

## SIR JOHN CASS'S FOUNDATION SCHOOL

### Minutes of a meeting of the Staffing and Finance and General Purposes Committee held on 11<sup>th</sup> November 2016 at 4:00pm

- Membership: Mr A Wright\*  
Ms A Godas  
Mr D Williams  
Deputy H Jones (Chair)  
Rev L Jørgensen\*  
Mr T. Wilson (Head)\*  
Mr T Mullee
- In Attendance: Mr M Paddon – School Business Manager (SBM)  
Ms Alex Allan (Deputy Headteacher)  
Ms R Basit – Clerk

Mr A Wright opened the meeting with a prayer.

#### Apologies

Apologies for absence were received from Mr H Jones, Mr Mullee, Ms A Godas and David Hogben.

The meeting was chaired by Rev L Jørgensen.

It was noted that attendance at the Committee meeting was poor. The Chair asked the Clerk to report on the attendance figures for the Committee meeting at the Governing Body meeting.

**Action: Clerk**

#### Declarations by governors of any personal and pecuniary interests in respect of items on the agenda

There were no declarations of interest.

#### Dates of the forthcoming meetings

Governors noted the dates of forthcoming meetings.

#### Minutes of the previous meeting (circulated)

The minutes of the last meeting held on 27<sup>th</sup> April 2016 were previously circulated.

Correction – Item 7 Staffing Update: The last sentence was deleted.

**RESOLVED** – that the Committee agreed the minutes as a correct record.

#### Matters Arising:

The Headteacher reported that minor refurbishment work on the playground had been completed. The school was now seeking quotes for 1 piece of fixed play equipment and was in the early stage of this process. It was noted that the fencing had been installed. There were issues with laying the AstroTurf which was being pursued.

#### RECEIVED

#### 1. Updated Financial Procedures Manual (circulated)

Mark Paddon advised that there were no substantial changes to the manual.

**RESOLVED** – That the Committee approved the updated Financial Procedure Manual as presented.

#### 2. School Budget 2016/17

Mark Paddon presented the budget report. The salient points from the report were noted below:

- It was noted that 49% of the budget had been spent.
- The projected outturn for the year was an indicated underspend of £54,000.
- The Committee noted the key variances to the budget.
- There was an underspend on employee costs of £18K due to staff changes to roles since the start of the new academic year.
- There had been an overspend on equipment, furniture and materials, largely due to the installation of teaching walls in all of KS1 and 2 classes and the purchase of the commercial oven for the kitchen.
- There was an overspend on communication and computing budgets by £32K resulting from the installation of ICT equipment in relation to the teaching walls.
- There has been an increase by £19K in the SEN funding due to receiving backdated pay for new Statements/EHCP.
- There has also been an increase due to receiving other grants in relation to supporting the school's digital learning and other educational grants totaling £57K.
- It was anticipated that dinner money income will be less than expected due to less take-up.

Mark Paddon advised that a transfer from the reserves funds of £34K, to meet expenditure for refurbishment works was required.

The Committee noted that long term sickness has put undue pressure on the Play Centre, which has meant that the Play Centre will run at a loss of £13,000 this financial year.

#### Q&A

Governors enquired about current pupil vacancies.

The Headteacher replied that the vacancies in the baby-room were below the forecasted numbers.

In relation to the Cass Child and Family Centre budget, governors requested a breakdown of the budget for clarity.

**Action: Mark Paddon**

The Committee noted that the Cass and Family Centre charge to the City was based on the flooring used.

## **RECEIVED**

### **3. Donations and other grants**

Mark Paddon advised that the following grants and donations had been received:

- Funding supporting the Digital Learning - £81K
- Helical Bar had initially promised £25K however donated £19K for works to the playground. The company had also carried out some labor work to support the school, which was counted as part of the donation in relation to their 'corporate responsibility'. The school was not tied into displaying the company name or any physical recognition of the support.
- The school had received an additional £17K from Cass Foundation from their benefit grant. In total £124K had been received from Cass Foundation.

The Headteacher said that Year 6 children will write to the Cass Foundation to not their thanks in relation to the grants received. The Headteacher will also note the contribution in the school newsletter.

## **RECEIVED**

### **4. Premises Update**

The premises report had been circulated.

Mark Paddon advised that the refurbishment work to the classroom had been completed within the available budget over the summer holiday and were ready for start of the new academic year. Pictures of the classroom were presented at the meeting.

The Chair said that the staff room refurbishment looked good.

Mark Paddon reported that funding from the Cass Foundation to support ICT and digital learning initiative had been confirmed and will be paid over two years.

Mr Paddon said that they school wished to make a further proposal to the Cass Foundation to utilise the balance of the Digital Learning Grant for further ICT enhancements. The Headteacher explained that this was to provide more mobile ICT in the form of iPads and iPod Touch. This will

provide versatility and enable children access to ICT, who don't had have ICT at home.

Governors thanked Mark Paddon for managing the refurbishment program and noted the significant impact on the school premises.

