

Resources Committee Meeting Tuesday 26th April 2022
4.15PM - 6.15PM – Remote via Teams

	PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
Present: Sharon Finn (Interim Chair), Louise Brookes, Andy Gardner, Nicole Jutsum, Rose Mahony, Jim Mathieson, Nick McSweeney, Suzanne Richards, Iain Thomas In Attendance: Carolina Taplin (Clerk), Majid Ali, Raj Arava, Phil Cunningham, Nicky Rees, Daniel Robinson, Apologies: John Bayes, Jenny Hooper,				
1.	Welcome and apologies		CT	The Clerk temporarily took the seat of the Chair in order to appoint SF as Interim Chair. All agreed to the recording of the meeting for minute taking. Apologies were received from JB and JH and accepted by the committee.
2.	Appointment of Interim Chair		CT	SF was requested to leave the meeting and did so. The Clerk proposed SF for Interim Chair of Resources. The vote was unanimous and all agreed to the appointment. SF returned, the appointment was confirmed and SF took over from the Clerk.
3.	Declaration of interests		SF	None
4.	Review of last Resources Meeting minutes for February 1 st 2022 – matters arising	Minutes for review	SF/JB	All agreed that the minutes were an accurate record of the meeting. SF reviewed outstanding actions: <ul style="list-style-type: none"> RA to report on benchmarking and financial review of casual vs contracted hours for home tutors next Resources meeting – RA provided information. Home tutor contracts discussed later in meeting. Benchmarking to be revised and reviewed in Sept 22. IT to check lanyards with KW – IT confirmed new sign in system using stickers IT to circulate staffing organisation chart – SF and SR had provided comments challenging the chart provided. A more strategic structure rather than a management chart was needed. IT had incorporated

				<p>comments into new structure and shared this with the Managers. SF and SR confirmed new structure had improved. Q - Inclusion of salary level showing staff on management scale to facilitate salary changes for staff in the future. Q - Consistency in labelling KS3/4 and primary team rather than KS3/4 and KS1/2. IT confirmed changes would be made. Q – Comment made about structure of committee meetings. An additional FMC meeting proposed by the end of Sept 2022 to clarify staffing structure, SEF, roles and responsibilities for the new academic year.</p> <ul style="list-style-type: none"> • DR to send email to committee regarding the structure and process. DR to advise MC on the nature of data required and how to collect it. Advise on potential software to capture data. DR has 3 software needs to clear with Carey but can email on Wednesday regarding this. DR confirmed answers to the above queries regarding the setup of the service, software to use (DR has proposed 3 types to WBC) and type of data to be captured to be confirmed by WBC (Carey). • RA to speak to other schools (Addington, Phoenix House, Cranbury etc) using transport and potential ideas for resolving FC transport concerns – RA confirmed this is an outstanding problem for other schools and WBC (WBC confirmed FC taxis were cheaper than any commissioned drivers). Currently no alternative options. IT confirmed the FC job spec has changed to be a Behaviour Support Assistant/Driver. This has garnered more applicants and a FC staff member has filled one position (one position outstanding). Q - suggested use of a DBS checked driver from driving agency. IT confirmed all WBC drivers busy and previously commissioned DBS taxi driver no longer available. DR praised initiative of FC for linking driver to a Behaviour Support role and commented on difficulties facing WBC in light of mileage increase required but not yet ratified by Government. Q - queried the potential of a previous employee returning. IT confirmed discussions were ongoing. • NJ joined 16.33 and was welcomed. 	<p>with comments from SF and SR. To share new structure Sept 2022</p> <ul style="list-style-type: none"> • DR to meet with Carey Tues 3/05 and provide email update on Weds 4/05 regarding set up of service, potential software and type of data collection.
5.	2021-22 Outturn figures			No questions were raised and the Outturn figures were accepted.	
6.	Approval of a revised 2022-23 budget		ALL	Questions were raised and forwarded to RA in advance of the meeting. RA responded in depth advising that in the actuals the positions of Deputy Head,	

			<p>drivers, Behaviour Support and Pastoral Support were not filled. Budget put forward includes an increase of staff to next pay level as well as a pay rise of 1.75%. There is also an increase in employer NI and pension contributions. Allowed for an increase of 3% in salaries as of September and the provision all teachers will potentially move to the next level for 2022/23. This also included a vacancy for a second Deputy Head at the same salary level as the current Deputy Head.</p> <p>Q – Concerned that FC staffing costs are very expensive compared to other provisions. The 20% increase does not seem to equate with the increases in NI and pensions. Query the requirement of an additional Deputy Head.</p> <p>Discussions took place regarding the need for a second Deputy Head and in general whether the right people/amount of people are currently in place. In depth review of staffing structure must take place in the summer term to be confirmed in September for 2022/23.</p> <p>DR confirmed that the budget had been approved on the basis of two Deputy Head positions.</p> <p>Comment – The budget made sense. RA budgeted in consideration of the largest expansion of staffing. There appeared to be discord as to how decision reached.</p> <p>Comment – Covid impact on the full working capacity of FC and roles required.</p> <p>DR confirmed the need to discuss further at a LA meeting on 6 May regarding vulnerable children without a plan or provision and possibilities of working more collaboratively. This would increase the need for FC services. DR has proposed one meeting where all services can meet to look at the exceptional needs funding an include FC in the matrix of decision making.</p> <p>Q – When the Deputy Head position be advertised. IT confirmed in line with the timeline of discussing in July, agreeing staffing structure in September and advertising for January.</p> <p>RA addressed queries regarding the Outreach income of 250K. Confirmed that the total amount of funding by WBC will be 2.37 million. RA further confirmed that point 108B was an anticipated figure not an actual figure. DR confirmed the charge for outreach difficult to proposition correctly as setting a budget against something that has never been done. There is an understanding from the LA that reaching the</p>	<ul style="list-style-type: none"> DR to provide supporting information regarding need of PEX, MV etc to aid FC staffing structure decision by 6th May
--	--	--	---	--

