



# Sir John Cass's Foundation Primary School

## Minutes of a meeting of the Staffing, Finance and General Purposes Committee held on 24<sup>th</sup> May 2017 at 4pm

Membership: Mr A Wright\* (Chair)  
Ms A Godas  
Mr D Williams  
Deputy H Jones  
Rev L Jørgensen\*  
Mr T. Wilson (Head)\*  
Mr T Mullee  
Mr D Hogben

\* denotes attendance

In Attendance: Ms Alex Allan (Deputy Headteacher)  
Ms Theresa Shortland (Head of Service for Education and  
Early Years, City of London Corporation)

Clerk: Mrs A Alabi (Clerk)

Rev L Jørgensen in the Chair

It was noted that Mr Wright had advised that he was running late. It was agreed that Rev Jørgensen would chair the meeting until his arrival.

It was noted that Mr Mullee was not in attendance and had only attended one meeting in the last 18 months. The Chair of Governors agreed to write to Mr Mullee to advise him of his lack of attendance and ask him if wished to continue as a governor.  
**Action: Chair of Governors**

Committee members also discussed Mr Hogben's low attendance and his failure to respond to email correspondence. The Chair of Governors agreed to write to Mr Hogben in order to ascertain if he wished to continue as a governor.  
**Action: Chair of Governors**

Members agreed that the Foundation should be advised of the low attendance of those they had appointed.  
**Action: Chair of Governors**

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

There were no declarations of interest.



### **Minutes of the previous meeting**

The minutes of the last meeting held on 1<sup>st</sup> March 2017 were circulated in advance and approved as an accurate record of the meeting.

**RESOLVED** – that the Committee agreed the minutes as an accurate record.

### Matters Arising:

It was noted that the Anna Freud Centre is working well. A review is to be conducted at the end of term.

Mr Wright arrived at 4.15pm

Governors discussed the issue of road safety and agreed on the need for railings to be installed for safety reasons. Ms Shortland agreed to liaise with the City and report back to the Headteacher who will update committee members.

**Action: T Shortland / Headteacher**

Mr Wright in the chair

## **1. School Budget Outturn Report (TW)**

### Delegated school's budget

The school budget outturn report for 2016-17 was circulated in advance of the meeting and the contents noted. The following was noted from the discussion:

- Total net expenditure of £2,149,000
- Total net income of £2,113,000
- Net overspend of £36,000 as a result of extensive classroom refurbishment works carried out to enhance the digital learning environment. It was noted that a grant of £81,558 was secured from the Foundation to cover the total costs; however, the grant is paid in two instalments across two years, 2016-17 and 2017-18. The school, following a decision of the governing board, was required to drawdown on its Reserve Fund in 2016-17 in order to cover the additional expenditure in abeyance of the grant's second instalment.
- The balance on the Reserve Fund is £250,391.99 compared to £286,210.77 as at 31<sup>st</sup> March 2016

### School's Reserve

The total reserve carry forward for 2017-18 is £250,391.99

### Cass Child and Family Centre

Net expenditure of £479,000 resulting in a net underspend of £3,000

**RESOLVED** – that the committee reaffirmed its commitment to set aside an amount from the School's reserve equivalent to 7.5% of the 2017-18 latest approved expenditure budget (£2.242M) for unforeseen costs (circa £168,150). With the remaining surplus of £82,242 applied to the general redevelopment/enhancement of the School.

Governors noted that there is a vacant position for a School Business Manager. The existing relationship with the City Corporation to buy budget monitoring continues. It



was noted that the Headteacher is overseeing some of the areas previously overseen by the School Business Manager such as premises oversight.

## **2. Budget Monitoring (TW)**

### Budget Monitoring CCFC Period 1 to end of April 2017 including Nursery funding implications

The budget monitoring report for CCFC Period 1 to end of April 2017 was circulated in advance of the meeting and the content noted. It was noted that the overspend is related to a missed coding which has now been corrected. It was further noted that the level of spending is what members would expect at this stage of the budget.

### Budget Monitoring SJC Period 1 to end April 2017

The budget monitoring report for SJC Period 1 to end April 2017 was circulated in advance of the meeting and the content noted. It was noted that the school does not operate a bank account, and all funds sit within the corporation. It was further noted that matters such as VAT and payments are handled centrally as a result.

## **3. Premises Update**

### Premises Report

A Premises Report was circulated in advance of the meeting. The following was noted from the discussion:

- The basement area is to become a storage and resource area for Early Years.
- Emergency works on the Early Years playground saw the replacement of many of the supporting wooden walls around the bank area.
- The Professional Room refurbishment was completed over the Easter holidays.
- Large display boards have been installed
- A new bench has been fitted to support teachers when preparing displays
- New printing facilities have been installed

It was noted that printing and storage was a key issue raised by staff in the recent staff survey.

### LCVAP Allocation

It was noted that the school is anticipating receipt of £90,000 for capital projects from the London Diocesan Board for Schools.

It was further noted that 3 bids were submitted including classroom refurbishments, toilet refurbishments and the repairs to a gable wall. It was noted that a bid was approved for £70,000. It was noted that £15,000 will be left over following the completion of the project which is to be used on entrance hall refurbishments.

Committee members noted that the 3 year funding settlement for LCVAP is now at completion.

### Air Quality Proposal

It was noted that air quality work has focused on gardening and irrigation systems this term.



It was noted that Fountaineers have installed an irrigation system on the main playground with a second to be installed during the half term holiday. Irrigation systems are to be installed on the Early Years playground in the summer.

