

PERIVALE PRIMARY SCHOOL

The 2nd Resources Committee Meeting for 2022 – 2023 was held via Zoom on Friday 18 November 2022
MINUTES

<p>Attendees: Sandip Bhalsod (SB) – Committee Chair Audrey Daley (AD – Headteacher Chris Green (CG) – Chair of Governors Matthew Hemsley (MH) Rabiah Khairoun (RK)</p> <p>Also in attendance Ruby Shillingford (RS)</p>	<p>Actions</p>
<p>1. Welcome</p>	
<p>2. Apologies For absence Apologies were received from: Dharmic Meggi (DM) Edmond Yeo (EY)</p> <p>All other Governors were in attendance.</p>	
<p>3. Authorised / Unauthorised absence The absences for DM and EY were both authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) There were no declarations of other business.</p>	
<p>5. Declaration of interest in any Agenda Items There were no declarations of interest in any agenda items.</p>	
<p>6. Minutes of Previous Meetings for noting</p> <p>a) Resources committee 21/10/2022</p> <ul style="list-style-type: none"> Noted. <p>b) Budget Deficit (1) 14/10/2022</p> <ul style="list-style-type: none"> Noted. <p>c) Budget Deficit (2) 11/11/2022</p> <ul style="list-style-type: none"> Noted. <p>It was agreed that going forward the draft minutes would be copied to RS at the same time that they are sent to Ad and SB for approval.</p> <ul style="list-style-type: none"> CG asked who was monitoring the budget. <ul style="list-style-type: none"> AD said that it should have been Bursarial Services / Finance officer (YM). CG again asked who was monitoring the budget. <ul style="list-style-type: none"> AD said that YM said that it was not her role. AD added that YM was monitoring until June? CG then asked if Bursarial Services fulfilled their role. <ul style="list-style-type: none"> Bursarial Services say that they were not aware of the staff changes. 	

<p>Communication</p> <ul style="list-style-type: none"> • RS stressed that communication is critical. • <u>CG asked AD to ensure that RS has access to YM's e-mails.</u> • MH stressed that we need to learn lessons – what was known / unknown. <ul style="list-style-type: none"> ◦ AD agreed – more detail is required. <p>Budget outturn 2021 – 2022</p> <ul style="list-style-type: none"> • RS confirmed that the budget outturn was accurate. <p>Budget setting</p> <ul style="list-style-type: none"> • SB stated that for 2022 – 2023 we were muddling through. • SB said that here was a lack of time to review the budget in 2021 – 2022 and 2022 – 2023. • RS pointed out that the budget was not mapped to the LIP / PP / SP etc. • RS we need to present the figures to justify costs. 	
<p>8. Feedback from Finance Audit</p> <ul style="list-style-type: none"> • The Report has not yet been received. • The review was undertaken on a virtual basis. • AD, RS and YM were involved in the audit. <p>The following is based on AD / RS notes as the report is awaited.</p> <ul style="list-style-type: none"> • Insufficient challenge by Governors. • No skills matrix. • No Register of business interests. • Budget miscalculated. • Reports to governors were not detailed. • The 3 year budget plan does not tie into the LIP. • The critical incident Policy requires mor detail. • Start earlier with budget setting. • Who manages the budget in the absence of the SBM <p>We understand that there will be no commitment on the assurance level.</p> <ul style="list-style-type: none"> • RK asked who the report goes to. <ul style="list-style-type: none"> ◦ LA / School. • RK asked if this could be a route back to Securing Good? <ul style="list-style-type: none"> ◦ ?? • CG said that the LA may support the school. <ul style="list-style-type: none"> ◦ We will need to comply. ◦ There is lots that we could / should have done. • CG reported that the LA has requested a meeting with AD / Governors on 1 December. <ul style="list-style-type: none"> ◦ AD has said that she can attend. ◦ CG has said that he / Governors will not attend. <ul style="list-style-type: none"> ▪ Not comfortable / Conflict of Interest. ▪ Problems influenced by the role of Bursarial Services. ◦ CG said that AD can attend although he did not recommend this. ◦ AD said taht5 she was not comfortable attending. ◦ The LA are looking for: <ul style="list-style-type: none"> ▪ Budget position ▪ Reasons for the in-year deficit ▪ Learnings 	

<ul style="list-style-type: none"> ▪ Way forward <ul style="list-style-type: none"> • If the above are not in place the LA will take action. • CG stressed that this does not sit directly with governors. <ul style="list-style-type: none"> ○ Governors were not given sufficient information. • The e-mail exchange with the LA was pre-circulated. • CG to write to the LA regarding the meeting, recommending that this should be moved to January to allow time for more investigation. 	
<p>9. Staffing Update</p> <ul style="list-style-type: none"> • We have appointed an unqualified teacher for Year 4. <ul style="list-style-type: none"> ○ They will complete their training by training by March 2023. ○ They will then move to M1. • 2 Year 6 teachers have resigned . <ul style="list-style-type: none"> ○ 1 had been unsuccessful in their application for the AHT vacancies. ○ 1 Year 6 Teacher appointed yesterday. ○ There will be a handover before Christmas. ○ CG asked if children had been involved in the interview process? <ul style="list-style-type: none"> ▪ No. • Site manager position to be advertised. • 1 Learning Partner is on long term sick leave and is being referred to Occupational Health. • We have 5 x ECT's. • We have appointed an EAL learning partner. • Performance Management has been completed. • SB asked if we undertake exit interviews. <ul style="list-style-type: none"> ○ Yes. ○ These are not statutory and comprise an informal chat. ○ RS suggested maybe involving a governor. • SB asked if there was any pattern. <ul style="list-style-type: none"> ○ No. • CB asked how this information was shared with the GB. <ul style="list-style-type: none"> ○ <u>AD to review the process.</u> • AD has met with HR re staffing issues. <ul style="list-style-type: none"> ○ We will need to review Agency staffing before considering any redundancy. ○ RS pointed out that we need to review the staffing structure. • CG expressed concern about the Learning Partners for High needs pupils. <ul style="list-style-type: none"> ○ No EHCP / Funding. <ul style="list-style-type: none"> ▪ AD said that the process has started – we are at the information gathering stage. ▪ CG asked if these children have been in school for 20 weeks? <ul style="list-style-type: none"> • Yes. ▪ CG stressed we need to have a change in process. ▪ We are paying for 5 children with no EHCP. ▪ CG questioned why Sam did not generate the EHCP's. ▪ CG stressed that we cannot support these High needs Children unless we have the funding – NO FUNDING / EHCP then we cannot support at this level. ○ RS reminded Governors that if the pupils get EHCP's we have to pay the first £6K. • AD said that best practice would be 1:2 or 1:3 support. 	

<ul style="list-style-type: none"> AD stressed that there is a lack of Speech and Language support across the Borough. <ul style="list-style-type: none"> We have a high level of S&L needs. 	
<p>10. Any Other Business as agreed above</p> <p>Actions for the next meeting:</p> <ul style="list-style-type: none"> Proposals for income generation. Schedule of EHCP's / EHCP's pending <ul style="list-style-type: none"> Pupil 1... Complete yes / no* EHCP value EHCP support provided <ul style="list-style-type: none"> *Current position Timescale SB / RS to sit down and identify a roadmap. 	AD / SB
<p>11. Date and time of next meetings</p> <p>Friday 24 February 2023 at 9:30AM</p>	

Meeting Closed at 11:45AM