			<p>outreach amount will be managed in a supportive way by the LA. Q – Whether top up funding had moved to be included in baseline and if guaranteed moving forward. RA confirmed included in baseline.</p> <p>Q – Expectations of LA considering the 269% increase and whether there is a formula driving this. DR – Confirmed need and actual FC costs vs budget allocated appear accurate. Confirmed would obtain info from Lynn regarding formula used. Comment – Managers thanked DR for the reassurance that the large increase in budget for FC was not in error and evidence based to allow FC to provide the provision effectively.</p> <p>NM joined at 17.07, DR left at 17.10</p> <p>IT confirmed LA previously provided a decreased budget but with a full breakdown. Current year LA confirmed budget based on evidence provided by FC and will share breakdown when received.</p> <p>Managers gave thanks to all the staff for the hard work and providing the information to support a new increased budget.</p> <p>RA and IT clarified increases in figures surrounding the vacant roles and use of taxis. IT confirmed ongoing work regarding home tutors contract vs zero hours. IT/NR and RA to meet 28th April.</p> <p>Q – Water and sewage costs appeared very low. RA confirmed that total cost of utilities is now separate FC pay 73%. WBC were still sending recharges so potential for a change in the actuals of maintenance.</p> <p>Q - 2022/23 carry forward surplus of £785k. RA confirmed LA will not clawback but excessive surplus will impact level of funds provided by LA next year. Several comments were made regarding the provision of an increased budget and potential delivery expectations. No confirmation from LA regarding SLA. FC expected to receive in June.</p> <p>Discussions regarding the possibility of additional responsibilities for FC. Concern the SEND need not meet by WBC and need for FC to provide a formal service to cover children waiting for specialist provision, support SEN schools and support SEMH. Comments made that the budget appears to treat FC as a SEND school instead of a PRU. Risks surround the budget for the following year with no clear directions from the LA.</p>	<ul style="list-style-type: none"> • DR to provide financial breakdown of how budget was calculated • IT to update on progress of contract vs zero hours for Home Tutors • PC to clarify justification of budget with DR, Catherine or Lyn at WBC.
--	--	--	--	---

				All agreed to put the budget forward to the FMC for approval but with a proviso that more information and the expectations from LA are.	
7.	Staffing		IT	IT confirmed outstanding position for a Behaviour Support Driver. COVID has significantly impacted teaching with continued staff absence. No resignations. SF confirmed all information regarding staffing structure to be kept confidential.	
8.	Budget and Capital monitoring reports/commentary	Reports for review	RA	No queries received and RA confirmed reports would mirror 2021/22 Outturn figures.	
9.	SFVS update		RA	RA confirmed SFVS filed and accepted by WBC pending filing of Register of Certifying Officers.	<ul style="list-style-type: none"> RA to send Register of Certifying Officers to SR for signature.
10.	Safeguarding and Health & Safety	H&S Reports	SR/RM	SR confirmed second follow up visit post audit. Huge amount of work taken place to get site up to standard. IT confirmed weekly meetings in place with RA to discuss actions and put in place action plans. No Safeguarding updates.	
11.	Policies <ul style="list-style-type: none"> FC025 Recruitment & Selection FC027 Staff Disciplinary (Staff discipline, conduct and grievance (procedures for addressing)) 	Policies for review	SF	FC025 - Approved subject to changes FC027 – Approved	<ul style="list-style-type: none"> IT to make changes to FC025 based on SR and AG comments and resend to committee for review.
12.	A.O.B.		SF	It was agreed that outstanding policies would be allocated across the FMC for review and comments within an agreed timeline. Policies to be put forward to FMC for ratification. RA confirmed a new Lettings policy to be reviewed and brief discussions regarding terms and conditions took place. JM – to review lettings policy. Q – If enough time to review SLA. IT confirmed LA suggested SLA available in June. If arrives will be put forward to FMC in July. Managers extended thanks to SF for chairing the meeting.	<ul style="list-style-type: none"> RA to provide Lettings Policy to JM for review. Wokingham to provide SLA

					<ul style="list-style-type: none"> IT to forward SLA for MC review when received.
13.	Date/Time of Next Meeting		SF		TBC