

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 26 March 2019 at 5.00pm.

Present:

Mr P Taylor (chair), Mr A Barton, Mrs S Brown, Mrs P Curtis, Mr B Egerton, Mr M Osborne-Town, Mr M Prescott.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mrs C Dodd (Assistant Headteacher)

Mr D Godwin (Assistant Headteacher)

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

Apology:

An Apology for absence was received and accepted from Mr P Hudson.

Governor Training – GCSE Pod:

Prior to the start of the formal meeting, a short training session was led by the headteacher who reported on the GCSE Pod being used as a tool to enhance students' learning. The Pod was funded from pupil premium funding but accessible to all students. An explanation was given as to how the students were able to stream all subjects with usage logged to identify which subjects, and the number of occasions, individual students were streaming. This enabled the school to put appropriate learning strategies in place for individual students.

Discussion took place and governors agreed that the GCSE Pod represented excellent value for money through the learning opportunities available to students.

It was resolved –

That the headteacher be thanked for leading the training session on the GCSE Pod.

89. Declarations of Interest:

There were no declarations of interest.

90. Pupil Premium Presentation:

Mrs E Turner, pupil premium co-ordinator was present for this item to show how pupil premium funding was being used to support students' learning. An outline was given of the various activities in place and how student progress was being tracked to enable appropriate intervention strategies to be put in place. Data was being used to highlight the progress being made in all subject areas but, for the purpose of this meeting, the focus was on progress in Maths and English.

Discussion followed with governors asking in particular about the impact on learning through use of the funding. Mrs Turner was pleased to confirm the positive impact of pupil premium funding for students with all showing some improvement on their performance.

It was resolved –

That Mrs Turner be thanked for attending the meeting and for outlining how pupil premium funding was being used within school to bring about improved student performance.

91. Minutes:

The minutes of the meeting of the Managing and Resourcing committee held on 11 December 2018 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.

92. Matters Arising:

a) Back Lane (Minute 79(a) refers)

The headteacher reported that a camera was being used to film motorists using Back Lane and the information was then sent to the Police. Warning letters were being sent to those motorists but the Police were unable to issue fines as it was thought to be an unadopted road. Discussion followed and Mr Egerton offered to support the headteacher in establishing the road's status and getting Back Lane accepted as an adopted road, if necessary, which could then enable other deterrents to be put in place to prevent access by motorists.

It was resolved –

That governors continue to be kept informed of developments.

b) ULT Top Slice Funding (Minute 80(b) refers)

The business manager reported that governors' views around retaining the top slice at 2 ½% had been reported to trustees. The headteacher further reported that trustees had taken a decision to appoint the new CEO on a full-time basis and, whilst this could be funded in the short term through a 2 ½% top slice, this could not be guaranteed in the longer term. All headteachers, however, fully supported the decision to appoint a full-time CEO.

c) Benchmarking (Minute 80(b) refers)

The business manager reported that benchmarking for the 2016/17 financial year would be of no value given that the school hadn't been funded on the basis of a full year. However, 2017/18 financial information would shortly be available to look at benchmarking.

It was resolved –

That a short training session be allocated for the first 15 minutes of the next meeting to discuss financial benchmarking.

d) JCB Academy (Minute 80(e) refers)

The headteacher reported that she had written to the Regional Schools Commission (RSC) to challenge their view that changes to the admission arrangements at JCB Academy were not significant. The headteacher further reported that she was meeting with the RSC the following day, together with the chair of the trustees and the chief

executive officer, which would enable further discussions around this matter. It would be made clear to the RSC that the change to admission arrangements at JCB Academy would have a significant impact on pupil numbers and funding for this school and others in the ULT.

It was resolved –

That governors fully support the actions of the headteacher to challenge the decision of the RSC to approve the change to admission arrangements at JCB Academy.

93. Finance:

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

a) 2018/19 Six Monthly Review

The business manager went through the detail of six months income and expenditure for the period to February 2019 and confirmed that everything was as expected. Full discussion took place and reference made in particular to the following matters:

- Supply staff – the business manager outlined the reasons for the higher than originally anticipated supply teacher costs and governors discussed the deployment of supply staff and challenged whether or not the current deployment arrangements offered value for money. The business manager informed governors how supply staff were employed through different agencies, as appropriate, and confirmed the importance of balancing reliability of supply staff against value for money.
- Special Needs – governors noted the total indicative spending for special needs and requested a detailed breakdown to show how the money was being spent. The headteacher agreed to include this item on the agenda for the next meeting and provide a breakdown of special needs expenditure.
- Cumulative surplus – governors noted that the current cumulative funding surplus was in the region of £450K and questioned whether this figure was too high. The headteacher confirmed that this level of funding was necessary to retain the current staffing structure whilst mindful of the implications of the change of admission arrangements at JCB Academy. The headteacher confirmed that the 5 year budget modeller was regularly updated to account for such matters and agreed to include this on the agenda for the next meeting to allow for further discussion and challenge by governors. The business manager further reported that funding for the new build was not included in the figures and should be taken into account when looking at the level of school reserves.
- Staffing adverts – governors noted and challenged the overspend in the cost of staff vacancy adverts. The headteacher outlined the reasons for this and confirmed that she recognised the importance of high quality advertising to attract the highest quality staff. The headteacher further reported that funds would be vired from contingency to match the overspend in advertising costs.

