

Tel: 0118 334 1510 admin@foundry.wokingham.sch.uk www.foundry.wokingham.sch.uk

## Resources Committee Meeting Tuesday 15<sup>th</sup> November 2022 4.15PM - 6.15PM - Foundry College

	ITEM		COMMENTS		
Invi	Facilitators: Nick McSweeney (Chair), Invitees: Majid Ali, Raj Arava, George Bell, Phil Cunnington, Sharon Finn, Andy Gardner, Jo Iremonger, Nicole Jutsum, Jim Mathieson, Caroline Norris, Nicky Rees, Iain Thomas				
1.	Welcome and apologies	NM	Apologies from Majid, Phil and Nicky (for the start of the meeting)  Welcome and introductions were made by all members. Caroline Norris was proposed by N/Jutaum and seconded by S. Finn		
2.	Declaration of interests	NM	None were declared over and above previous declarations.		
3.	Review of last Resources Meeting minutes for 26 <sup>th</sup> April 2022 – matters arising	NM	Completed Actions (green)		
	IT to contact DR to ascertain answers to the actions that were agreed in the meeting  RA to resend		<ul> <li>Part Completed Actions (yellow)/Outstanding Actions</li> <li>RA to revise benchmarking to be reviewed Sept 22</li> <li>Date to be set at July FMC for meeting to discuss staffing structure. (NB no date was set at FMC for this)</li> <li>IT to make changes to staffing structure in line with comments from SF and SR. To share new structure Sept 2022</li> <li>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.</li> <li>DR to provide supporting information regarding need of PEX, MV etc to aid FC staffing structure decision by 6th May</li> <li>DR to provide financial breakdown of how budget was calculated</li> <li>IT to update on progress of contract vs zero hours for Home Tutors</li> <li>PC to clarify justification of budget with DR, Catherine or Lyn at WBC.</li> <li>RA to send Register of Certifying Officers to SR for signature.</li> <li>IT to make changes to FC025 Recruitment &amp; Selection Policy based on SR and AG comments and resend to committee for review.</li> <li>RA to provide Lettings Policy to JM for review.</li> <li>Wokingham to provide SLA</li> <li>IT to forward SLA for MC review when received.</li> </ul>		
4.	Staffing     Staff Structure     Home Tutor Contracts	ΙΤ	IT – recruited PA to the headteacher, behaviour outreach worker. Current vacancy of Deputy Headteacher only had one expression of interest but no formal applications.		



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ITEM		LEAD	COMMENTS
			IT is going to readvertise within the Greensheets as well as TES. IT to upload to Gov Hub
			Currently 6 HT on 5 hour per week contracts. This allows for further flexibility of provision for pupils within our community to be taught on a lower ratio.
			Challenge  NM – how are you coping without a DHeadteacher?  GB – it works but doesn't allow for further expansion due to limits on staffing.  IT – has limited the day to day QofE
			Incorrectly I01 and I03 the funds have been placed into the wrong budget codes from WBC  Not going to receive the £250K originally allocated from WBC as currently our budget is healthy and not requiring the extra funds.  Transport £82k is always given in March and currently still outstanding Income stream had been set at £272K in original budget as income was now coming in from Outreach for the first time. Budget has shown that within the first term work was unable to be invoiced as the outreach team were already commissioned to work with the pupils under the previous de-delegated format. This has reduced the amount of invoiced work the Outreach team has been able to complete this financial year and projections are lower.
5.	Budget monitoring report and commentary	RA	Challenge SF – what is the impact of the reduced income of £100k and where do we go in the future? IT – we will have to look at our charging structure for next year and see if we need to increase our costs by 5% or more to ensure that the income closely matches the expenditure of the Outreach service. There is further discussions within WBC to return to a centrally funded service and WBC have consulted with schools to take 0.5% of which the funds may be used to support our Outreach service in the future. SF – so are we in danger of using commissioned funds to support the Outreach service? IT – The AP offer for pupils at Foundry College gives us additional income that we can use to support our other service areas. Currently have nine pupils paying additional funds to attend Foundry College.  IT – questioned other headteachers on rates funds. NMc – current indications are to be tripled from last year

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			Further commentary notes are available on Governor hub
			JM – Concerned about the amount of funds that are unspent from historical aspects and would like to know how we can best use these funds to support the most vulnerable pupils of WBC
			JM – Can SLT draw up an outline plan on how to utilise the funds available to support the pupils of WBC taking into account the raising costs
			NMc – outlined that there is a spreadsheet error on line E23 that needs to be rectified
			RA – to update the spreadsheet
			SF – why was the budget monitoring sent early in the morning RA – to get the most up to date financial data it had to be sent at this time.as WBC figures are sent out at this time NM – would it be better to delay this meeting next
			year to allow time for this to happen?  RA – that would help
6.	Capital monitoring report and commentary	RA	Opening balance £169K Topped up £5K spent £17K on improving the environment internally with WallArt, upgrading the CCTV within the college, removal of wall in the admin office to increase space for admin team to be in one room, installation of lockdown system, installation of two shelters in the outside play area, installation of play area on the astroturf
			Proposing at FGM to spend significant funds on re Astro turfed
7.	Benchmarking	RA	To be completed at FGB
8.	Health and Safety	RA/PC	PC completed H&S update and walk around the college with RA  Report attached PC requested additional lines on return to work form and within induction PC further 1:1 meeting in January
9.	CIP Update	ΙΤ	IT feels that the appraisal targets, job description and CIP have been aligned KS4 subject leaders have researched, planned and are delivering accredited courses running alongside GCSE qualifications to support all KS4 pupils Induction process has been updated to align with pupil needs.

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			IEP's are updated at education reviews and the individual targets are reviewed. Information from schools has been improved through updated referral form and EWS have updated their exclusion paperwork to include behaviour profile, academic profile. Also updated our processing of referrals and induction where two members of staff first meet with the pupil and family in the home and then again on site.  ICT – remains an issue within the college as pupils don't want to access emails. Further interventions are required to support this target on the CIP.  Staff CPD – a large focus this year on enhancing the staff skills.  Therapeutic Thinking – progressing well within the college and the language used by pupils and staff has been developed this year since the last training.  Attendance – PA of AP pupils has seen a dramatic improvement from below 30% last year to over 80% this year.  Quality of AP providers – half termly visits have been completed and we are ensuring the levels of provision
10.	<ul> <li>FC003 Physical Intervention</li> <li>FC017 Appraisal &amp; Capability of staff</li> <li>FC025 Recruitment &amp;Selection (review only after changes from last meeting)</li> <li>FC034 Managing Sickness &amp; Absence</li> <li>FC055 Special Leave of Absence Policy</li> <li>FC060 Charging and Remissions</li> <li>FC066 Governors' allowances</li> </ul>	IT	FC003 – statement that 'physical intervention is the last resort needs to be more explicit' NR & LB to update and send to SF  Covid appendix is to be removed from the policy  Lettings Policy – the policy has been completed by RA and HR  FC003 – approve by email FC017 – approved FC025 – approved FC034 – approved FC055 – approved FC060 – approved FC066 – approved 'governing board needs to be changed to management committee'
11.	A.O.B.	NM	IT – Judicium to be our clerking service was approved
12.	Date/Time of Next Meeting	NM	Tuesday 7 <sup>th</sup> February – 4.15pm