



QUEEN'S PARK HIGH SCHOOL
Governor's Resources Committee Meeting

Monday 5th November 2018
held in 6th Form Conference Room at 4.30pm

PART ONE MINUTES

| Committee members | Attended/ Apologies | In Attendance | Attended/ Apologies |
|--------------------------|--------------------------------|-------------------------|--------------------------------|
| Kayte Parlevliet (KP) | Attended | Lyndsay Watterson (LW) | Attended |
| Gila Yalarakis (GY) | Attended | Jill Cutler (JC) | Attended |
| Ben McGrath (BM) | Attended | | |
| Mark Bland (MB) | Attended | | |
| Peter Burke (PB) | Attended | | |
| Sue Pearson (SP) | Apologies | | |
| Linda Neill (LN) | Apologies | Kay Gresty - Clerk (KG) | Attended |

Apologies and welcome

Apologies were received from Sue Pearson and Linda Neill.

Terms of Reference

Terms of reference were agreed by PB, seconded by GY.

Item 1: Minutes from Part 1 of the previous meeting on Monday 21st May 2018.

Minutes were agreed to be a true and accurate representation of Part 1 of the meeting.

Item 2: Matters Arising

Matters arising from Part 1 of the meeting on Monday 21st May 2018:

- **LW to send the successful roof CIF bid to Governors - Actioned**
- **JC to feedback positive message to the support staff for their improved support to the school – Actioned**
- **Phil Hill to look at changing the risk scale to 9 points – Policy to be re-presented at FGB for approval (13th December 2018) – on-going**
- **LW to speak with the Trust to confirm greater flexibility with meeting dates 2018/19 - Actioned**

Item 3: Finance

LW presented the 2017-18 budget outturn and explained the following key points:

- Redundancy costs have been spread over a three year period to help to support the school's finances
- Both Lesley Carding and Phil Hill have proved to be a good asset to the finance and site teams, always looking at the bigger Trust picture
- There is some money still available from the marketing budget given by the Trust
- Governors were extremely pleased with the way the school had reduced the substantial 2017/18 deficit
- The budget for 2018/19 was set on a predicted intake of 100 Year 7 students, school currently have 91 students on roll. The Year 12 predicted intake was 55, school currently have 44 students on roll.
- 2019 Year 7 intake numbers look promising at 116 compared to 81 in 2018. Last year, this figure increased to 91 after the deadline had passed therefore we would hope to beat the target of 120.

Q: BM asked if the agency costs were a surprise.

LW explained that these costs were relating to long term staff absence, that these were anticipated and were agreed by Governors.

Q: PB asked why the rates costs had significantly reduced last year.

ACTION: LW explained that this could be because we are now an academy school but would confirm.

Q: MB asked if the school would be looking at staff recruitment for September 2019.

LW explained that staffing and curriculum would be looked at very carefully for 2019 once the intake had been confirmed.

Q: MB asked if there were any more opportunities to share administration costs across the Trust.

LW explained that there is a LEAN meeting planned with support staff during week commencing 12th November 2018 which will be led by Tony Lamberton. LW added that It has been highlighted that QPHS support staff are under pressure and the LEAN process will hopefully help to alleviate this situation.

Item 4: Premises

LW explained the list of works that have been recently completed and those that are planned in the near future. Key points raised were:

- Phase 1 of the CIF roof works starts on Monday 12th November 2018 and will be completed by the end of February 2019.
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- When the CIF bid window opens, the Trust will be submitting a further bid for phase 2 and will be also resubmitting the bid for the new boiler.
- The CIS build will be finished realistically by the end of February 2018.
- The Trust are looking to see whether it would be advantageous to out-source the cleaning contract to Edsential and costings are currently being looked at.

Item 5: Health & Safety

Phil Hill produced a health & safety update for Governors. The main points raised were:

- Asbestos checks have been done in the server room and are completely clear
- Further asbestos surveys will be organised
- Minor issues that were raised during the July Health & Safety Audit are being addressed.

Item 6: Policies Update

LW presented the draft version of the Trust Pay Policy to Governors and explained that this has not yet been presented for approval. LW explained that by the end of this week staff affected will be informed of their new salaries by letter.

LW presented the Appraisal Policy to Governors and explained that the only change that has been made is regarding the process involved in the Headteacher's appraisal.

Q: MB asked how support staff appraisals fit in to the cycle.

LW explained that the system of support staff appraisals would be looked at to ensure that support staff feel valued and that there is consistency.

ACTION: LW to discuss with SLT.

Date of the next Resources Committee: Monday 25th February 2019 at 4.30pm.