



**GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN**

**SPRING TERM MEETING**

**MINUTES OF THE MEETING OF THE FINANCE & STAFFING  
COMMITTEE HELD AT THE SCHOOL ON  
MONDAY 23 JANUARY 2017 AT 6PM**

**PRESENT:**

Mr John Bentley (Chair)  
Mrs Samantha Blackshaw (Vice Chair)  
Ms Chris Southworth  
Mrs Vicky Brown (Headteacher)  
Mrs Debbie Davies  
Mr Iain Schofield  
Mrs Jennifer Kay

**IN ATTENDANCE:**

Mrs Jane Taylor (Assistant Headteacher KS1)  
Mrs Stacey Duckett (Assistant Headteacher KS2)  
Mrs Judith Watson (Clerk)  
Mrs Pauline Lovick (Financial Consultant)

		<i>Action</i>
<b>1</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>  Apologies were received from Mrs Emma Lowe.	
<b>2</b>	<b><u>DECLARATION OF INTEREST</u></b> There were no declarations of interest.	
<b>5</b>	<b><u>MINUTES OF THE PREVIOUS MEETING</u></b> The minutes of the previous meeting held on Monday 3 October 2016 were agreed to be a true and accurate record.	
<b>4</b>	<b><u>MATTERS ARISING</u></b> <i>Benchmarking</i> – it was noted that this was on the agenda. <i>Budget Setting</i> – it was agreed that there would be a meeting to discuss the budget prior to the full Governing Body meeting on 8 March 2017. The Headteacher added that discussion had taken place with Mrs Lovick and that cost centres would be refined for 2017/18. <i>Governor Training</i> – Mrs Blackshaw confirmed that a matrix had been produced but that further work was needed on this. Ms Southworth added that an analysis of required governor training was required, particularly in light of new Governor appointments. It was agreed that this should include Safeguarding and Health & Safety. The Headteacher	<b>VB</b> <b>VB/PL/JW</b> <b>SB</b> <b>CS</b>

	<p>stated that Mrs Pickup had previously agreed to deliver Safeguarding training to Governors and agreed to progress this.</p> <p><i>Headteacher Performance Management</i> – confirmation was provided that this had been undertaken on 15 November 2016.</p> <p><i>DBS Checks for Governors</i> – Mrs Watson confirmed that DBS clearance had been received for Mr Schofield and Mr Smith. She added that Mrs Kay was yet to provide appropriate identification against her application and that Mrs Pilkington had yet to make an application. She was asked to progress these.</p>	<p><b>VB</b></p> <p><b>JW</b></p>
<p><b>5</b></p>	<p><b><u>CHILLZONE OFSTED REPORT AND ACTION PLAN</u></b></p> <p><i>Mrs S Crossley and Mrs V Allison joined the meeting for this agenda item</i></p> <p>The Headteacher informed the Committee that Chillzone Ltd, an independent company, that ran an after school club within the School had recently been inspected by Ofsted and that it had been deemed inadequate. Accordingly, the Directors of the Company had been invited to attend this meeting to share their Action Plan and to identify what actions would be taken to address the findings in the report.</p> <p>Mrs Allison circulated copies of the Action Plan and highlighted the key findings, the specific actions to be taken and by whom and the timescales in which these would be delivered prior to a re-inspection in approximately 5 months’ time.</p> <p>Action 1 – Daily Records of children’s attendance – the Committee were informed that the Inspector had been unhappy with the current system and so the proposed change would be amended to include an exact time of departure. Mrs Southworth sought clarification on collection arrangements and was informed that an ‘authorised to collect’ register is maintained for all children but that going forward all parents would sign the register to indicate that they have collected their child.</p> <p>Action 2 – Paediatric First Aid Qualifications – Governors were informed that at the time of inspection only one member of the ChillZone team were trained in paediatric first aid. However, all staff have now received accredited Paediatric First Aid qualifications.</p> <p>Action 3 – Response to Child Protection Concerns – it was stated that the main issue in this respect was that the Policy in place was not in line with the Local Safeguarding Children’s Board Policy. Governors were informed that the Policy had now been updated with appropriate links to the local safeguarding hub (MASH) and the Local Authority. It was noted that Mrs D Wright, one of the School’s Safeguarding Leads, had provided training to all Chillzone staff and that information had been provided by the Headteacher as to appropriate training courses that Chillzone staff should undertake. Mrs Crossley added that she had also enrolled onto a Safer Recruitment training programme. Mrs Southworth asked whether arrangements were or would be put in place to ensure mandatory 12 month update training for all ChillZone staff and was reassured that this would be done. The Headteacher reminded Mrs Crossley of the necessity to ensure that all strands of Safeguarding were covered, eg WRAP, Modern Slavery CSE etc. Mrs Blackshaw advised that a calendarised training matrix would be useful to ensure that no training is overlooked and Mrs Crossley agreed to develop such a matrix.</p> <p>Action 4 - DBS Checks – Governors were informed that the issue here related to DBS checks not having been undertaken for those under the age of 16. Whilst it was acknowledged that this was generally compliant with the law, the fact that some individuals had received financial reward for their work within Chillzone meant that checks should have been completed. Mrs Crossley advised that this would be addressed going forward and reiterated that she was due to attend Safer Recruitment training.</p> <p>Mrs Southworth asked whether fire risk assessments were in place as anybody under the age of 18 should have such an assessment. Mrs Allison stated that this has not been done but that she would address this.</p>	

