



Finance & Resources Committee Meeting
Queen Emma School
Monday 2nd October 2023, 5.30 p.m.
Minutes

Governors Present:

Hannah Lewis
 Harriet Phillips (Chair)
 Richard Wilson
 Sarah Jarman (EHT)
 Stanley Wilson
 Toby Allebon

Others present:

Catherine Monument
 Julia Neal
 Zoe Vassiliou (Clerk)

	Item	Supporting Paperwork		
1	Apologies for absence		There were no apologies for absence.	
2	Elect Chair		<ul style="list-style-type: none"> Richard Wilson proposed that Harriet Phillips continue as Chair and this was seconded by Hannah Lewis and agreed unanimously by the committee. Harriet Phillips elected Chair for school year 2023-24. 	
3	Declaration of Interest		None declared.	
4	Agree Minutes of the last meeting	Minutes 29.06.2023	Minutes of 29.06.2023 were agreed.	
5	Matters Arising		<ol style="list-style-type: none"> Have we received information from Craig or the local authority about a charging formula for ground rent? The local authority don't have any advice and said that it is up to us to set the ground rent. Craig has previously said that he has a formula he uses to work out suitable ground rents and Catherine will contact him further about this. Have we heard any more about the removal of the old mobile and the installation of a new mobile? Cambridge Kids Club (CKC) are looking for a surveyor to support them with the removal of the old mobile and disconnecting the services. Whilst the Summer term was not as hot as previous years there were days when the temperature at Queen Emma was very high and uncomfortable. Mobile air conditioning 	

			<p>units are provided for each classroom; to replace these for larger, more effective air conditioning units would cost around £9k, which seems a lot for a few days. We will review this situation next Summer.</p> <p>4. Is the nurture provision in place? The nurture leaders were appointed at each school during the Summer term and have been visiting other provision within Cambridgeshire to seek examples. The provision will aim to support children who are not able to be in the classroom and help them re-integrate, whilst providing a calm environment.</p> <p>5. Have we received confirmation from Aspens capping any increase in school meal price to 5%? Yes this has been amended in the contract, which we have not yet signed. Aspens are due to start on 31st October 2023.</p>	
6	Review Terms of Reference (Committee)	Terms of Reference 2023	<ul style="list-style-type: none"> • Ratification: The committee reviewed the terms of reference and agreed that they were happy that they remain suitable. 	
7	Personnel Update (SJ)		<p>Queen Edith</p> <ul style="list-style-type: none"> • A member of staff will be going on maternity leave from January. Her post is 4 days per week (Mon, Tues, Thurs, Fri). We have advertised this post twice and not yet received an applications. • Carole Watkinson who has been at Queen Edith for 25 years, will retire from her office work at half term and her TA and midday supervisor positions at Christmas. Her office role has been advertised and short-listing is to take place with interviews next week. • We are advertising (again) for TAs and Midday Supervisors at Queen Edith; these roles are being advertised on Indeed as well. • All three ECTS are doing well and have settled in. <p>Queen Emma</p> <ul style="list-style-type: none"> • A Year 1 teacher working 2 days per week is on maternity leave and we have had to cover this post with an agency teacher. • Both members of our Y5 job share have resigned and this post has been advertised twice. We have received one application which looks good; the closing date is 4th October. • Our EYFS Phase Leader and Reception teacher is on maternity leave and this role is being covered by an experienced member of our staff. • The absence of our DH and SENCO has impacted staff, particularly senior management. Things are improving now we have appointed one of our most experienced teachers as Acting Deputy Headteacher. Rachel Butterworth, SENCO, is seconded to us from the Local Authority two days per week. 	

			<ul style="list-style-type: none"> In order to accommodate our experienced teacher being out of class to take on the Acting DH role we have had to back-fill her post as class teacher and KS1 Phase Leader. An experienced member of our current staff has also stepped into this role. A Y4 teacher, working 3 days per week, has had planned surgery and will be absent for 6 to 8 weeks. Her job share partner, who is employed via an agency, has taken up the class teacher post full time for this period of absence. 	
8	Budget Overview (SJ/CM)	CEA Report brought to meeting	<ol style="list-style-type: none"> Again the Federation is unable to provide the committee with reports to support their responsibilities in overseeing school budgets. This is due to complications in implementing the new budget reporting tool. <ul style="list-style-type: none"> The business manager's login did not work and there was a delay in this being rectified; - There are insufficient ledgers codes provided so we are unable to break down reporting as we did previously through Orovia; The ledger codes that are in place are only set up for Queen Edith and not Queen Emma and the system is therefore unable to support a Federation; all the staffing costs for the new school year which had been set up in Orovia by the Business Manager have not transferred over to the new system and instead old information has been transferred from the start of the financial year 2023/24. The Business Manager is now in touch with the Local Authority and the bank account team seeking urgent advice and support as she is unable to see or report the bottom line to the Executive Headteacher and Governors, which is leaving us all in a vulnerable position. For the meeting the business manager has been provided with a CEA report which does not give a bottom line figure to report to governors; the one noticeable issue is the overspend for supply teaching assistants and teaching staff. Challenge: Can we continue to use Orovia? We can but as we store more information on Orovia it becomes more onerous to transfer the information to the new software. Challenge: This is unacceptable as we are now 5/12s into the financial year and are flying blind. The EHT, BM and Committee are unable to fulfil their responsibilities. What action can we take to force this issue forward? The Committee discussed their concerns and agreed that they would wait until Friday to hear further from the bank account team about setting up further ledger codes, the transferral of the correct information from Orovia and how the new system can be set up to support the 	