It was noted that NO2 monitoring equipment has been installed in some EYFS areas. Levels were found to be below the legal limit. It was noted that doubt has been cast over the effectiveness of the system. It was further noted that notwithstanding this the decision has been taken to progress with the project. Installation of equipment in the Explorers room will take place in the summer holidays.

#### Gardening

Committee members noted that Fountaineers have almost completed installation of water irrigators around the main playground. This will be finished by the end of the half term. It was noted that the school gardens will continue to be developed over the coming months ensuring that there is a green oasis in the playgrounds.

It was noted that there is a gardening club and the children are growing fruit and vegetables which is being used by the school kitchen.

#### Health and safety monitoring

It was noted that health and safety is a key focus for Ofsted. An audit was conducted of the systems in order to identify areas for improvement. It was noted that the majority of registers were found to be up to date. A number of priorities were nevertheless identified:

- Risk assessment has been revised and an electronic risk assessment form created.
- Consistency has been introduced around the use of first aid boxes
- A £4,000 quote has been received to re-equip the Sp@ce Laundry which is in need of urgent modification to ensure it is a safe space for working.
- Not enough identification of risks
- Risk identification and risk management to be discussed at next CCFC staff meeting.

**RESOLVED** – that the committee agreed to

- I. Allocate surplus funds from LCVAP allocation on refurbishment of the entrance hall
- II. Implement action plan addressing issues from the health and safety audit
- III. Allocate additional resources to modernize the school office and storage areas

#### LCVAP proposal and condition report

The Headteacher agreed to email the LCVAP proposal and condition report to committee members.

**Action: Headteacher**

#### Office refurbishment plans

The office refurbishment plans were circulated in advance of the meeting. It was noted that the plans are to be funded both from the budget and £13,000 from the reserve.

Committee members approved the office refurbishment plans.





#### Costing and brief for office refurbishment

The costing and brief for the office refurbishment was circulated in advance of the meeting.

**RESOLVED** – that the committee agreed to the office refurbishment costing and brief totaling £22,826.00 which is to be funded both from the budget (£10,000) and from reserves (£13,000).

#### **4. Reutilisation of section 106 funding (TW)**

##### 106 proposal to COL

The following document was circulated to committee members in advance of the meeting – ‘Phasing improvements to the school through reallocation of school expansion funds’. The following was noted from the discussion:

- The bulge class has had a positive impact on the budget and has avoided the need to enter into difficult decisions about staffing.
- One way of increasing income without this having an effect on quality is through increased class sizes. It is legal for there to be 34 in a class in KS2.
- £490,000 has been allocated to the school through Section 106. The money has not been transferred to the corporation as yet. Commitment from the developer is being sought. The school would like to put the money to use on repairs and maintenance renovations associated with safety.

It was noted that the City wrote to the Foundation seeking their permission for the works to be done. The Foundation responded refusing permission until their trustees have been consulted. The school’s view is that permission is not required as there will be no physical changes to the building, consistent with the practise of the school over many years.

Committee members agreed to await the outcome of the Foundation’s grants committee and to seek advice from a Solicitor should a favourable response not be received.

**RESOLVED** – the Committee approved Phase One of the proposed improvements set out in the document.

Ms T Shortland agreed to explore Phase Two with the City and report back to the Headteacher.

**Action: T Shortland / Headteacher**

#### Discussion about non-standard admission

Discussed under ‘106 proposal to COL’.

#### **5. Staffing update**

##### Recruitment update and staffing strategy

Committee members received an update on recruitment and staffing. It was noted that four members of staff are to join the school in September.

It was noted that the latest recruitment campaign to recruit a School Business Manager was unsuccessful. The person specification is to be amended to highlight



the need for the application to have an accountancy and a school business management qualification. The post will then be re-advertised.

Staffing structure

See confidential business

**6. Policies to be approved (TW)**

Risk Management Strategy

The Risk Management Strategy was circulated in advance of the meeting and the content noted by committee members.

**RESOLVED** – the committee approved the Risk Management Strategy

Governors Business Plan (Governors Work Plan)

A draft of the Governors Work Plan was circulated in advance of the meeting. It was agreed that as the document is a work in progress it should appear as a standing agenda item.

**Action: Clerk / Headteacher**

Business Continuity Plan (Critical Incident Plan)

The Critical Incident Plan was circulated in advance of the meeting and the content noted by committee members. In response to a query from committee members it was noted that the next planned evacuation will take place next term.

**RESOLVED** – the Committee approved the Critical Incident Plan

**7. Grant Proposal (TW)**

Grant proposal for STEM project and implications for broader strategy

The grant proposal for the STEM project was circulated in advance of the meeting. It was noted that the bid, totaling £95,000, is to fund the release of a teacher to be the science and technology lead and will also fund the provision of a science and technology lab with multi-purpose tables and a computer base. It was noted that the project will enable the school to build the skills and knowledge of class teachers and teaching assistants in relation to computing and science and technology and prioritise science and technology as a key area across the school.

It was noted that the funding is for one year only. In response to committee members querying where the funding from year 2 would be derived from, it was noted in response that it would be funded through the school or the teaching school.

It was noted that the school has a strategy for the next 3 years which involves the school building a profile for training and development and becoming a teaching school.

**8. Dates of forthcoming meetings**

The following dates of forthcoming meetings were noted by the Committee:

- Curriculum, Pupil Affairs and Achievement Committee, Wednesday 7<sup>th</sup> June 2017
- Full Governing Body, Wednesday 5<sup>th</sup> July 2017



**9. Any other business**

There was no other business.

CHAIR..........DATE 18/10/17.....