It was resolved –

- i) That the business manager be thanked for providing the 6 month financial review for the period to February 2019 and that it be received.
- ii) That further consideration be given to financial expenditure at the next meeting following receipt of the updated 5 year budget modeller.

- iii) That the business manager be requested to provide a further report to governors to highlight the financial risks to justify a high level of reserves and that the financial risks for Thomas Alleyne's should be linked to the ULT risk register.

b) GAG Income Reconciliation 2019/2020

The business manager provided a breakdown of the GAG income for 2019/2020 and confirmed that the total amount allocated to the school was in the region of £4.8 million. The headteacher further reported that she was working with the business manager to ensure that income and the budget statement were closely aligned and that the updated 5 year budget modeller to be discussed at the next meeting would make this clear.

It was resolved –

That the GAG income reconciliation 2019/2020 be received and noted.

c) Pupil Premium Funding

The business manager outlined a report with regard to agreed pupil premium intervention strategies and confirmed that work continued to be undertaken to ensure a balanced budget for the pupil premium funding allocated to the school. Discussion followed and governors questioned how parents were adequately informed of how pupil premium funding was spent and its value for money.

It was resolved –

- i) That the pupil premium funding statement be received and noted.
- ii) That the business manager be requested to update the school website to provide better clarification for parents on how pupil premium funding was allocated.

d) 6th Form Discretionary Bursary Funding Update

The business manager outlined a report with regard to funds available through the 6th Form Discretionary Bursary Fund and confirmed that a further payment would be made to the school in April. He also reported that there had been a carryover of funding from the previous year but that this money remained ring fenced.

It was resolved –

That the 6th Form Discretionary Bursary Funding update be received and noted.

e) Service Level Agreements

The business manager outlined a report to show the various service level agreements with Entrust for Thomas Alleyne's and all other schools across the ULT. He reported that schools had a number of different service level agreements and that trustees were therefore looking at where savings could be achieved through service level agreements being taken out on behalf of all schools. He confirmed that discussions were at an early stage and that no decisions would be taken without approval of individual governing boards.

Discussion followed and governors noted the merit of joint service level agreements, where appropriate, to achieve savings. Governors also noted a potential anomaly around the service level agreement for governor support and the business manager agreed to look into this and report back at the next meeting.

It was resolved –

That the report on service level agreements for schools across the ULT be received and noted.

f) New Funding Formula and the 3 Tier System

In response to her letter to challenge the unfairness of the new funding formula for high schools in a 3 tier system, the headteacher referred governors to a letter received from Nick Gibb, Minister of State for School Standards, stating that it was not ESFA policy to provide one off funding for individual schools, whilst also noting the apparent healthy financial position of the ULT through the large cumulative surplus of funds. The funding surplus was discussed, and it was pointed out that much of the additional funds related to the building work taking place at Thomas Alleyne's and Windsor Park and was therefore not available to support the daily running of the school.

It was resolved –

That governors receive and note, with disappointment, the letter from Nick Gibb.

g) Related Party Transactions

The business manager outlined a report to show a change in regulations for related party transactions from April 2019. He informed governors that all related party transactions should be registered with the ESFA and that this applied to any work undertaken in any of the ULT schools.

It was resolved –

That the update on related party transactions be received and that governors would inform the business manager of any work being undertaken.

94. Premises:

a) Update on proposed work for 2018/2019 from the Maintenance Budget

The business manager reminded governors that, as previously reported, much of the required maintenance work would be undertaken as part of the successful CIF projects. He further reported, however, that a small sum of money had become available to the school through the Chancellor's 'little extras' funding allocation. Around £55K had been allocated to the school and four possible projects had been identified to make use of the funds and the business manager went through the detail of them. Details of the projects had been previously made available in Office 365.

Further discussion took place around other possible maintenance projects, including the refurbishment of classrooms as identified as part of the strategy to improve outcomes in MfL.

It was resolved –

- i) That governors support the recommendations for use of the 'little extras' funding as identified by the business manager, to also include refurbishment of MfL classrooms should any funds remain available.

- ii) That the headteacher and business manager be requested to give consideration to the purchase of security cards for governors to enable them to access school grounds through the security gates.

b) S106 Funded Work on the Classrooms, Canteen and Sixth Form Area

The business manager confirmed that, as previously reported, the cost of the work to improve the classrooms and the canteen had been less than originally anticipated and that the remaining funds had subsequently been agreed to be allocated to improve the sixth form block. However, the local authority had since informed the school that the level of remaining S106 was not as great as anticipated and that Entrust was currently re-modelling the sixth form improvements to bring it in line with funds available.