	<p>Mrs Southworth asked Mrs Crossley and Mrs Allison what they had learned from the whole experience, as the Action Plan was limited to the areas identified in the Inspection Report. Mrs Allison acknowledged that there had been a lack of communication between herself and Mrs Crossley and that this needed to be strengthened. She added that they were currently considering appointing a new Manager to take the lead on day to day operations. Governors advised that this could potentially lead to further communication issues and so needed to be considered carefully.</p> <p>The Headteacher asked whether there was a ChillZone Council, in order to get involvement from children and/or parents. Mrs Allison replied that there was no such system/mechanism in place but that she would consider this. In response to a question from Mrs Blackshaw, it was stated that no children had been withdrawn from ChillZone since the publication of the Inspection Report. Mrs Allison added that parents had been very supportive. Also, that going forward regular newsletters would be produced to keep parents informed of ChillZone activities. Governors requested that they receive copies of these newsletters also.</p> <p>Mrs Brown asked whether the appointment of additional staff would increase the costs of the after school club. Mrs Allison advised that there were no immediate plans to increase prices.</p> <p>Governors thanked the ChillZone Directors for attending the meeting and sharing their Action Plan.</p> <p><b><i>Mrs Crossley and Mrs Allison left the meeting</i></b></p> <p>Discussion took place regarding the current contract in place between the School and ChillZone. The Headteacher advised that this had been signed in September 2015 and would run until 31 August 2018 although an annual review can be undertaken. Governors agreed that such a review should be undertaken following the Ofsted re-visit. Also, that this review should include discussion of the monthly fee paid to the school. Governors stated that the commercial success of the Company since its inception warranted a review. Mrs D Davies and Mrs J Kay agreed to look at the current contract in more detail and advise on proposed amendments. Governors also asked that a member of the School's SLT meet with Chillzone on a monthly basis to ensure that appropriate management arrangements were in place.</p>	
6	<p><b><u>BUDGET MONITORING REPORT</u></b></p> <p>Governors were reminded that this report was against a budget that had been approved in April 2016. Mrs Lovick stated that there were no real areas for concern. She added that some monies to support children with medical/special support needs had yet to be received. A virement of £2,000 into Delegated Maintenance was approved. Governors were informed that the estimated outturn figure was c£125,000, equating to c7.6% of the budget.</p>	
7	<p><b><u>SUMMARY BUDGET PLAN 2017/18</u></b></p> <p>Mrs Lovick circulated this report, stating that it had been based on the October census student figure. She added that Pupil Premium funding was based on those children eligible for free school meals. Mr Schofield asked how the school encouraged parents to apply for this in light of the universal free entitlement to school meals for infant children. He was advised that the School had explored a number of avenues including written information and holding workshops in school. It was agreed that further thought needed to be given to maximising applications and how this might be incorporated into the Parents Evening scheduled for 9 February.</p>	

