

## 8TORMONT HOUSE RESOURCES COMMITTEE

Minutes of the meeting held on Monday 11<sup>th</sup> July 2022.

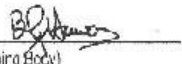
ITEM	FOCUS/NOTES	Lead	Action
1	<b>ATTENDANCE:</b> BH(Chair), KM (Headteacher), SC (Deputy Headteacher) GC (Business Manager) BA, CN, NP, AR, JE. GW	BH	
2	<b>Apologies for Absence:</b> All committee members were in attendance	BH	
3	<b>Minutes of the meeting held on 7<sup>th</sup> March 2022</b> The lead for finance should read GC and not W. With this correction the minutes were agreed as an actual record of the business discussed.	BH	
4	<b>Matters arising not on the agenda</b> <ul style="list-style-type: none"> <li>• Education Staff Wellbeing Charter: Governors confirmed they had read the document and had no further questions.</li> <li>• Develop long-term Equalities &amp; Diversity Plans: Governors expressed an interest in receiving training on “Unconscious/Unchecked bias”</li> </ul>	BH	Toni Altinok to arrange
5	<b>FINANCE:</b> <b>Review of Financial Reports 31<sup>st</sup> May 2022:</b> GC had circulated the reports prior to the meeting. BH had reviewed them and sent some comments to GC. It was noted that the head-count for TA’s continued to be above the shadow staffing structure agreed. KM stated that these resources were based on current need and overtime the changing pupil needs would realign headcount to the staffing structure. KM brought to the committee’s attention that Top-up Funding had not been increased for several years and that with the increased costs of staffing it was becoming very difficult to agree and manage a balanced budget. He stated that the DFE had made available Supplementary Grants direct into mainstream secondary school budgets but had directed the grant for Special Schools to the LA’s High Need Block from which Top-up funding is allocated. With the LA’s High Need Block overspent it would appear the grant is being used to reduce this deficit rather than being passed through to Special Schools. He was meeting with the LA to explore an increase in Top-up funding.	GC	KM to report back on Top-up Funding at the next meeting

	<p>GW asked about Jack Pletchy awards. KM explained that these awards are for the school. Pupils receive the awards and put forward suggestions how they should be spent for the benefit of all pupils. The School Council consider the suggestions and vote on how the money is spent</p>		
6	<p><b>Human Resources:</b>  <b>Staffing and Recruitment Update:</b>  An update had been circulated before the meeting. KM referred to the difficulty in finding cover for the Science vacancy following the resignation of BN. but was confident that the temporary agency cover would ensure the subject framework would be fully met for the 2022/23 academic year.  Recruitment for the SENCO and Science positions would be started early in the new academic year with a possible start date of January 2023.  Apprenticeship Scheme:  GC explained that the scheme was not suitable for small schools since any funds could not be used to train an individual for an existing position. However, funds could be clawed back from HMRC and used for CPD purposes. This was being further investigated.</p>	KM	
7	<p><b>Audit and Risk:</b>  <b>Risk Register:</b>  The Risk Register was reviewed, and it was noted that the only red rag rated risk was the Financial Funding Stabilisation. This had been discussed under finance – top-up funding.  It was noted that “Cyber Attack “was included in the Risk Register, rag rated as green, and that insurance would cover data loss but not the cost of recovery.  AR asked about Disaster Recovery Policies and whether the IT provider Covue could provide an example. GC stated she had asked for examples and was waiting a reply.  NP asked about storage of personal data. GC said it was stored in the Cloud and on physical servers. A question on the control over the non- use of personal USB sticks was raised. GC stated she would investigate this and report back</p>		Agenda item for next meeting

