



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Virtual Meeting of the Resources Coordination Committee
Wednesday 7th November 2023. 7pm.

Present: Adedayo Benson (Chair); Dave Dymond; Kate Gordon; Andrew Burrell; Robert Howell; Zoe Watling; Hajar Alami.

In Attendance: Alice de Croos – SBM.

Apologies: No apologies had been sent. Two members of the RCC committee (Yota Dimitriadi and Vincent Onuchi) did not attend.

Clerk: Deborah Savage

Agenda Item	
	Permission was sought to record the meeting for the purposes of the minutes and this was given. The meeting was recorded and the recording was deleted after the minutes were written.
1	<p>Welcome and Apologies.</p> <p>The Chair welcomed all to the first RCC meeting of the new academic year. There had been no apologies.</p> <p>At this point, the Chair asked the EHT and CoG for their Ofsted feedback and reactions to the draft report that was received in school last week.</p> <p>The CoG reported that he was pleased that the school was regarded as still a “Good” school (the inspection was ungraded) and that staff and pupils responded well to the inspectors, who had praised aspects of the school including SEND provision.</p> <p>The EHT reported that he was pleased that the inspection had taken place, after a considerable wait, and that he felt the process had been fair. He informed the meeting that the Inspectors had been approachable and professional and that they fed back to SLT regularly as the inspection took place. The EHT felt that their judgement was fair and was in line with the school’s own assessment which was reassuring as it meant that the school’s assessment was accurate. The Lead Inspector indicated that the school was at the “top end” of the “Good” judgement, with some aspects likely to be “Outstanding” which was great recognition of the hard work by the entire staff since 2018 and also to recover from Covid.</p> <p>The school has begun its series of Open Mornings to attract new pupils, and the school plan to use quotes from the report in banners for display around the school. The school’s intention is to be the school of choice in the local area. The area of development identified by the Inspectors was one already recognised by the school as an area of focus. This is to fine tune some areas of the wider curriculum and this is underway. One of the AHT’s has been given responsibility for Strategic Development and work has begun. There will be no further formal feedback from Ofsted.</p>

	<p>Governor Comment: It is a really positive report and I was pleased to be apart of the process and talk to the Inspector. Congratulations to the staff for their great work.</p> <p>Governor Comment: I was pleased be a part of it too and was reassured to see that Ofsted Inspections are not scary! Can we look into holding a staff/Governor lunch to celebrate the outcome please? Yes – ACTION – school to look into a date before Christmas.</p>
2	<p>Declarations of Interest.</p> <p>There were no declarations.</p>
3	<p>Minutes of the meeting held on 19th April 2023.</p> <p>The minutes from 19th April had been circulated in advance of the meeting and were accepted as a true record. ACTION: they will be signed in GovernorHub as soon as possible.</p> <p>Actions were reviewed. A link Governor for Wellbeing has now been appointed and has been liaising with the staff lead on Wellbeing. It is still the intention to invite the wellbeing lead to a future meeting to report to governors.</p>
4	<p>Matters Arising.</p> <p>There were no matters that had arisen.</p>
5	<p>Review of 2nd Quarter Finance Report.</p> <p>This report, along with accompanying notes, had been circulated to governors prior to the meeting and the SBM talked Governor through the main points.</p> <p>The 2nd Q report shows an improvement in the in-year balance since budget setting predictions in March. Our in-year balance is £58,000 against a budgeted in-year balance of -£64000. This is mainly due to the fact that the UIFSM grant was £57K more than anticipated. It came in at £112537. This is really positive news.</p> <p><u>Teachers</u></p> <p>The announced pay increase for teachers is 6.5% but the school budgeted for 3%. However, a government teachers’ pay grant of £28900 means we are not too badly affected. Pay rises will be reflected in November’s pay, and backdated to 1 September.</p> <p>All increments approved by the Pay Committee in October were processed in October’s pay.</p> <p>We have 1 AHT on Maternity Leave currently, and another pregnant staff member is on long term sick leave and is unlikely to return to work before her maternity leave commences in January. We have just been made aware that another teacher is newly pregnant and will likely start maternity leave at Easter.</p> <p>We have no teaching vacancies at present, but do need to cover the maternity leave posts.</p> <p><u>Support Staff</u></p>