	<p>Mrs Lovick advised that specific information was yet to be incorporated in respect of curriculum team requirements. She also added that information relating to staffing was subject to change. Mr Schofield asked about staff turnover and the Headteacher advised him that this was very low and as such resulted in an overall 'expensive' staff in respect of individual positions on pay scales, i.e. that quite a few staff were on higher pay scales. It was noted that more information would be available at the budget staffing meeting in March.</p>	
<b>8</b>	<p><b><u>FINANCIAL BENCHMARKING</u></b></p> <p>Members considered this previously circulated report and sought clarification on the higher than average spending on learning resources. The Headteacher advised that there had been high investment in two areas, i.e. new PHSCE and Maths Schemes.</p>	
<b>9</b>	<p><b><u>SCHOOLS FINANCIAL VALUE STANDARD</u></b></p> <p>Mrs Lovick advised that this document in essence was a self assessment for the Governing Body in relation to finance.</p> <p>Ms Southworth asked how staff know about and are aware of the Whistleblowing Policy. The Headteacher advised that this was within the Internal Consistency document and that there was a further reference to Policies within the Staff Handbook.</p>	
<b>10</b>	<p><b><u>SERVICE LEVEL AGREEMENTS</u></b></p> <p>Members were informed that 2017/18 SLAs would need to be finalised by the end of February 2017. An outline of current SLAs and details of the scope of these was shared. Governors agreed that they should make maximum use of the Governance SLA, particularly in respect of training.</p> <p>Purchase of SLAs for 2017/18 was approved.</p>	
<b>11</b>	<p><b><u>CHARGING POLICIES</u></b></p> <p>The Headteacher provided information regarding Lettings but advised that this had been discussed at length by the Premises/Health &amp; Safety Committee earlier this evening.</p> <p>In respect of school meals, Governors were advised that there had been no increase in costs in the last 5 years. It was proposed, and agreed, that these should be increased to £2.00 per day with effect from 1 September 2017.</p> <p>The Headteacher provided the Committee with information relating to free staff meals, particularly in respect of historic arrangements for welfare staff (prior to the introduction of the minimum wage). It had been estimated that the costs of these meals could be in the region of £4,000 per year and this did not include any staffing costs associated with production. Governors were in agreement that these should cease, particularly in light of new tax regulations. It was agreed that all relevant staff should be notified as soon as possible as no lunches would be provided beyond 31 March 2017.</p> <p>Governors were given further information regarding lunch arrangements for teaching staff that were on duty during lunchtime. It was agreed that there would be no change to these arrangements.</p>	
<b>12</b>	<p><b><u>STAFFING</u></b></p> <p>The Headteacher advised of three staff that had left the school since the last meeting of the Committee, Mr G Hindle, Mrs V Crompton and Mrs C Holden.</p> <p>The Committee were given detailed information regarding the arrangements that had been put in place to cover the work of Mr Hindle, who himself had been providing PPA and other cover for teaching colleagues. This included support from a HLTA, a new and</p>	