	<p><b>Lock Down:</b> GC had circulated a draft Lock Down Plan extracted from the Key. It was a guide more than a plan. At the March meeting it was stated that Corporate Hackney had an “In-Evacuation Procedures” and this document was to be sourced and reviewed and presented as a possible base for a schools Policy/Plan. GC stated she would follow this up.</p> <p>Sc offered to provide a copy of her previous school’s policy</p>		<p>GC to contact Corporate Hackney re In-Evacuation document</p> <p>SC to provide policy</p>
<b>8</b>	<p><b>Premises:</b> GC reported that Hackney Council are to ask schools to buy into a 3-year contract for FM services from April 2023, when the current contract finishes. Costs have yet to be provided. GC also stated that cleaners are to be “taken back in-house” by the council. Clarification on this transfer was asked for as to whether cleaners would be considered school staff, managed, and paid by the school, or managed and paid by a Hackney Premises. It is proposed under the new contract that monthly invoices will detail the services used and costs incurred, and payment will be made by the school rather than taken centrally as at present.</p>		<p>GC to seek clarification on how the new contract will work.</p>
<b>9</b>	<p><b>H&amp;S:</b> The minutes of the June H&amp;S Team Meeting had been circulated. Governors raised no questions.</p>		
<b>10</b>	<p><b>School Development Plan:</b> <b>3.1 2 Safeguarding:</b> SC had circulated a very detailed Safeguarding Report. BH had met with SC before the meeting and discussed:</p> <ul style="list-style-type: none"> <li>• the school’s progress towards implementing the recommendations arising from the Child Q case</li> <li>• the Safeguarding Report</li> </ul> <p>Changes to school policies arising from the Child Q case should be available on the school’s website early in the Autumn Term. SC is waiting for the recommendations from Hackney Education before finalising the changes.</p> <p>KM reported that SC and TN were working well as a team responsible for Safeguarding and Inclusion within the school and the wider community.</p> <p><b>3.2.1 Staff Well-Being:</b></p>	<b>SC</b>	

	<p>KM reported that the first staff survey since lockdown had been completed which revealed some surprise responses. This has given rise to an opportunity to follow-up with further questions to understand the response and allow any actions agreed to be owned by the staff. AR stated that he thought the process was very thorough. KM agreed to provide an action plan for the various stages for the next meeting.</p> <p><b>3.2.4. Staff Handbook and Behaviour Policy.</b></p> <p><b>Staff Handbook.</b> It was reported that the Staff Handbook, which focuses on the day-to-day procedures within the school, had been updated and will be included as an agenda item for the Inset day in September. It was agreed that the Staff Handbook should be circulated to governors for review before placing on the school's website</p> <p>The Behaviour Policy which focuses on strategy and positive rewards had also been updated to ensure all procedures are consistent where possible. Staff CPD is used to review and consider behaviour within the school and how this, through influence, can be best managed to the high-level set. The required Code of Conduct and Expectation is displayed in every classroom to remind pupils of their responsibility towards the standard of behaviour acceptable.</p> <p><b>4.1 Students Priorities:</b></p> <p><b>Improvement to Play:</b> A survey of pupils reported that 92% thought that play had improved following the purchase of new equipment. Play would continue to be monitored and further improvements implemented as thought necessary.</p> <p><b>Students helping others:</b> It was reported that students were keen to help colleagues who perhaps were unhappy for a particular reason. A buddying system has been created to help with this priority. Students were also aware that there were others in the community who were less fortunate than themselves and were keen to support Charities that helped such individuals. It was reported that the School Council meets regularly to discuss progress on the current student priorities.</p> <p><b>4.2 Parent/Carer Priorities:</b> Feedback from the Parent/Carers evening held in June said that it was a resounding success for both parent/carers and the external organisations attending. GW and AR, who attended, stated that all parent/carers who attended learnt a lot about the school, the teaching and learning, and the</p>	<p><b>KM</b></p> <p><b>KM</b></p> <p><b>KM</b></p> <p><b>KM</b></p> <p><b>SC</b></p>	<p>KM to provide Action Plan at Nov meeting</p> <p>GC to circulate Staff Handbook to governors.</p> <p>Changes to play to be circulated to governors</p>
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	<p>expectations for and from the pupils. Generally, attendees were keen for a further event to be held. It was agreed that the local offer and details of the external providers should be placed on the school's website.</p> <p>It was reported that a Parents Survey had been held and 69 replies had been received. SC met with AR and GW to review the replies and form an action plan. It was suggested a "Friends of Stormont House" could work through the initiatives, plan a series of events in the future to keep parents/carers informed.</p>		<p>Website to be updated with details</p>
<p><b>11</b></p>	<p><b>Dates of Future Meetings:</b>  <b>Monday 7<sup>th</sup> November</b>  <b>Monday 6<sup>th</sup> March 2023</b>  <b>Monday 15<sup>th</sup> May 2023</b>  <b>Monday 3<sup>rd</sup> July 2023</b></p>		

(Signed)   
 (Chair of Governing Body)  
**Signed:** \_\_\_\_\_  
 Chairperson of the Committee

**Date:** 7<sup>th</sup> November 2022