#### **Q&A**

Governors asked about the refurbishment plan going forward. These included classes 3 and 4, entrance and corridor, and the stairwell and shared space.

However, the Headteacher said that the critical area was the main boiler in school, which was installed in 1976 and needed urgent attention. The school will place a bid for LCVAP to contribute to the cost.

#### **RECEIVED**

### **5. Policies and Statements**

The following policies were previously circulated:

#### **- Whole School Pay Policy**

The Committee noted that there was a 1% pay increase across all bands in line with the national Pay and Conditions document.

It was noted that annual leave and special leave had been updated in the policy.

**RESOLVED** – That the Committee approved the Whole School Pay Policy as presented.

#### **- Lettings Policy**

The Headteacher said that the Letting Policy had been updated in line with the new safeguarding expectation, which required a statement on letting the school to organisations that supported the British Values. Other vetting and checks were also included within the policy. The Headteacher confirmed that the Letting Policy was now compliant with safeguarding requirements.

**RESOLVED** – That the Committee approved the Letting Policy as presented.

#### **- Pupil Premium Impact statement 2016/17**

The Committee received the Pupil Premium statement. The Headteacher reported that that impact was strongest in KS2. Pupil progress was above average.

EYFS and KS1 had mixed outcomes. However, the Headteacher said that the data from previous years meant that the outcomes were not entirely accurate and requested cautious approach to the data. The Headteacher said that there were gaps in Maths and Writing in KS1 as children did not achieve the expected level. This however, was not a whole school issue and was focused on particular cohorts.

In addition to the Pupil Premium outcome, the Headteacher said that there were other softer outcomes for pupils; including access to performing arts which had been subsidised by the school; trips and visits out; counselling (for a small group of children) and 1to1 and small group intervention.

A discussion ensued on the decreasing number of children in receipt of FSM. It was noted that this was also the trend in Tower Hamlets borough. In reply to a question, the Headteacher said that this was due to change in demography as well as the fact that the government had not increased the threshold for eligibility.

## **RECEIVED**

- Sport Funding impact statement 2016/17

The report was received and noted.

## **RECEIVED**

### **6. School Improvement and Development Plans**

The documents were circulated in advance.

#### a) Proposed Single Year Plan

The Headteacher said that the Curriculum Committee had reviewed and approved the aforementioned documents. The documents were presented to this Committee to ensure that the plans tie-in with the financial planning of the school and were within available budget. It was noted that plans had been fully budgeted the previous year.

The Committee noted item 54 and 55 of the Single Year Plan and the school's plan to promote a healthy school. This included prohibiting families to bring in cakes for children's birthday celebration.

In relation to item 46 – school expansion, the Headteacher said that this would be removed if the decision reached was against school expansion.

#### b) School SEF and long term strategy

The Headteacher said they had allocated resources to identified gaps. Plans also included intervention and support to boost Year 6 progress and achievement.

In reply to a question regarding parental engagement, the Headteacher said that there was less take-up; however parental engagement programme was under review by Jo Welsh. In addition the Centre also had provision for parents.

### **7. Staffing update**

#### a) Verbal staffing update

The Headteacher advised that the advert for the Communication and Premises Manager had been placed without success. The Headteacher said that the school had moved to appoint an Apprentice and received 45 applicants. Given that the senior post was still vacant, the Headteacher was considering appointing two Apprentices to support this area of work.

The Headteacher said that a new teacher had been appointed and will be taking over Year 3 in January 2017.

b) Performances pay progression report – to be taken as confidential item.

## RECEIVED

### 8. Update of the school expansion

The Chair said that the Cass Foundation had recently communicated that they were not opposed to the expansion however they remained concerned about whether the demand for school places was imminent.

The decision to expand was therefore deferred to 2017/18 when the impact of the new City School in Islington will be known.

Governors commented that this item had been discussed for many years and should be drawn to a close. The school should now focus its attention on developing the school using the Capital funds (in the region of £500K) available from the City to build the infrastructure of the school.

Governors aired caution on the use of the funding as they anticipated that replacing the boiler will be a significant cost.

Governors also asked whether the funding from the City could be used as contingency for the future, given the likelihood of the reduction of funding. The Headteacher said that the funding was from Section 106 and would need to be used for building the infrastructure of the school. However, the Headteacher will look into this.

**Action: Headteacher**

The Headteacher said that one area for consideration was improving the disabled access across the site. Andrew Wright said that the school may be able to access other pots to improve the accessibility of the school.

The Headteacher said that school development will need to be revisited once a firm decision on the school expansion was reached.

### 9. Any other business

None

The meeting closed at 5:50pm.

CHAIR.....DATE.....

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In Attendance: Ms R Basit – Clerk

**10. Confidential item**

The Headteacher presented the performance pay progression report to the Committee.

**RESOLVED** – That the Committee approved the Headteachers recommendation as presented.

CHAIR.....*Laura Jørgensen*.....DATE *13/12/17*.....