

# MINUTES OF MEETING



**Name of organisation** Trent-Rylands Federation  
Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

**Meeting title:** Resources Committee

**Date and time:** Monday 25<sup>th</sup> May 2021 4.30pm

**Location:** Virtual – Zoom

## Membership

'A' denotes absence

	Mrs J Moss (executive head teacher)
	Mr M Jackson (chair)
	Mr C Jones
	Mrs L Shepherd - joined meeting at 5.17pm
	Mr S Williams
	Mr A McPherson
	Mrs L Sharples
	Ms L Griffiths
A	Mr D Todd
	Ms J Barrett
	Mrs C Turner
	Mrs S Osborne

**In attendance** Minute Clerk: Mrs J Gibson  
Trent Vale Office Manager: Mrs S Kaye – left meeting at 5.04pm

## Action

### R/43/20 Apologies for absence

No apologies for absence were received.

### R/44/20 Declaration of interest

Mr C Jones and Mrs L Shepherd made a declaration of interest. Mr Jones partner is a teacher at Trent Vale Infant and Nursery School and Beeston Rylands Junior school, Mrs Shepherd's sister is a teacher at Trent Vale Infant and Nursery School. No other declarations of interest, either direct or indirect, for items of business on the agenda were made.

**R/45/20 Agreement of minutes from previous meeting – 10th February 2021**

*The minutes of the spring term meeting held on 10 02 2021 having been previously circulated were agreed by the chair and agreed as signed, due to social distancing.*

**R/46/20 MATTERS ARISING**

- **BRJS School Fund Audit**

Arrangements have been made for the Audit to be completed during the next half term.

- **Disposal of the TV server**

On the current inventory disposal list – disposal approved by governors

- **BRJS Replacement server**

New server installed; old server on the current inventory disposal list – disposal approved by governors

- **GDPR toolkit update –school calendar of actions**

All updated from the new toolkit. Publishing for transparency the biggest update with the privacy notices. The changes are due to Brexit.

**R/47/20 FINANCE**  
**2020-21 budget update**

- **Completion of 2020-21 budget**

- i. **TV – Governor Year End Financial Statement**

The Governors' Statement shows a total carry forward of £22,261.53, £21426.65 revenue and £834.88 DFC. This is slightly better than expected, following a year of increased cleaning, staffing and resources costs and a reduction in income from rentals. **A Governor queried** what the carry forward can be attributed to. SK advised that the Federation had allowed for some costs to be shared with BRJS, and that budget reviews had taken place at more regular intervals throughout the year to so action could be taken quickly when needed.

**The Governors** approved the Year End Financial Statement, pass to full govs.

**JM**

**Committed Balances Return**

This has been completed with assistance from Vickie Lievesley. £2041 has been set aside in 21/22 for the planned updating of playground equipment. A further £9084 has been committed to a review of staffing structures, leaving a surplus of £10,302 at the end of the first year. £10,302 is committed in 22/23 to the continuing review of staffing structures. Staffing structures will be under review during this time because of the interim leadership arrangements in place. **A governor queried** their understanding. SK advised the financial year and academic year periods differ which means the staffing structure changes during the budget.

**The Governors** approved the Committed Balances Return, pass to full govts. **JM**

**ii. BRJS – Governor Year End Financial Statement**

The Governors' Statement shows a total carry forward of £107888.47, £107739.95 revenue and £148.52 DFC which was pretty much as predicted at the start of the year. From the next financial year the junior school face the financial hit of 30 in year group 3; the same low year group as TV have had over the last 3 years.

**The Governors** approved the Year End Financial Statement, pass to full govts. **JM**

**Committed Balances Return**

Funds have been allocated to building projects and the existing long term ICT upgrade totalling £46,500. Largest part allocated to staffing £56,000; due to smaller number of pupils and a return to the current leadership structure after 1 year. £6500 carried forward for sports development.

**The chair noted** £107k is exceptionally large and in general would be avoided but there are good reasons for doing this this year.

**A governor queried** the staffing cost as their understanding was this cannot be used for the return. JM advised this has changed and allows for future proofing as all funds are now reported; not only above 8% as in previous years.

**A governor queried** if the £56k due to falling roles should be under maintenance of staff level costs rather than review of staffing. The Office Manager and Executive Headteacher went through this thoroughly with Vickie Lievesley. The budget has interim leadership for 1 year so half way through the following year reverts back to the current structure of exec head and 3 x head of school. This causes budget issues going forward so although there are falling roles there is also an issue around staffing structure which has probably led to it being categorised in this way.

