enabled the school to maintain a broad curriculum.

It was resolved –

That the information updates be received and noted and that governors welcome in particular the school resource management self-assessment checklist which will enable them to better support, and challenge, the levels of the various funding areas.

149. Premises:

The business manager reported on a number of premises matters with details of all having been previously made available in Office 365.

a) Update on proposed work for 2019/2020 including review of the Asset Management Plan (AMP)

The business manager gave an update on the AMP and was pleased to report that there were no concerns.

The business manager further reported on proposed building improvements for 2019/2020 and also reported that changes had been made to the school's premises team. The changes had been very positive, which could be evidenced through work currently being undertaken to improve the school environment. The headteacher further reported that approval had been given for funds to be made available to clean all school drains, following the recent flooding of areas of the school caused by blocked drains. The completed work had made a significant improvement and would hopefully prevent any further flooding of areas of the school.

It was resolved –

That governors receive and note the updated AMP and fully support the headteacher's decision to release funds to clean all school drains.

b) Update on current building projects

A copy of the site inspection report for the new school pavilion had been made available and the business manager reported that there were no concerns to bring to the attention of governors. As reported earlier in the meeting, and observed by governors during their inspection of the new building, work was nearing completion.

The headteacher further reported that necessary equipment was being purchased for the new pavilion and referred in particular to the purchase of appropriate gym equipment. The school had been working closely with a company with experience in this area and a quote of £23K had been received for the purchase of the identified equipment. In line with the procurement process a further two quotes had been received – one for £30K and another for £18K. The business manager made a recommendation that approval be given to accept the middle quote of £23K as research previously undertaken had identified the equipment to be of better quality.

Full discussion followed and governors requested further information regarding each of the quotes and evidence to demonstrate that acceptance of the middle quote, rather than the cheapest, would provide better value to the school. Further details of the equipment to be provided and itemised costs were circulated.

It was resolved –

That governors agree in principle to the acceptance of the middle quote (£23K) for the purchase of gym equipment but that an independent review should be sought, if at all possible, to evidence that the equipment was of higher quality than that included in the cheapest quote.

c) Potential 2020/21 CIF Bids

The business manager reported that consideration continued to be given to possible CIF bids for 2020/21 and that as reported at the previous meeting options included the further replacement of windows and work on Ross House. The business manager further reported that the criteria for approving CIF bids were to change and that the deadline for the submission of bids was 30 December 2019.

Discussion took place regarding the possible option of work on Ross House and governors questioned if a bid could be submitted to improve Dove House. The business manager reported that he was shortly to attend the academies show which would give him possible ideas for future CIF bids and governors would be kept informed.

It was resolved –

That the update on 2020/21 CIF bids be received and noted and that a decision on bids to be submitted would be agreed by the full governing body at its meeting to be held in December.

150. Risk Register:

The business manager reported that there was nothing further to report regarding proposed changes to the risk register.

It was resolved –

That changes to the risk register be kept under review.

151. Wellbeing and Workload:

The headteacher reported that staff wellbeing and workload remained a key priority for the school and took governors through the various strategies that had been put in place to support both. Governors were also reminded that they also had a responsibility in this area and the chair of governors had reported at the last meeting of the full governing body about the additional KPI in place around the wellbeing of staff. To enable governors to gain a greater understanding of their responsibilities in this key area, the headteacher reported that she would arrange for this to be the governor training item before the start of the meeting of the full governing body to be held on 2 March 2020.

The headteacher further reported that the annual staff wellbeing survey (managing stress in the workplace) was currently being undertaken and outlined the results of the previous

year's survey and actions taken to address many of the views expressed by staff. Unlike the previous year when most members of staff had responded, governors were informed that to-date very few members of staff had responded to the survey.

It was resolved -

- i) That governors welcome the training course to be arranged to enable them to have a greater understanding of their responsibilities towards ensuring staff wellbeing and addressing workload issues.
- ii) That the headteacher be requested to inform staff that governors were interested in the outcomes of the staff wellbeing survey and to encourage further responses.

152. Chair's Power to Act:

The chair reported that it had not been necessary to take action on behalf of the committee between this and the last meeting.

153. Disposal of Items:

The business manager reported that there were no items to be considered for disposal.

154. Health and Safety issues:

a) Annual Review of Fire Risk

The headteacher reported that the required information for the annual review of fire risk was currently being prepared and the subsequent report would be presented at a future meeting of the Managing and Resourcing committee.

b) School Activity

The headteacher referred to a recent visit to London by students and staff from the English department. A number of concerns had been raised by staff regarding the driving standards experienced during the journey back to school. The headteacher assured governors that all appropriate safeguarding procedures relating to such incidents had been followed, including reporting the matter to the coach company. Appropriate action had been taken against the driver.

It was resolved –

That governors thank the headteacher for informing them of this matter and fully support the actions taken to safeguard students.

155. Safeguarding:

The headteacher reported that a number of changes had been made to the school's safeguarding team due to the long term absence of a member of staff. Governors noted in particular that Mrs Maingay was now the designated safeguarding lead for the school and that her deputies were Mrs Dodd and Mr Godwin.

156. Consideration Given to KPIs:

KPI 6 – Governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively

- Evidenced through ongoing review of the school's income and expenditure with appropriate reports sought from the headteacher and business manager to evidence reasons for any areas of expenditure (i.e. exam fees; water costs) above the budgeted amount. (Minute 148)
- Discussions around the school resource management self-assessment checklist to enable governors have greater understanding of how it could be used to help them support, and challenge, the different levels of funding available throughout the school. (Minute 148)
- Governors challenged the recommendation to accept the middle quote, and not the cheapest, for the purchase of gym equipment and requested an independent report to confirm that the school was achieving best value for money. (Minute 149)

KPI7 – Governors operate in such a way that statutory duties are met and priorities are approved

KPI8 – Governors engage with stakeholders, including staff and parents

Arrangements made for governors to access a training session to help them better understand their responsibilities to support staff wellbeing and address workload issues. Governors encourage members of staff to respond to the annual staff wellbeing survey. (Minute 151)

KPI 9 – Governors use pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics

Evidenced through discussions around the level of pupil premium funding available to the school and recognition, through the external pupil premium review, of the governors good understanding of pupil premium funding and ensuring that funds were allocated appropriately. (Minute 148)

157. Other Business:

No items were raised.

158. Date of Next Meeting:

Governors were reminded that the next meeting of the Managing and Resourcing committee would be held in the school on Tuesday, 24 March 2020 at 5.00pm.

Signed..... P. Taylor

Date..... 5 May 2020