



The Vineyard School Governing Board

Minutes of Resources Committee meeting held on 8 November 2017 at 8am at the school

- Present:** Robert Stanton (RS)
Christine Gooch (CG)
Melanie Bywell (MB)
Emma Tuck (ET)
Ruth Whymark (RW)
Graham Stewart (GS)
- In Attendance:** Richard Rosewell (Associate Member) (RR)
Wendy Robinson (School Business Manager) (WR)
Anna Mantle (Clerk)
- Absent:** James Lane (JL)

Meeting started at 8.03am

Item	Action
1. <u>Apologies for Absence</u> Apologies received and accepted from James Lane.	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Election of Chair and Vice-Chair of Committee</u> Melanie Bywell proposed as Chair by Christine Gooch and seconded by Graham Stewart. Governors voted unanimously to appoint Melanie Bywell as Committee Chair. Robert Stanton and Graham Stewart proposed as joint Vice-Chairs by Christine Gooch and seconded by Emma Tuck. Governors voted unanimously to appoint Robert Stanton and Graham Stewart as Committee Vice-Chairs. James Lane appointed to lead on Health and Safety issues. Wendy Robinson responsibility for Friends of Vineyard.	MB to speak to JL
4. <u>Constitution terms of reference and scheme of delegation</u> Governors had no additional comments or amendments. Governors approved the terms of reference and scheme of delegation.	
5. <u>Minutes of the last meeting (15 June 2017) and matters arising</u> <ul style="list-style-type: none">Update from GS on Funding Formula presentation for parents – Graham Stewart reminded the committee that they had been on the point of writing a letter to parents regarding the new funding formula and its	

	<p>implications for the school, when a general election was called, putting the implementation of the proposed funding formula on hold. Governors agreed that it would be a good idea to put this back on the agenda and present/write to parents about how the funding formula in its new post-election state will impact the school. GS to update information and present it at the next Resources committee meeting on 23 November. Decision will be made then about how best to communicate with parents.</p> <ul style="list-style-type: none"> • Update on discussion with Babcocks about discretionary uplifts. There was a requirement to understand how much discretion the school has to apply discretionary uplifts in salary. This has been clarified. • Update on Babcocks SLA review – it was agreed that Governors would provide feedback to Babcocks regarding the level of service they received while recruiting the new head teacher. There are also currently issues with the payroll provision provided via Babcocks. The SLA will remain under review. <p>Governors agreed that the minutes of the last meeting (15 June 2017) were a true and accurate record.</p>	<p>GS to present on Funding Formula to 23 November committee</p>
<p>6.</p>	<p><u>6 month budget monitoring report</u> Wendy Robinson informed the committee that the school budget is on target at this six month point with no areas for concern.</p> <p>Governors questioned whether the Vineyard ratios of support staff and teaching staff were consistent with other schools. They also expressed particular interest in the support provided for disadvantaged children to improve their outcomes. RW explained that the ratio of teaching assistants (TAs) to teaching staff in YR is as expected, however the provision in KS1 is not as comprehensive. She told the committee that she was looking into this and was mindful of the requirement to have a flexible structure. She is working on some modelling that she will bring to this committee in due course.</p> <p>RW also explained that she was currently looking into the overall staffing structure, in particular support staff roles, employing unqualified teachers in training (from School Direct) and upskilling to create an environment to nurture home grown teaching talent and improve development and retention. She will be working with WR to understand the budget implications of changing the staff structure.</p>	
<p>7.</p>	<p><u>Summer Works, DFC (Capital) Income</u> WR explained CAPEX line item in budget - £2.9K held in case of unforeseen issues and £9.7K from the Local Authority (LA).</p> <p>Governors also discussed the budget set aside for developing the car park, which will be funded by the LA when the school has increased in size in 2 years' time. RR to seek reassurance in writing that the budget will be available when the pupil count has increased sufficiently.</p> <p>RR mentioned the deteriorating relationship that school has with its neighbours at the moment. Governors discussed the requirement to work on improving this.</p>	
<p>8.</p>	<p><u>Virements</u> No virements</p>	
<p>9.</p>	<p><u>Pay and Appraisal Policy</u> Governors reviewed the pay and appraisal policy. They requested the following changes:</p> <ul style="list-style-type: none"> • MPR 6 –WR confirmed that Governors had had a choice of grade 6s, and had opted for grade 6.2 which is £37,645. WR to update this. • Reference to the Personnel Committee should be replaced with Resources Committee. <p>Governors unanimously approved the Pay and Appraisal Policy with amendments listed above.</p>	<p>WR to make minor amendments to policy</p>

10.	<p><u>Agreement of Pay Award</u> 2% main pay range and 1% upper pay range and Leadership range</p> <p>This is the government mandated pay award.</p> <p>Governors discussed which parts of the range is statutory (i.e. M1 and M6 are statutory and the range in between is discretionary). They acknowledged that they had decided at a previous committee meeting to keep the existing framework , rather than creating a bespoke scale of pay, although they do have that option available to them.</p> <p>RW confirmed that she felt pay was in line with local schools.</p> <p>Governors unanimously agreed the pay award as set out above.</p>	
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11.	<p><u>Safeguarding posters</u> RW circulated (included with minutes) drafts of posters directed at both visitors and children, informing them how to report concerns. This will include introducing “listening boxes” into each classroom and making the topic a discussion point during assemblies.</p>	Clerk to add this as information on D&P Committee agenda in Nov
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12.	<p><u>Staff and governor lanyards</u> RW outlined her intention to introduce staff, governor and visitor lanyards in order to identify everyone clearly in school. Lanyards will also include contact details of RW and RR in case of safeguarding concerns, as well as other health and safety details.</p>	Clerk to add this as information on D&P Committee agenda in Nov
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8.55am Emma Tuck leaves.

13.	<p><u>Visitor Policy</u> RW shared the text for visitor protocol and expectations, which will be displayed outside the school office where visitors will have to sign in. Governors discussed how it would be displayed, communicating this with parents in the newsletter and setting expectations for behaviour. They agreed that the language set the right tone for the school and also provided staff and the Head Teacher with the appropriate level of support to stand up to unreasonable behaviour.</p>	Clerk to add this as information on D&P Committee agenda in Nov
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14.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • Premises subcommittee used to involve Health & Safety walk around the school. This is to be completed by RR and the school caretaker once per term ahead of each Resources committee, with red flag concerns raised with James Lane (Health & Safety lead governor) and summary risk report presented at committee. (JL indicated via email after the meeting that he was happy with this arrangement and would join the review on a six monthly basis as appropriate.) • Summer Works document to be presented at the next meeting (23 November) 	Add Summer Works to 23 Nov agenda
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9.12am Meeting concluded.

Date of next meeting: 23 November 2017 at 8am

Summary of action points:

Action point	Responsibility
Speak to James Lane about taking on Health and Safety lead	MB
Revise presentation about the funding formula and present to 23 November meeting	GS
Pay and Appraisal Policy – make minor amendments	WR
Add safeguarding posters, lanyards and visitor policy to November D&P Committee agenda	Clerk
Add Summer Works to 23 November agenda	Clerk