	<p>The NJC announced a pay award has been agreed at £1925 per scale point (pro rata for part time/term time only staff). This will be backdated to 1 April, and paid in November's pay. This is what we predicted at budget setting.</p> <p>There is 1 vacancy for a LTC, and we continue with the ongoing HR issue which prevents us from advertising for a Lunchtime Supervisor at present. An LSA continues to cover this vital role at present.</p> <p>We have been impacted by a HLTA on long term sick leave since September, and she is signed off until 17 November and at this stage it looks like she will get an extension to her sick note at that stage.</p> <p>We will soon have 18 children with EHCP's on roll, and have had to get creative with staffing to meet their needs. We will have to look at recruiting at some stage over the coming months.</p> <p><u>Energy</u></p> <p>We continue to purchase gas and electricity via RBC who use West Mercia Energy to procure best deals. We continue to do what we can at school level to reduce energy costs, having the heating come on an hour later, and turn off an hour earlier etc. Forecasts for next year show a –6 – +3% for gas, and 9-23% rise for electricity.</p> <p><u>Premises</u></p> <p>New flooring was laid across the Junior Hall block over the summer, in preparation for the removal of the modular building and children needing to move back into the classrooms.</p> <p><u>Funding</u></p> <p>We are fortunate that we are once again bursting the seams with pupil numbers. We have a series of open mornings planned over the next few weeks where we will promote the school in the hope of recruiting as many new starters as possible for next September. Our recent OFSTED will undoubtedly help with this!</p> <p>The funding for Nursery places increased from 1 September by 59p per hour meaning we predict our funding will be £5000 more than anticipated – this won't be confirmed until the next census date in January.</p> <p>The UIFSM grant came in at £55000 more than we anticipated. This grant is based solely on pupil numbers eating on census day, and last year came in at £30k less than we'd budgeted for as we were impacted by Covid. We really encouraged friendship lunches on census days, which resulted in us having nearly 100% turnout for school lunches on these days. This was a great deal of effort for staff, but it did pay off. This has resulted in an adjustment for last year which is why we have double the money we anticipated.</p> <p>The PP grant has been confirmed at £7591 more than expected.</p>
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	<p>Governor Question: Are you seeing the effect of inflation on the costs of consumables such as stationery and cleaning materials? Yes – paper especially has risen in cost but we did budget for this. Likewise, the costs of school meals have risen but the UIFSM grant should cover this.</p> <p>Governor Question: You state that 25% of the EHT cost is covered by Redlands? Yes – ASPs employ the EHT, SBM and Redlands HoS and pay their salaries but re-charge 25% of the EHT and SBM costs to Redlands and 100% of the HoS cost to Redlands.</p> <p>Governor Question: You also state there is an underspend in the ICT and learning resources line? Yes – although we are likely to spend the majority of the allocation.</p> <p>Governor Question: In the past we have had issues with our utility bills – are we ok with regard to utilities now? Yes – we had a refund of about £27K from our water bill but this seems to be billing correctly now. Our energy bills are checked by a checking service before they are sent out to us so hopefully we should have no repeat overbilling issues.</p> <p>Governor Question: When is the modular due to be removed? We are unsure at the moment – they are looking at how to get the building off site. It could be Easter or summer half term at the latest.</p> <p>Governor Question: what will be the impact of its loss on us – are we still using it? Yes - we are still using it and will have move the children out at Easter and remove the IWB and phones. We have not yet decided where we will move each class but will start to plan in January.</p> <p>Governor Question: What will be the cost to us to remove the IWB? The quote is around £1000 but it is possible that RBC will cover that as part of the removal costs.</p> <p>Governor Question: Do we have a scheme of work? Not yet – but RBC will provide one nearer the time.</p> <p>The SEN allocation has been adjusted as we have taken in some new children with EHCP's – and within the next few months we will have 18 children with EHCP's which attract funding. The funding the school receives however, does not cover the full cost of educating and caring for these children.</p>
6	<p>Pay Committee Verbal Update.</p> <p>The Chair of the Pay Committee gave a verbal report to the meeting: <i>The Pay Committee met on October 4th to consider the EHT recommendations on increment rises awarded after the last round of Performance Management. A different appraisal scheme had been used this year, which was easier to follow and staff had been given 3 objectives linked to the SDP. The committee looked at a variety of redacted PM reports from a range of teaching posts and concluded that they had followed the PM process and were carried out fairly with targets being appropriate to the individual staff member and differentiated for different roles. It was clear reading these reports that staff had worked very hard to catch children up from lost learning</i></p>

	<p>and that progress had been made. After confirmation from the SBM that there was budget allowance set aside to fund these increment rises, DECISION: the committee unanimously approved the increment rises recommended by the EHT.</p>
7	<p>Policies for approval / adopting.</p> <p>All policies had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> a) Teacher Performance Appraisal Guidance (no changes since last year) Governor Question: Are there any teachers who were unsuccessful in their appraisal outcome, and if so, what action do you take? There were none in the last cycle of appraisals, but we would expect to pick up any issues before the end of the appraisal cycle and would offer coaching and support if necessary so we would not expect any surprises by the time appraisals take place. DECISION: Governors approved the Policy. b) Charging & Remissions policy (no changes since last approval) DECISION: Approved. c) Data Protection Policy (no changes since last approved). Governor Question: Do Judicium look after this for us? Yes – they provide our DPO service, so we adopt their policies. DECISION: Approved. d) Staff Grievance Policy (revised RBC Policy for adopting). Governor Comment: It is important that we have a robust policy in place. DECISION: Adopted. e) Health & Safety Policy (no changes since last approval) DECISION: Approved. f) Teacher's Pay Policy 2023 – New policy from RBC. DECISION: Adopted. g) Appraisal Scheme for Support Staff – revised RBC Policy. Governor Question: Do those appraising Support Staff have the same level of training as those appraising teaching staff? Yes – they undertake the same training to ensure that our appraisal system is robust. Governor Comment: The date is wrong on the first page of this policy. ACTION: this date would be changed. DECISION: Adopted.
8	<p>Site tours and H&S verbal update.</p> <p>The Link Governor for H&S gave a verbal report to the Committee (which was later uploaded to GovernorHub):</p> <p><i>Site tours take place once per half term and each looks at a different area of the school. They are an important part of ensuring the premises meet H&S guidelines. They are usually attended by the head, bursar, site manager and the H&S link governor. Any issues found are recorded and actioned.</i></p> <p><i>The areas looked at are an agreed protocol between the HSE, DFE and the local authority. Site tours are only one way, but an important way, to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils by making sure that minimum H&S standards are met. Site tours usually look at slips and trips, furniture, electrical safety, manual handling, IT equipment, ventilation and heating in classrooms and other school areas.</i></p> <p><i>Other specific risks, such as fire, first aid, legionnaires, asbestos, class temperature, H&S training, school trips are also managed by the bursar and head teacher.</i></p>