It was resolved –

That the update on S106 funded projects be received and noted.

c) CIF Bids Update (Boilers and New Pavilion)

The business manager reported on progress of the following projects:

- i) Boilers – much of the work was now complete and remaining funds were to be used to carry out necessary re-decoration work. Some of the funds had also been used to replace the boiler for the swimming pool.
- ii) New Pavilion – governors were informed that only one contractor had submitted a bid to complete the build of the new pavilion within the £1.5 million available and that construction was now underway. The headteacher further reported that insurance cover had been taken out to ensure that the school wouldn't become liable should the agreed contractor run into any difficulties before the work was completed. The headteacher and business manager further reported on agreed changes to the specification for the new pavilion to ensure that costs remained within budget and on the decisions taken to ensure the safety and well being of the students during the building works.

It was resolved –

That the updates on the boilers and new pavilion be received and noted and that governors also place on record their thanks to the headteacher and business manager for all the work they had undertaken to ensure that work on the build of the new pavilion could commence.

d) Swimming Pool and Community Use Agreement

The business manager was pleased to confirm that, as reported at the previous meeting, work was underway to repair the swimming pool and it was hoped that it would re-open shortly after the Easter holidays. A summary of income and expenditure on the refurbishment project was made available to inform governors of how this had proved possible. The business manager further reported that in addition to the use of the pool by the swimming organisation Lane 1, who had assisted with the grant application to Sport England, there would be other external users. As such a community use agreement was necessary to be put in place and a draft agreement was made available to governors, based on a similar agreement used elsewhere by Sport England.

The headteacher further reported that a management team had now been put in place to oversee the ongoing use of the swimming pool.

It was resolved –

- i) That the headteacher be requested to seek legal advice on the proposed community use agreement before governors give formal approval.
 - ii) That governors place on record their thanks to the headteacher and business manager for all of the work undertaken to ensure that swimming pool had been able to re-open.
- e) 2019/2020 CIF Bids
The business manager confirmed that, as reported at the previous meeting, CIF bids for 2019/2020 had been submitted and that the outcome was expected shortly.

95. Health and Safety:

a) Health and Safety Action Plan

The business manager reminded governors that the health and safety action plan had been discussed at the previous meeting and a copy of the plan had subsequently been placed in Office 365 for governors to look at in more detail and submit any views. He further reported that no views had been received. Governors were also informed that much of the work outlined in the action plan had been completed.

It was resolved –

That the health and safety action plan be received and approved.

b) Revised Fire Evacuation Route

The headteacher reported that it had been necessary to identify alternative fire evacuation routes whilst the building work was being undertaken. These had subsequently been identified and the headteacher was pleased to further report that a recent fire drill had gone well.

It was resolved –

That the revised fire evacuation routes be noted and approved.

96. Policy:

Acceptable Use Policy

A copy of the Acceptable Use policy had been previously made available in office 365 and the headteacher confirmed that the policy was the framework for use of Thomas Alleyne's IT resources and was important for the safety and well being of students. Discussion took place and reference made to the use of USB sticks which was not covered in the policy. The headteacher confirmed that the use of USB sticks was not appropriate for inclusion in this particular policy.

It was resolved –

- i) That the Acceptable Use policy be received and approved, subject to a change of wording around the use of software.
- ii) That the headteacher be requested to ensure that the use of USB sticks was included in the appropriate policy.

97. Chair’s Power to Act:

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

98. Disposal of Items:

The business manager reported that there were no items for disposal to be approved by governors.

99. Safeguarding:

The business manager reported that security paint had been used on fences and gates around the farm to deter intruders. All students had been informed and appropriate signs had also been put into place as a warning.

Governors were also informed that some youngsters had recently accessed the school site outside of school hours and that some damage had been caused. The police had been informed and the parents of the youngsters concerned had also been informed. Not all were Thomas Alleyne’s students.

It was resolved –

That the safeguarding update be received and noted.

100. Consideration Given to KPIs:

- i) KPI 6 – Governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively
Governors have a full understanding of school finances through detailed discussions around the business manager’s finance and premises updates. Benchmarking against similar establishments was to be included on the agenda for the next meeting (minute 92c). Challenge around value for money through purchase of supply staff (minute 93a). TAHS financial risks to be closely aligned with the ULT risk register (minute 93a).

- ii) KPI9 – Governors use Pupil Premium and other resources to overcome barriers in learning, including reading, writing and mathematics
Governors have a full understanding of how pupil premium funding is used to overcome barriers to learning through the presentation given by the pupil premium co-ordinator (minute 90). They are also kept aware of identified strategies for the effective use of funding through a regular report (minute 93c).

101. 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, 7 May 2019 at 5.00pm.

Signed.....
P. Taylor

7 May 2019
Date.....