



The Vineyard School Governing Board

Minutes of Resources Committee meeting held on 24th January 2018 at 8am at the school

Present: James Lane (JL)
Melanie Bywell (MB)
Ruth Whymark (RW)
Emma Tuck (ET)
Graham Stewart (GS)

In Attendance: Wendy Robinson (WR)
Anna Mantle (Clerk)

Absent: Richard Rosewell (RR)
Robert Stanton (RS)

Meeting started at 8.05am

Item	Action
1. <u>Apologies for Absence</u> Apologies for absence received and accepted from Robert Stanton and Richard Rosewell.	
2. <u>Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Minutes of last meeting (23 November 2017) and matters arising</u> Governors had no further comments and agreed that the minutes of the last meeting (23 November 2017) were a true and accurate record.	
4. <u>9-month budget monitoring report</u> WR gave the committee a brief overview of the status of this year's budget at the nine month point. The biggest outlay (staff) is on target. The only concern she wanted to bring to the committee's attention is the utility bill which is proving more expensive than forecast. The school has changed company and billing has proved erratic so the school is faced with having to pay for 15 months' utilities in 12 months. There are concerns that the outstanding utilities bills will encroach on the carry forward needed to lower the deficit in year two of the budget plan. However, the carry forward amount in the budget does not include a donation from Friends of the Vineyard. WR commented that by the end of February it should be possible to get a clearer picture, and that the school budget is always predicted to be in deficit in years two and three, at this stage. Governors commented that although financial prudence is wise, they do not want to be too cautious and miss out on spending funds that could have a real benefit on outcomes for children now.	

	<p>Questions from governors:</p> <ul style="list-style-type: none"> • Request to clarify the process surrounding children with EHCPs. RW explained that the budget is guarded and that the school contributes £6K for every child when they first receive an EHCP. • Whether the school meals supervisors are employed directly by the school? RW explained they are employed directly and line managed by RR. • About timing of the rest of the school budget process. WR explained there is a finance meeting on 6 February and they will be having more detailed budget planning meetings at the end of February. <p>There was a discussion about the upcoming pressures on next year's budget, including salary expectations and whether salary increases would be funded or not. This led to a discussion about the recruitment crisis in teaching. RW outlined her intention to budget for a Schools Direct unqualified teacher position to start the process of growing our own talent stream.</p> <p>Governors had no further questions.</p>	
5.	<p><u>SFVS – annual review and approval</u> Deadline for SFVS submission is 31 January. Governors discussed the content of the SFVS and noted that references to the "Finance Committee" should be replaced with "Resources Committee" and reference to weekly meetings should be removed.</p> <p>On the basis that WR reviews for amendments outlined above, governors were happy for her to submit the SFVS to the LA.</p>	WR to update the SFVS and submit to LA.
6.	<p><u>Virement policy</u> Governors confirmed that they had reviewed the policy circulated ahead of the meeting. They are happy with the amounts set out in the policy and had no concerns. They requested that reference to the Finance Committee be changed to Resources Committee.</p> <p>Governors unanimously approved the policy.</p>	WR to make minor amendments to the policy.
7.	<p><u>Virements</u> No virements.</p>	
8.	<p><u>Premises: Classroom reconfiguration</u> Using a map of the premises, RW provided an overview of the proposed changes to the location of EYFS and KS1, and upper KS2. The changes will be funded through Friends of the Vineyard (FoV) (currently £68K available in the fund (£50K currently allocated to potentially balance the Y2 budget deficit).</p> <p>Governors discussed whether it would be possible to invest the money held by FoV. Further consideration required.</p> <p>RW outlined her plans to move the Science space because it is underused where it is. This would create a larger space and courtyard area to allow for growth and redevelopment of the library (a project being funded by PTA and led by a parent group with specialist design experience).</p> <p>Governors questioned why the Science space is underused.</p> <p>RW explained that there are a number of reasons, including the unsuitability of the furniture for younger children. She explained that the resources are excellent and are taken to classes for use.</p> <p>Governors queried the amount of the curriculum dedicated to Science.</p> <p>They were informed that 2 hours per week is allocated to Science, so in theory the Science area should be used all the time, if timetabled.</p> <p>RW reassured the governors that she is not proposing to get rid of the dedicated</p>	