	<p><i>Minor accidents are a frequent occurrence at school. The school trains all staff to action all accidents as appropriate. The more severe are reported to the local authority and very serious ones to the HSE.</i></p> <p><i>Usually, every year the local authority carries out a H&S Audit on the school premises and its procedures, this year we expect this to take place in late November.</i></p> <p><i>There is some training on inset days, and first aid and fire marshal training is being organised in collaboration with Redlands.</i></p> <p><i>Every term there is a fire drill and this term the lockdown procedure was tested after an incident at our neighbours, the UTC.</i></p> <p><i>Routine premise defects are recorded and picked by the premises manager.</i></p>
9	<p>Wellbeing.</p> <p>For this academic year, a Link Governor for Wellbeing was appointed and she reported to the meeting that she has been talking to the staff lead for wellbeing, the EHT and also to staff about their personal wellbeing. The stress of an Ofsted inspection has been a large factor in staff wellbeing in recent weeks, but it was also part of the Inspection process with Inspectors asking about staff and pupil wellbeing as a part of their discussions. The meeting was informed that staff appreciate the fact that SLT give consideration to staff wellbeing and that they feel supported.</p> <p>With the increase in the number of SEND pupils, and the fact that many have very complex needs, we do expect that staff wellbeing, especially amongst those working with complex needs children, will be a focus and that we may see a rise in wellbeing issues. The school ensure staff are well trained to do the roles asked of them, but along side this offer support where possible. The school also continually revise and re-evaluate the needs of the staff.</p> <p>It was noted that the Wellbeing Link Governor and EHT work together to liaise over wellbeing in school and that open communication is key to this. Staff feel able to approach the link governor for wellbeing. It was noted that Ofsted recognised that team working is very strong amongst the staff and that this helps support wellbeing. It was also noted that the EHT's "Open Door" policy for staff was also valued.</p> <p>Governor Comment: It is great to hear from staff that the EHT is supportive of staff wellbeing – which we all need to pay more attention too – including Governors asking about their fellow Governor's wellbeing. The meeting was informed that one Governor, involved in the HTPM process, was taking part in HTPM but, due to pressure of work, was going to be less active on the GB for a while until work pressures lessen.</p>
10	<p>Issues for parents/FGB/Confidentiality.</p> <p>There were no items that need communicating to parents/carers, nor anything to update the FGB with at the next meeting. There were no items of a confidential nature requiring Part 2 minutes.</p>
11	<p>AOB.</p> <p>a) A draft letter to parents/carers regarding the <u>Middle East Humanitarian crisis</u> had been uploaded to GovernorHub shortly before the meeting and the EHT</p>

	<p>asked Governors for their comments before it was distributed. Governors who had not already given their feedback were asked to do as soon as possible.</p> <p>b) A <u>photographer</u> is due in school on Monday 20th November to take photos and any governors who were able to drop in for a portrait to be taken were invited to do so. The photographer will be present in school from 8.30am-1.30pm.</p> <p>c) Governors were reminded to make contact with their <u>subject leaders</u> to arrange a first meeting ASAP.</p>
12	Date of next Meeting: Wednesday 7th February 2024

Meeting Closed: 7.55pm

Actions:

Action:	Owner:
Date for a Staff/Governor lunch to be decided (before Christmas)	SBM/EHT
Sign approved RCC minutes from 19 th April 2023 in Governor Hub	AB
Fix typo on date front page of appraisal scheme for support staff policy.	SBM

Attendance at RCC meetings 2023/24 (1 meeting to date)

Dave Dymond	1 of 1 meeting
Robert Howell	1 of 1 meeting
Adedayo Benson	1 of 1 meeting
Yota Dimitriadi	0 of 1 meeting
Kate Gordon	1 of 1 meeting
Andrew Burrell	1 of 1 meeting
Hajar Alami	1 of 1 meeting
Zoe Watling	1 of 1 meeting
Vincent Onuchi	0 of 1 meeting