	<p>experienced teacher (1 day per week) and online teaching and learning resources for the Pupil Premium children Mr Hindle had been working with. Governors asked for more information about the latter and were informed that the company being used was called Third Space Learning and that to date feedback from staff and children was very positive. The Headteacher invited Governors to observe a learning session if they were free and able to do so. Mrs Kay asked whether there were plans to roll this out across the school. The Head replied that there were no such plans as this initiative was specific for those children that Mr Hindle had been working with. She added that in other areas of the school, other staff members had responsibilities for working with PP children.</p> <p>In respect of the departure of Mrs Crompton, Governors were informed that a temporary Special Support Assistant had been brought in from a supply agency to cover this role as it involves working 1:1 with a year 4 child who has specific SEN needs. In response to questions about this resource, the Committee were advised that it would not be possible for this child to stay within the school if he was not allocated such high level support. The Head added that additional funding is received to cover some of the costs of this support.</p> <p>The Headteacher stated that both members of staff currently on maternity leave had indicated their intention to return to school before the summer break. Long term plans were yet to be confirmed, although initial information was that one staff member wished to return part time and the other full time. Going forward, Governors were advised of the possibility of three further absences, two maternity related and one adoption related.</p> <p>The third member of staff that had left the school was one of the Catering Assistants. In addition, another Catering Assistant had resigned from here role but stayed employed in the school as a Cleaner. In respect of kitchen staffing, it was stated that the Catering Manager has been on sick leave since the Christmas break and that the Assistant Cook was covering this role. Members were informed that prior to the Christmas break it had been agreed that an additional Assistant Cook role was required in the kitchen. This had been based on return to work interviews undertaken by the Business Manager, which indicated excessive workload, and an analysis of staff hours v meals served. A job advert had been placed and an offer of appointment had been made on Friday 20 January. It was also reported that a Catering Assistant to replace Mrs Holden had been appointed.</p> <p>Members were informed that two members of staff were working towards HLTA accreditation and that a further two members of non teaching staff had successfully applied for Teacher Training programmes and would be leaving the school at the end of the summer break.</p>	
13	<p><b><u>STAFF ATTENDANCE</u></b></p> <p>The report was discussed. The Headteacher informed the Committee that the teacher absent last term was now back at work. In terms of current absences, Members were informed that in addition to the Catering Manager two other staff members were absent under medical supervision, a TA in year 3 and a PPA teacher. Also, that a member of the kitchen staff would be absent post this week and was expected to be absent for c2months post surgery.</p> <p>Mrs Kay asked for information regarding the occupational health support provided by the school and the Headteacher informed her and Committee members of the range of support services provided.</p>	
14	<p><b><u>DEPUTY/ASSISTANT HEADTEACHER</u></b></p> <p>Mrs J Taylor and Mrs S Duckett left the meeting</p>	

	<p>For information, Members were reminded that Mrs Duckett was currently Acting Assistant Headteacher for KS2 and that Mrs Taylor was a permanent AH for KS1. Mrs Brown advised the Committee of the responsibilities of these two individuals as well as their teaching loads. This resulted in both staff members having approximately 1 day per week to undertake their AS role but also to support the Head. Last year, the Deputy Head had four days per week to undertake her role and support the then Headteacher.</p> <p>Mrs Davies sought clarification on the differences between a Deputy and an Assistant Headteacher. Mrs Brown explained that as Headteacher she would be able to delegate certain responsibilities to a Deputy Head.</p> <p>Lengthy discussion took place regarding the current financial climate and the lack of a real vacancy in respect of teaching hours. As a result, Governors agreed that an internal advert be placed for a KS2 Assistant Headteacher. The Head advised that there would be scope to reduce the teaching load of both AHs next year as four teachers would no longer have NQT remission.</p> <p>Ms Southworth and Mrs Kay agreed to assist the Headteacher in the recruitment and selection process. It was agreed that applications should be by letter, against a job description and person specification, and that the closing date would be Thursday 9 February. The selection process would consist of a presentation and interview and this would take place on Thursday 23 February 2017.</p> <p>Mrs Taylor and Mrs Duckett returned to the meeting.</p>	
15	<p><b><u>SINGLE CENTRAL RECORD UPDATE</u></b></p> <p>Mrs Watson provided a summary of the changes to the SCR, including new staff and Governor checks. Also, an update regarding Safeguarding training was provided.</p>	
16	<p><b><u>SCHOOL FUND AUDIT</u></b></p> <p>It was agreed that Mr A Rutherford should be contacted to undertake an audit of the School Fund.</p>	<i>JW</i>
17	<p><b><u>DATE OF NEXT MEETING</u></b></p>	