**JM**

**The Governors** approved the Committed Balances Return, pass to full govts.

**- 2021-22 budget plan**

**i. TV**

Budget setting has been completed and predicts a surplus of £10,302 this year. Interviews are taking place on 28<sup>th</sup> May for 2 teacher vacancies. 1 x M6 and 1 x M2 has been assumed for budget purposes but if 2 more experienced teachers are recruited, this will reduce the predicted surplus.

3 year forecasting has also been undertaken with forecasts of deficit £17,631 in 22/23 and deficit £78,872 in 23/24. These figures do not assume any pupil led formula increase. If a 2% formula increase is assumed, these figures are deficit £6,643 in 22/23 and deficit £45,459 in 23/24. **A governor commented** that this pattern was not unusual in her experience at other schools. The difficulty in accurately predicting these figures was discussed. **A governor queried** if the 3 year plan will be reforecast at the budget reforecast, SK confirmed it would.

**The Governors approved** the 2021-22 budget plan and the 3 year forecast. It was agreed that the forecast without the formula increase would be submitted to Finance. Pass to full govts. **JM**

**ii. BRJS**

A surplus of £56,000 has been predicted this year.

The straight 3 year forecast which will be submitted to finance is a deficit of £3,500 22/23 and deficit £74,000 23/24. The change is greater with the junior school budget as going from a surplus of £57,000 down to a deficit £74,000. With a 2% formula increase assumed the figures are £8,500 22/23 and deficit £38,000 which is more likely to happen. Going forward there is a need to be mindful of the impact of the current leadership structure on each school budget.

JM

**The Governors approved** the 2021-22 budget plan and the 3 year forecast. It was agreed that the forecast without the formula increase would be submitted to Finance. Pass to full govs.

- **Approval of virements**

There are no virements at either school as this is a new budget.

- **Pupil Premium and Catch-Up Funding Plan**

This sits across both committees and was also discussed at the pupil outcome meeting. There is a simplified template for the school website but it doesn't give maintenance and scrutiny. A more detailed version has been sent out to governors which includes both catch up funding and pupil premium and gives a flavour of where the money has been spent. The catch up funding has all been spent on enrichment and tutoring at BRJS. At TV it has been used towards TA salary and sports funding has been utilised for enrichment; subtle differences but the same outcome. This detailed plan mirrors the website.

- **BRJS replacement Smartboard quotations**

This has been budgeted for as part of the IT replacement plan. Quotes have been obtained from 3 companies with Hancox IT at £1655; this is schools preferred supplier for efficient and prompt service. **A governor queried the next quote.** JM advised this was 14k but had no 5 year warranty and did not include cables or de-installation. **A governor stated** it was important to go with the company who provide a good service but school should obtain best value from them and ask if there can be any reduction on cost. This was agreed.

- **BRJS field fencing and trim trail**

Fencing around the sports field or trim trail on the playground, no definite answer to this. The field fencing has part temporary fencing up where a neighbouring property has removed a hedgerow. The playground logs that the children played on are rotten and school are unable to get any lottery funding as it is based on community use and there is none. Sports funding could be used. Have had 2 quotes for the fencing 21k from a local company and 25.5k from NCC. NCC the preferred option as they seem more knowledgeable in this area. Have applied for 50% funding on a security basis as the field is very easy to climb into. Currently no littering/anti-social behaviour on the field, this is possibly due to respect from the community. **A governor suggested** safeguarding should be used to apply for funding. JM advised the LA will only allocate funds for security. **Governors raised** and discussed size of fencing, trim trail cost seems overpriced, reasons for looking at this now and impact of each proposal. **The chair asked this item is moved to the full governing body meeting as it should be known if the bid for funding has been successful.**

JM

- **JMs laptop – Tim Hancox (IT support) suggests £300 for the Executive Headteacher to buy her laptop from school**

Discussed and **agreed by governors.**

## School funds – funds available and audit

Easy fund raising has been set up and information on this has been sent to parents and governors. Funds are raised via online shopping with various % for different companies. It was proposed that funds are built up at each school to allow the school fund to support school activities/projects. **Governors agreed.**

- i. **TV**  
£600 balance - currently being audited.
- ii. **BRJS**  
£710.86 – to be audited during the next half term.

R/48/20

## INVENTORY – TV then BRJS

### *Items to be disposed of*

Already discussed and approved – see matters arising **Disposal of the TV server** and **BRJS Replacement server**

### *Items to be devalued*

R/49/20

There were no items to be devalued at either school

## GDPR

### Annual Report to Governing Body

R/50/20

This has been sent to governors and is comprehensive. **A governor queried** the surveillance category, JM advised this relates to CCTV which the TRF do not have. **A governor queried** if there had been any security issues – none.

