



QUEEN'S PARK HIGH SCHOOL

Monday 18 September 2017
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
Sue Perason (SP)	Attended	Darren Halstead (DH)	Attended
Mark Bland (MB)	Attended	Jill Cutler (JC)	Attended
Peter Burke (PB)	Attended	Kay Higgins (KH)	Attended
Gila Yalarakis (GY)	Attended	Kay Gresty (KG)	Attended
Andy Dixon (AD)	Apologies		
Mike Graham (MG)	Apologies		
Linda Neill (LN)	Apologies		

Item 1: Apologies and welcome

Apologies were received from Mike Graham, Andy Dixon and Linda Neill.

Item 2: Declarations of Interests

There were no new declarations of interest reported.

Item 3: Correspondence

There were no items of correspondence reported.

Item 4: Matters arising from the previous Resources Committee meeting on 12 June 2017

- Information to be provided to Governors on SEN applications for funding and numbers – **DH Actioned 26.06.2017**
Q: SP asked how QPHS compared to other schools.
LW responded by saying she had received a document which showed the number of EHCP students in each secondary school and QPHS were in line with comparative schools.
ACTION: LW to upload the document on to Google Drive
- SW to present a SEND update at the Pastoral Meeting on Friday 23 June 2017 – SW **Actioned 23.06.2017**

- Mini review of SEND procedures by Sarah Williams to be done before the end of term. Provisional date set for Monday 3 July 2017. **Actioned 03.07.2017**
Q: SP asked if there were any issues that came from the review.
DH commented that Sarah Williams thought SW had a very broad remit; however there were no major issues.
- KH to ask if a copy of the emergency pack can be left at the University. **Actioned**
KH added that there was a plan in place to also leave an emergency pack at Christleton.
A discussion took place about the security issue around staff and student names being held off site.
ACTION: KH to speak to other schools about their emergency procedures and adopt best practices.
- KH to monitor SLS and report to Governors at the end of the year.
KH explained to Governors that the SLS manager who was responsible for QPHS has left the company and currently communication from SLS is poor. KH added that she would be attending a meeting with SLS tomorrow.
ACTION: KH to update Governors on the outcomes of the meeting.

Item 5: Future Budgeting – Strategic Planning

KH explained that going forwards strategic planning would be the responsibility of the Trust.
ACTION: KH to annotate a copy of the Trust Financial Procedures and post on to Google drive. Additionally, KH to add monthly updates on to Google drive.

KP summarised that the 2017/18 budget has been approved by the Trust and it is the responsibility of QPHS and the Governors to manage that expenditure. KH added that any additional requests for further expenditure have to be agreed by the QPHS Governors and submitted to the Trust for approval.

Item 6: Premises

KH explained that the Trust is working towards creating a centralised premises team who will operate across both sites and that this team would be managed by Phil Hill. KH added that the proposal should cost less money than that of the current structure and the skill base would be more specialised. KH added that the cleaning staff would remain the responsibility of QPHS. The site team proposal is due to go to the Trust for approval.

Item 7: Health & Safety Audit

KH explained that the Health & Safety audit report has not yet been received from Eric Burt and no major issues were raised during the visit. The key point identified was that the gas cylinders in D&T were deemed to be too large and therefore have been changed. KH added that training had now taken place on the laser cutter as required.

ACTION: KH to upload report once received.

Item 8: Staffing

This was discussed in Part 2 of the meeting.

Item 9: Salary Movements 2017/18

This was discussed in Part 2 of the meeting.

Item 10: SDP and CPD

DH explained that the SDP was presented by LW at the FGB on Thursday 14 September 2017. DH added that this was a working document and is regularly challenged and monitored by SLT to ensure that actions are completed and timescales are met.

DH explained that CPD is being launched with staff on Tuesday 19 September 2017 and added that any disparities will be addressed.

Q: SP asked how much expenditure is allocated to CPD.

KH replied that there is currently between £5000 to £6000 in the budget for CPD.

LW added that any monies raised from training courses run by LW is also added in to the budget.

Q: MB asked if the timescales could be reduced from a twelve month to a six month plan.

DH explained that this was a work in progress and would take time for all departments to reach the same level as the English and Art departments. DH added that some areas were further on, others less so.

Item 11: Pay Policy

This was discussed in Part 2 of the meeting.

Item 12: AOB

There were no items raised.

Item 13: Date of the next meeting

**The date of the next Pay Panel meeting is Wednesday 25 October 2017 at 4.30pm.
The date of the next Resources Committee meeting is Monday 26 February 2018 at 4.30pm.**