
School: Netherfield Primary
Meeting title: Joint of the Finance & Resources and Strategic Development Committees
Date and time: Thursday, 3 March, 2016 at 6.00pm (start 6.30pm)
Location: At the school

Membership
'A' denotes absence

	Mr C Barnard
	Mr P Esswood
A	Mr S Goode
	Mrs E Cresswell
	Mrs K Price (chair)
	Mr D Hawes
	Vacancy (Local Authority)
A	Mr S Vickers
A	Ms S Rynne
	Mrs K Wheat
A	Mr J Wright
	Mr P Hardern (headteacher)
	Mrs E Hodkin (Training co-ordinator)

In attendance

A	Miss Tabreham-Henshaw (associate member)
	Mrs K Cumberpatch (Executive headteacher – associate member)
	Mr J Willis (deputy headteacher – observer)
	Mr S James (clerk to the governors)

The meeting was preceded by a full meeting of the governing body which concluded at 6.25pm. At that meeting Mr Barnard and Mr Hawes were appointed as co-opted governors, and Mrs Cumberpatch as an associate member, all with immediate effect.

Following advice from the clerk it was agreed that, given the nature of the matters to be discussed and provisions of the current 2015/16 Decision Planner, the meeting would be reconvened without notice as a joint meeting of both committees as detailed above.

With the agreement of all governors the meeting was chaired by Mrs Cumberpatch.

**F&R+SDC/
01/16**

Apologies for absence

Action

Apologies for absence were received from Mr Goode (ongoing health issues), Mr Vickers (child care issues), Ms Rynne (child care issues), Mr Wright (child care issues) and Miss Tabreham-Henshaw (left during previous meeting due to other commitments). It was

resolved

that the governing body consent to these absences.

F&R+SDC
/02/16

Appointment of chair and vice-chair

It was agreed the matter would be deferred for full consideration at the next meeting of the committee.

F&R+SDC
/03/16

Declaration of interest

Mrs Cresswell, Mrs Hodkin and the headteacher declared that they might have an interest in matters on the agenda which it was agreed could be declared at the relevant time and appropriate action taken. Mrs Price declared that she was related to a member of staff.

F&R+SDC
/04/16

Minutes of the last meeting

The minutes of the last meeting held on 1 December, 2015 having been previously circulated were confirmed and signed by the chair.

Matters arising

Page 3 – Safer recruitment procedures – Ruth Allcock

Mrs Cumberpatch advised governors that the appropriate procedures had not been followed and it would appear that the role could be filled from within the school and had in fact been taken on by Miss Tabraham-Henshaw without the need for an additional person. Mrs Cumberpatch reported that she had been in contact with Ms Allcock to advise her of the decision.

Item 2 - Integrity award trip

Governors were informed that this was no longer taking place and Mr Willis provided a verbal report of the new scheme in operation.

Page 4 – sports partnership

Mrs Cumberpatch reported that she had successfully negotiated for the provision of the services of Zara Spencer for the rest of the year and for the following year at no cost to the school.

F&R+SDC
/05/16

Health and Safety

Health and safety visit 03/12/2015

With the aid of a visual display of the written report the headteacher provided a detailed verbal report of the inspection he carried out with Mr Esswood on 3 December, 2015, highlighting various matters for attention. He advised governors that the contents of the report had been communicated to the staff and necessary actions had been/were being taken.

The following issues arose:

- *Broken sports equipment* - Mrs Wheat agreed to take this to the friends group.
- *The Farm* – the headteacher recommended and the governors agreed that the farm should be closed and converted to a sports area so that the school could better focus on its' core purpose of pupils performance. The headteacher confirmed that he was in negotiation for quotes for its' removal.
- *General maintenance/tidiness* – the headteacher confirmed that matters such as removal of 'clutter', cleanliness, lockers, housekeeping and fire doors were being addressed.

Governor challenge: Have the caretaking staff been given a maintenance programme? *The headteacher advised governors that they had been provided with the report and that 'reasonable systems' for routine matters were in place. The headteacher assured governors that he will 'keep on the case' and invited them, as 'fresh pairs of eyes' to report any matters they became aware of.*

Governor challenge: Would the matter be reviewed for the next meeting? *The headteacher confirmed that a further inspection was planned.*

- *PE* – the headteacher advised governors that standards had previously 'slipped' but that there was now a new site management team in place.

Mr Hawes had to leave the meeting at 6.50pm due to another prior commitment.

F&R+SDC
/06/16

Current Staffing update

The headteacher tabled and circulated copies of document entitled 'Current Staffing update report to F&GP Spring 2016' which governors read and noted and raised the following matters:

Teaching appointments

He advised that three of the four NQTs would be retained in September 2016.

MDSA appointments

He advised that four additional appointments had been made that day to ensure that there was a sufficient complement of staff.

Maternity leave and cover

He provided a verbal report of the current situation.

Part time working requests

He confirmed the details of the requests for part time working (as detailed in the document tabled) and recommended approval. It was agreed that governors who were members of staff would not vote on the matter. The clerk confirmed that there was sufficient to be quorate and it was

Resolved

to approve the requests for part time working as tendered.

**F&R+SDC
/07/16**

Items from Full meeting of the Governing Body

Progress re audit reports including school funds

Mrs Cumberpatch tabled the audit report and advised governors that she had spoken to the relevant school staff who had confirmed that, subject to appropriate training, they had the capacity to assume the functions of the school business manager role.

Sale of school uniforms (additional matter)

Mrs Cumberpatch informed governors that this was currently a loss making exercise for the school and recommended that it cease and that parents/carers be advised to source the uniform from *Tescos* on line, with a possible link from the school website. Mrs Price said she had been made aware of the issue prior to the meeting.