## PERSONNEL ISSUES

### - Interim Leadership Structure

The chair thanked staff for all the hard work put into this and asked if all governors had seen this – yes. JM advised the job description was standard for a headteacher and HR would liaise with SK & JG to ensure contracts are set up correctly. The Governors need to agree the structure and pay scales; CB SO & JB left the meeting. The structure and salary range was advised and discussed. **A governor queried** if the LA had any comments on it. JM advised they were supportive of the structure, although not one they would normally advocate it works for this role and the salary points set are sensible. **A governor queried** the exec headteacher salary range and it was agreed there is enough wiggle room with this structure. **A governor queried** if the financial recommendation was based on this. JM advised it was; financial difficulties arise when Exec Head and 3 Headteacher structure returns. This was why JM along with two governors had already started work on this previously. **A governor queried** if appraisal is carried out together how it can be measured separately. JM advised a range of targets will be set and up to three allocated to each individual head; each Headteacher will have their own responsibilities across the Federation. Wendy Wheeldon, Education Improvement Officer, will be happy to carry out this role. **Governors raised various queries** and discussions took place around extended term and performance and pay issue, votes at governing body meetings and adopting recommendations and responsibilities. **Governors also emphasised support arrangements are critically important.** It was agreed a meeting would be set up late June to agree support. CB SO & JB returned to the meeting.

JM

- **Request to reduce hours**

A staff member would like to reduce their hours from 0.8 to 0.6 and the SLT are happy to accept this. **A governor queried** if there was anyone else to pick up the hours. JM advised they were not looking to replace as hours needed reducing due to being covid heavy.

- **2 x KS1 vacancies**

Interviews for this are Wednesday; the existing 1 year temporary contract has been re-advertised. Have received 30 applications and will interview 6 candidates. JM has supported through the process and will provide support on making a decision but will not have a vote.

- **0.4 FTE KS2 vacancy**

Resignation received before Easter. Have advertised as temporary 1 year contract as gives more flexibility with the staffing structure. Have had a few applicants and hoping more will apply.

- **Staffing structure**

- i. TV
- ii. BRJS

JM

R/49/20

Move to full governors meeting as will have staffing structure for this meeting.

### APPRAISAL

- **Teaching staff – termly reviews**

**The chair advised this should read Teachers and not teaching staff.** This is all on track and aim to have pay committee completed to take to the next full governors meeting. This means the appraisal cycle is complete before JM retires.

JM

R/50/20

### HEALTH AND SAFETY

#### Summer term health and safety visit

JM

Visit booked for 14 June and hopefully will have the report for the full governors meeting. **A governor queried if the H&S governor is leaving.** CJ confirmed the governor is planning to step down; an expression of interest has been received from an individual who has a variety of skills including some H&S.

- **Latest Covid-19 Risk Assessment**

This has not been updated as although restriction are lifting there have been no changes in school procedures except for mask wearing in Y7 and above. Surface cleaning still being undertaken and bubbles still in place.

R/51/20

### POLICIES to be ratified

- **Review of the Pupil off-Site Visits Policy**

LA policy adopted – CB to attend training course

- **Review of the Lettings Policy**  
Reviewed and minor update
- **Pupil Premium Strategy and Catch-Up Funding Plan – see previous agenda item**
- **Staffing Structure TV – see previous agenda item**
- **Staffing Structure BRJS – see previous agenda item**
- **Review of the Whistleblowing Policy**  
Minor change from LA, now incorporates all staff including agency staff
- **Review of the Recruitment and Selection Policy**  
Minor changes from LA added
- **Review of the Job-Share Practice Policy**  
Written around existing job-share staff and reviewed with relevant staff who are happy with it

All policies have been put on an annual review so they have all been updated this year.

JM

All of the above policies will be passed for ratification at full governors

**Notification of Interim Staff Structure to Parents/carers**

A draft letter has been prepared by JM and reviewed by CJ & LS and is due to go out regarding plans. **A governor wondered how it may read to someone who knows nothing about the background; does it have the right level of candour.** Discussions took place around this and it was decided to send as it is with any queries that can not be answered by school forwarding to CJ.

R/52/20

**Determination of confidentiality of business**

It was

**resolved**

R/53/20

that all papers and reports be made available as necessary

**Confirmation of date for next meeting**

The governing body

**agreed the following dates for future meeting:-**

autumn term – Monday 11<sup>th</sup> October 2021 – 4.30pm

**Please ensure a meeting link is sent out with the next Agenda**

**The meeting closed at 6.14pm.**

Signed .....(chair) Date.....