



Alderman Jacobs School (Academy Trust)

Resources Committee Meeting

Wednesday 8 November 2017

MINUTES

Present: Jenny Johnson (Chair), Cathy Carlisle, Kevin Blencowe, Denise Burt, Laura Holland, Andrew Pattison, Nicky Baker

In attendance: Jocelyn Sumner (Clerk), Trevor Goakes, Joel Combes

Meeting commenced at 7.55 pm

1	<p>Welcome & Apologies Jenny Johnson (JJ) welcomed all to the meeting. Joel Combes (JC) and Trevor Goakes (TG) were in attendance as new governors. Apologies were accepted from Rod Wynn and Eamonn Dorling.</p>	All to note
2	<p>Minutes of Previous Meeting (24 May 2017) Agreed as an accurate record. Proposed by Andrew Pattison (AP) and seconded by Denise Burt (DB).</p>	All to note
3	<p>Agreed Actions Update There were no recorded action from the Resources Committee on 24 May 2017.</p>	All to note
4	<p>Declaration of Pecuniary Interest JJ - runs an arts and crafts club at school and is Company Secretary to her father's business.</p>	All to note
5	<p>Terms of reference Governors requested 1.2 to be amended, changing the word 'Executive' to 'Committee members' and to check the appropriateness of the wording. Agreed and adopted, proposed by AP and seconded by Trevor Goakes (TG).</p>	Action: Jocelyn Sumner
6	<p>Policies</p> <ul style="list-style-type: none"> • Bullying and Harassment - Agreed and adopted, proposed by Nicky Baker (NB) and Denise Burt (DB) • Critical Incident -Agreed and adopted, proposed by LH and seconded by TG. Jocelyn Sumner (JS) agreed to add Invacuation procedures to the policy and remove Natalie Slack from list of Governors • Health and Safety - Agreed and adopted, proposed by NB and 	Action: Jocelyn Sumner Action:



	<p>seconded by KB JS agreed to update the roles and responsibilities to include the School Business Manager and the TA Team Leader to the Line Managers section. It was confirmed that Health and Safety is monitored at least twice a year by Governors. Governors thanks Lynne Wright for her continued gesture of good will to administer medication to pupils on behalf of their parents/carers.</p> <ul style="list-style-type: none"> • Invacuation - Agreed and adopted, proposed by DB and seconded by LH <i>Governors highlighted the importance of conducting Invacuation drills in addition to evacuation to drills.</i> CC confirmed that drills are planned once the Invacuation alarm is installed. • Safer Recruitment - agreed and adopted, proposed by LH and seconded by AP TG confirmed that he has undertaken Safer Recruitment training. • Whole School Pay - Agreed and adopted, proposed by LH and seconded by JJ. 	<p>Jocelyn Sumner</p>
<p>7</p>	<p>Update from Site Manager CC updated the meeting on the situation with Kidzone and their buildings which remain on site. Kidzone have paid rent up to the date that the business ceased to operate and rent remains unpaid since then. A school barrier needs to be replaced following attempts made to remove the Kidzone buildings. CC agreed to check that the fitting of the barrier is not being delayed by Kidzone not paying for the job. <i>Governors challenged the level of content of the Site Managers Report as it was not fit for purpose - there was insufficient information to allow the Governors to monitor and question. Governors enquired what decision was made on the management of the rental of 65 Drybread Road.</i> CC explained that a Letting Agent is managing the property on behalf of the school and the property has been let since July 2017 following the refurbishment. CC confirmed that the refurbishment came within the agreed budget and the rent has been increased to reflect the improved condition of the property. <i>Governors enquired into the impact of the new staff room kitchen.</i> Staff have provided positive feedback that the staff room is an improved environment. <i>Governors asked for an update on the fitting of windows and doors to the small hall.</i> It was explained that the project was postponed whilst attempting to fund it through a CIF bid. Although the bid was unsuccessful the latest quotes have reduced since the initial ones expired. The project is included in the budget and installation dates are being coordinated. CC explained that the 30 hours per week currently being contracted to the Site Manager role are being investigated to determine what is feasible within the hours and if more are required to manage the site to an appropriate</p>	<p>Action: Cathy Carlisle</p>



	<p>standard. Budget has been re-allocated to fund an Outdoor Cleaner role for 10 hours per week. The vacancy has been advertised.</p> <p>Governors asked if there was a need to conduct an audit of non-teaching roles within school to ensure that there is an adequate structure in place that reflects the changes to the school over time and its needs as an academy. The Trust members will consider proposals to support learning and the needs of the school through specialisms and will review the outcomes of the audit at a strategic level and report back to the governing body. CC agreed to undertake the audit of non-teaching roles.</p>	<p>Action: Cathy Carlisle</p>
8	<p>Staff Benefits</p> <p>Governors were presented with current staff benefits and asked if they thought it would be beneficial to consider additional benefits which would set the school apart from other local schools to current employees and future applicants. Governors suggested offering a ½ day 'off' as a suitable 'thank you' gesture to all staff for their hard work that contributed to the recent 'Good' rating from Ofsted. Governors believed that it would also serve as a trial to understand the impact on school as a whole. CC agreed to present feasible options back to the Committee i.e. long service award.</p>	<p>Action: Cathy Carlisle</p>
9	<p>CPD</p> <p>Governors have a role to monitor CPD within school, how it is evaluated and that CPD decisions are made for logical reasons. This item was included to ensure that Governors are satisfied with the information that they receive to enable them to satisfactorily meet their responsibilities. Governors noted that CPD responsibilities are included in the Committee's Terms of Reference and is included in their school monitoring visits. CC confirmed that there is a CPD plan that is linked into the SIP and staff developmental plans. Several employees (senior and middle leaders) have requested to and are now taking national professional qualification courses which enable them to choose their preferred method of study. Performance management is being used to achieve a SIP objective to move more teachers from Good to Outstanding. Governors asked if a mentoring programme is run. CC explained that there is internal mentoring from the Deputy and Assistant Headteachers as well as peer coaching and mentoring. CC is taking part in a Headteachers Leadership programme and utilises Pixel as well as being part of groups like Whitco and Shellco.</p>	<p>All to note</p>
10	<p>Risk Management</p> <p>Governors challenged the origin of the Risk Register document that they were provided with before the meeting. It was explained that best practice, guidance and templates were used to compile the Risk Register which holds a</p>	<p>All to note</p>



	large number of strategic, reputational, operational and financial risks. Following review, the document was agreed and adopted, proposed by JJ and seconded by DB.	
11	Governor Training LH has attended Headteachers Performance Management and Staff pay review training. LH agreed to provide JS with feedback. Training feedback templates are to be distributed to new governors.	Action: Laura Holland, Jocelyn Sumner
12	Summary of meeting <ul style="list-style-type: none"> • Staff benefits were discussed and governors agreed a way forward • Policies and Terms of Reference were reviewed and adopted • Reached agreement to audit structure of non-teaching roles • Discussed CPD practices • Identified need for a more detailed Site Managers report 	All to note
13	Any Other Business Salary increments have now been ratified by 3 non-staff governor members of the Resources Committee.	All to note

The meeting closed at 9.15pm

Signed as a true record: Date:
 Jenny Johnson (Chair)