**F&R+SDC
/08/16**

Budget re-forecast and 2016/17 Budget to include:

Analysis of budget trends over time

Mrs Cumberpatch and the headteacher provided a full and detailed explanation to governors as to how the current fiscal position of the school had arisen. During this they tabled and circulated copies to governors of the following documents explaining the contents:

- (i) *'Historical Budgets'*
- (ii) A graphic representation of 'before and after' staffing reductions.
- (iii) *'Benchmarking'*
- (iv) *Governors School Budget Report Base Scenario 2016/17 dated 03/03/2016* – it was noted that the copies supplied had a missing page details of which were provided by Mrs Cumberpatch
- (v) *Governors School Budget Report Scenario Appendix 2 dated 03/03/2016* – it was noted that the copies supplied had a missing page details of which were provided by Mrs Cumberpatch
- (vi) *Appendix 2: Notification of Proposed Reductions in Staffing dated 04/03/16*
- (vii) *Staff reductions Timetable – 31st August 2016*

Confidential item – see separate sheet

F&R+SDC
/09/16

Implications of budget on staffing

With the agreement of all Governors Mrs Cresswell and Mrs Hodkin left the meeting room.

Confidential item – see separate sheet

Mrs Cresswell and Mrs Hodkin returned to the meeting room.

It was agreed that the panels would be comprised as follows:

- Selection: Mr Barnard, Mr Wright and Mrs Wheat
- Appeal: Mr Hawe, Mr Esswood and Ms Rynne.

F&R+SDC
/10/16

Confirmation of date for 2016

The committee

agreed

Summer term Finance and Resources – Thursday, 16 June, 2016 at 4.30pm

F&R+SDC
/11/16

Determination of confidentiality of business

It was

resolved

that all papers, reports and records of discussion be made available as necessary save for those arising under agenda items 6, 7, 8 and 9 pertaining to any issues relating to:

- staffing which identify individual members of staff
- finances, budget and related staffing implications.

The meeting closed at 8.00pm.

Signed(chair) Date

SJ/AD

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Confidential item(s)

F&R+SDC /08/16 **Budget re-forecast and 2016/17 Budget to include:** **Action**

Analysis of budget trends over time

The headteacher and Mrs Cumberpatch highlighted various significant points to governors including but not limited to the following:

- Revenue Trends

Governor challenge: *What is the explanation for these trends?* *The headteacher advised governors that it was due to the number of projects, such as behaviour and supporting other schools, which the school had taken on/been engaged in for which it had received additional funding at the time which had since come to an end.*

- Increase in the number of 'non-teaching' staff and the consequent expenses of the permanent contracts.
- That the increase in the teaching costs was not as high as the non-teaching.
- If no action was taken the deficit for 2016/17 would be about £89k and for 2017/18 about £300k.
- If the staff reductions were made it was anticipated that in 2016/17 there would be a surplus of about £31k and in 2017/18 a surplus of about £19k.
- Savings would start to be made from 31/08/2016.

Governor challenge: *Has there been an assessment of the potential impact of the staff reductions on the children in the school?* *Mrs Cumberpatch said that it had been looked at very carefully. The headteacher said that at present the school is 'very generously staffed' and it had to be accepted that fewer staff could mean that the school might not be as good as it had been.*

- The factor of the teachers performance pay rises to be taken account of.
- It was not possible to sustain the level of staffing which had been engaged to service the various projects.

Governor challenge: Will the provision of free out of school clubs continue?

Governors discussed the matter with reference to sustainability and the expectation of parents/carers and agreed that account must be taken of it.

**F&R+SDC
/09/16**

Implications of budget on staffing

Mrs Cumberpatch informed governors that she and the headteacher had met with the local authority HR and finance teams as their approval to the proposed staff reductions was required.

Mrs Cumberpatch confirmed that documents (vi) and (vii) would be provided to all affected staff and their trades unions and explained the process for selection and appeals involving (non-staff) governors' participation. With reference to document (vi) (appendix 2) she highlighted various significant points to governors including but not limited to the following:

- Teaching – she said there would be a teacher in every class and that there would be two classes in year 6. She said that this would not impact on the standards of the school given the quality of the team.
- The impact of the expiration of various fixed term contracts.
- The proposed reductions in support staff posts – she explained that there were various processes for the reductions to be achieved in addition to formal procedures including 'natural wastage', retirement, resignations, voluntary redundancies, agreed reduction in hours and redeployment.

Governor challenge: What are the criteria for and terms of early retirement?

The headteacher provided a brief verbal summary of the usual terms and criteria and confirmed that it would be funded by the local authority and not the school.

The headteacher advised governors that the local authority would not allow the school to set a budget with a deficit.

Governor challenge: Have all avenues been assessed to be sure of the best way to achieve what was needed? *Mrs Cumberpatch said that it was established very early on following her appointment as executive Headteacher what was required and since then they had been working tirelessly to achieve an equitable outcome.*

Following discussion governors agreed that they were ready to vote on the matter. The clerk pointed out that, irrespective of the quoracy requirement for committees, excluding the headteacher and Mrs Cumberpatch, there were only four governors available to make a decision on a highly significant and fundamental matter.

Mrs Cumberpatch advised governors that the deadline for the taking of the decision was the following day, 4 March. Following further discussion during which governors noted that all absent governors were aware of the issue it was agreed that the matter should be put to the vote.

It was unanimously

resolved

that the governing body agree to the proposed reduction in staffing at the school as set out in appendix 2 (document vi above).

Signed(chair) Date