			<p>Federation's reporting on each school.</p> <p>6. Action: Moving forward, if there is no satisfactory conclusion, Richard Wilson will meet with Catherine Monument on Monday 9th October 2023, to prepare a letter of complaint to the local authority.</p> <p>7. Action: To contact the software company directly for further support if the local authority are unable to resolve any issues.</p>	<u>RW and CM to meet</u>
9	Audit for first HR Committee of the academic year	Audit 2023-2024	Governors reviewed the completed HR audit for 2023/24 and were satisfied that all policies and procedures are in place and have been up-dated where necessary.	<u>Clerk to amend</u> <u>Yes/No in some areas</u>
10	Policies for review and ratification	<ul style="list-style-type: none"> Health & Safety Policy Policy for discretionary leave of absence – no EPM up-dates Staff induction policy – no EPM up-dates 	<ul style="list-style-type: none"> Health and Safety policy – the policy is unchanged apart from names of first aiders, which have been amended. Ratified: the health and safety policy 2023 was ratified by the Committee. Policy for discretionary leave of absence – EPM have up-dated the model policy so this remains unchanged. Ratified: the policy for discretionary leave of absence was ratified by the Committee. Staff induction policy – EPM have not up-dated the model policy so this remains unchanged. Ratified: the staff induction policy was ratified by the Committee. 	
11	Teacher's pay award for 23/24	<ul style="list-style-type: none"> EPM Advice Note 	<ol style="list-style-type: none"> The 6.5% pay award for teaching staff will be lay before Parliament in mid-October. The pay order will become law 21 calendar days after being put before Parliament and can then be actioned by the Federation. The pay award cannot be published until the 2023 School Teachers Pay and Conditions document (STPCD) is published. The expectation is that, due to an early cut off day for pay in December, the 6.5% will be applied in January's pay and back dated to 1st September 2023. Support staff have not yet received their pay award from April 2023. £1,925 will be applied to each pay point, but this cannot be confirmed until Unite has finished balloting it's members about industrial action. Again we expect this pay increase to be applied in January's pay and back-dated to 1st April 2023. Where honorariums have been applied in the past the Business Manager has spent time re-evaluating roles. This ensures that the member of staff receives an annual salary that reflects their responsibilities so that there is no need for an honorarium. Site Managers will continue to receive an honorarium due to the number of hours worked and an increase to this payment was agreed by the committee in June. Two members of staff working in our Nursery and extended care provision at Queen Edith 	

			<p>have not yet had their roles re-evaluated. Is the committee happy that they continue to receive their honorarium?</p> <ul style="list-style-type: none"> • Ratified: the committee is happy that honorariums are paid to these staff until the job re-evaluations are completed. 	
12	Premises (CM)		<p>Queen Edith</p> <ul style="list-style-type: none"> • A tree has been cut down at queen Edith as after many years it suddenly grew a lot of hazelnuts, which pose a health risk. • It has been confirmed that we have no aerated concrete at Queen Edith School. • EYFS staff are close to finalising new play equipment for Queen Edith Reception area. • A new cooker has been installed in the Queen Edith kitchen. 	
13	Health and Safety Report (CM)		<p>Queen Emma</p> <ul style="list-style-type: none"> • A very large tree is blocking light to homes along the boundary of our school site. The local authority will cut this back at no charge to the school; this will take place after nesting season. • Blue rubber matting under play equipment is raised up at the edges, leaving a gap and a trip hazard. This is to be replaced with artificial grass. • We are very grateful that Toby Allebon and his team will help change the pond liner at Queen Emma; we have received funding for materials from a local authority community fund. • Fob system has now been installed up-stairs at Queen Emma to ensure security around the building. 	
14	Safeguarding		<ol style="list-style-type: none"> 1. KCSIE 2023 includes guidance about improved filtering and monitoring on all devices used in school. Our DSL is responsible for monitoring the effectiveness of our filtering systems and receives a report each Monday morning, which details any attempted breaches of Smoothwall. The report provides the ID for the machine so this is passed to our ICT Technician who traces back to the correct device and checks whether Smoothwall has been breached or not, and what the attempted breach was. 2. We have received a report of 1 serious attempted breach so far; this was a tablet allocated to a pupil and they had searched for a meme – the risk was that accessing the meme could have led them to pornographic content. Smoothwall had not been breached. As specific devices are not signed out to an individual pupil we have not been able to identify the child. We are looking at a new signing out procedure. 	

			<p>3. EHT has asked the local authority for a model policy which they are working on.</p> <p>4. With regard to visitors who would usually access our internet i.e. governors or local authority visitors, we have asked the local authority if we should continue to allow them access.</p>	
15	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<ul style="list-style-type: none"> - Understanding the new filtering and monitoring responsibilities for Governors. - Application of pay increases for all staff and re-evaluation of certain roles. 	
16	Correspondence Circulated		<p>Pecuniary interest forms</p> <p>Safeguarding forms with electronic signature.</p>	
17	Items to be reported to parents		None	
18	Any other business		<p>Harriet advised the committee that there are some good training courses available on the Governor Hub.</p> <p>Governors now need to have prevent training and we will share dates for this.</p> <p>Richard Wilson has taken part in safeguarding training and will share his certificate.</p>	
19	Date of next meeting:		27th November 2023, 5.30pm	



Signed: _____ Date: 27th November 2023

(Harriet Phillips, Chair, Finance & Resources Committee)