Comment [AM1]: Change noted at 9 May 2018 Resources Committee updating reference to "statements" to EHCP

<p>Science area, but to move it to a different part of the school where the Early Years library is currently situated. She is proposing that the natural history artefacts would have space to be curated and displayed in the new area. The current Science space would then be opened up to create a larger library space with access to the courtyard garden. Reading is at the heart of the primary curriculum and the changes would place the library front and centre in the school. She proposes opening the library before school starts to accommodate family learning and creating one library for the whole school.</p> <p>Governors questioned RW about the staff response to these plans.</p> <p>RW indicated that their response had been overwhelmingly positive. There is apprehension about the changes and concern that they have just been through the upheaval of a build, however without exception each year group understands the merits of the changes. In particular it will allow EYFS to create a free flow space and a more collaborative unit approach. There is also a lot of potential to do a lot with the upper KS2 spaces, as well as to develop the learning garden, subject to budget being available.</p> <p>Governors asked about timings.</p> <p>RW explained that the budget for painting the beams had already been agreed and this work was underway. Some work will be undertaken at Easter and the rest completed in the summer. May half term professional learning day has been allocated as a de-cluttering day, and two professional learning days at the start of September will be allocated for settling in to the new spaces.</p> <p>Financing of the proposed works is coming from the Friends of the Vineyard. Governors expressed concern about the outstanding quotes required to get a big picture of the necessary budget. RW will circulate the final numbers via email.</p> <p>Governors asked about consultation with parents and RW explained the process she is undertaking including parent forums for consultation.</p> <p>Governors expressed their pleasure at the ideas as outlined and indicated they are excited by the proposed developments.</p>	<p>RW to circulate updated budget via email once all quotes are received</p>
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9am Emma Tuck and James Lane leave.

<p>9. <u>Staffing Plan/Restructure Review</u></p> <p>RW took the committee through her proposal to create Directors of Learning (DOL) positions which would allow current Phase Leaders to move to a more strategic position, with line management responsibility for middle leaders, clear hierarchy and responsibility for development of key areas within the school. Curriculum responsibilities would be shared out across the four positions.</p> <p>The DOL roles would be paid on the leadership scale, which doesn't represent a significant change to existing Phase Leader salaries, but has psychological and career development implications. Considering upcoming staff changes, the financial models circulated with the agenda indicate that there would still be a saving on salary costs, even taking into consideration the proposed change in pay scales.</p> <p>Model also includes release time to allow time for strategic elements of the roles.</p> <p>HR advisors have been consulted with regards the proposed changes.</p> <p>Governors commented that they were very pleased with this distributed leadership model.</p> <p>Governors questioned whether FoV funds were used for salaries.</p> <p>It was noted that last year FoV allocated some funds for SEND provision, but that this had not been used to date. RW was keen to inform the committee that she would prefer staffing costs to stay within the school budget. Governors agreed that it was neither desirable nor sustainable to fund staffing requirements or other</p>	
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	operational costs from the FoV fund.	
10.	<p><u>Wrap Around Care Update</u> GS updated the committee on the status of the process of finding Out of Hours Care providers. Currently the working group is waiting for further costings from one supplier and will make recommendations based on these updated costings. Main concern is ensuring care provision is priced inclusively, taking into account free spaces and pupil premium recipients.</p> <p><i>(NOTE: Update from the working group circulated via email to the full Governing Board after this meeting.)</i></p>	Clerk to add Working Party report to Feb FGB Agenda

9.35am Meeting concluded.

Date of next meeting: 9th May 2018 at 8am.

Summary of action points:

Action point	Responsibility
Make minor changes to the SFVS and submit to the LA	WR
Make minor amendments to Virements Policy	WR
Circulate final classroom reconfiguration budget costs via email	RW
Ensure Out of Hours Care update included on FGB agenda	Clerk