

Resources Committee Meeting

Monday 12 June 2017

At 4.30pm in the Sixth Form Conference Room

PART 1

Committee Members		Attended	
Gila Yalarakis (GY)	Attended	Lyndsay Watterson (LW)	Attended
Peter Burke	Attended	Darren Halstead (DH)	Attended
Sue Pearson (SP) Chair	Attended	Kay Higgins (KH)	Attended
Mike Graham (MG)	Attended	Jill Cutler (JC)	Attended
Mark Bland (MB)	Attended		
Kayte Parlevliet (KP)	Apologies		
Linda Neil (LN)	Apologies		
Andy Dixon (AD)	Apologies	Kay Gresty (Clerk) KG	Attended

Item 1 –Apologies

Apologies were received from KP, AD and LN

Item 2 – Minutes of Staffing Committee Meeting Part 1 on Thursday 16 February 2017 and minutes of the Finance Committee Meeting on Monday 8 May 2017.

Minutes of the Staffing Committee Meeting Part 1 on Thursday 16 February 2017 and the Finance Committee Meeting on Monday 8 May 2017 were agreed to be a true record of the meeting.

Item 3 – Matters Arising from the Staffing Committee Meeting Thursday 16 February 2017: Part 1

- **Colour code the school Development Plan DH - ACTIONED**
- **Governors to observe lessons and speak to staff at different stages of their careers.**
LW suggested that this should be done around appraisal time and offered a date in October 2017. The calendar for 2017/18 is currently being collated and a date will be added in. A full staff meeting planned for Tuesday 20 June will allow staff to focus on their personal development needs going forward.

Item 4 – Matters arising from Finance Meeting Monday 8 May 2017

- **Upload a copy of the QPHS/SLS contract on to Google drive KH - ACTIONED**
- **Produce staff absence statistics at the end of the summer term KH**
These figures are not yet available although LW commented that short term absence has reduced significantly
- **Update the Critical Incident Plan KH - ACTIONED**
- **Book a date for the Health and Safety Inspection KH - ACTIONED**

The inspection is booked for 17 July 2017. MB and MG will also be present.

- **Look at additional funding for students and assess how this is allocated.**

SP commented that the top up funding for the students at QPHS is lower than funding allocated to an average medium sized primary school. SP added that only five students receive a total of £24,000 whilst comparative secondary schools receive approximately £120,000.

Q: GY asked what the top up funding for was.

SP explained that the funding paid for additional support staff and expressed a concern that compared with other schools in a similar catchment, QPHS appear to be applying for very minimal amounts. SP went on to say that there is a concern that OFSTED may raise this issue as the number of students in receipt of this funding is extremely low.

Q: MB asked if it may help if QPHS talked to Christleton High School.

LW explained that the SLT and the SEN Team need to pursue this although the process of securing additional funding is becoming increasingly difficult. LW explained that funding applications have been put forward and not been accepted.

Q: SP asked if it was possible to view the applications and look at some data showing how many applications have been unsuccessful.

ACTION: Information to be provided to Governors - DH

DH presented some information to Governors showing which students have EHCP. It was accepted that schools are submitting data that isn't 'like for like'.

Q: SP asked how many students have we applied for top up funding for?

Q: GY asked why would an application be rejected and was there an 'art form' to the application process?

SP confirmed that the process was rigorous, and confirmed that there was a definite art to it. DH commented that it might be helpful for Steve Wilson to talk to Governors and update them on the current situation regarding funding.

ACTION: SW to present a SEND update at the Pastoral Meeting on Friday 23 June 2017.

Q: GY asked if the process can be delayed due to the lack of information that is sent from the primary schools.

LW explained that the authority has a significant issue around funding and overall there were less successful outcomes. LW added that QPHS have recently appointed a member of staff in to the MFL faculty who was previously a SENCO at Tarporley and Christleton High Schools. LW explained that the new member of staff has been asked if she will undertake a mini review of the SEND procedures and test out some of our concerns.

ACTION: Mini review of SEND procedures by Sarah Williams to be done before the end of term. Provisional date set for Monday 3 July 2017.

Q: SP expressed the concern that individual needs may not be being picked up and funding not necessarily applied for. SP added that she is having difficulty understanding why QPHS has such few numbers of students in receipt of top up funding. SP suggested that QPHS look in detail at comparative data and come back with answers including how many applications have been made and what funding has been applied for.

Q: GY asked if the process was different now we are an academy?

LW responded that there were no differences in the application process.

Item 5 – Policies for Approval

The following policies were presented to Governors for approval:

Charging and Remissions Policy

- Social Media Policy
- Absence Management Policy
- Critical Incident Policy

Q: SP asked if the QPHS policies are based on LA policies.

LW confirmed that the Absence Management and Social Media Policy are based on an LA Policies. LW commented on the Social Media Policy and explained that this was important going forward and that the policy clarifies how we should appropriately use social media in schools. It emphasises the point that staff and students must have a greater awareness and think carefully about what information is posted on social media.

KH explained that the Critical Incident Policy has been taken from the School Bus. Attached to the end of the policy is the individual information relating to QPHS. KH went on to say that a Critical Incident Pack is currently being put together containing detailed Critical Incident Procedures and emergency information.

ACTION: KH to ask if a copy of the pack can be left at the University.

Q: SP asked if QPHS still has an LA press officer who can be contacted in the event of a critical incident.

KH confirmed that the school is still able to use the LA press officer.

LW went on to say that all critical incidents continue to be co-ordinated by the LA and that they are still the main point for all communication. The LA are still accountable for all students in the authority and therefore QPHS continues to have support.

Q: PB asked that in a critical incident situation can staff still access data from outside of the school.

KH confirmed that this was possible as all the information is printed and will be stored off site.

Q: MB asked if QPHS have a Fire Marshal.

KH explained that Craig Jones is responsible overall and additionally there are designated fire marshals in school.

Q: GY asked if QPHS have a Lone Worker Policy.

KH replied that there is a Lone Worker Policy but it is only very occasionally that a worker is on site alone.

Item 6 - School Development Plan – Unlocking Staff Potential

DH presented an overview of the document to the committee and explained that colour coding had now been added, as requested by the Governors. DH invited Governors to ask any questions?

Q: MB asked if there were any particular challenges.

DH explained that there were some differences between the pace of progress between departments and this was reflected in the colour coding. DH explained that the English faculty are currently engaged with a project around workload, Maths are embracing 'Maths Mastery' and are changing their approach to teaching and Science have a new focus around consistency. DH continued to say that when colleagues change the way they teach their outcomes must be evidence based. DH stressed that not all departments were expected to reach their end goal at the same time. DH concluded that the profile and quality of teaching and learning has risen and is certainly a high priority within the school and that QPHS are always looking at opportunities to work with Christleton High School to improve their skills set.

Q: MB raised the point that there was evidence that lots of hard work was going in to unlocking staff potential and that things were moving forward in a very positive way.

DH added the point that across the teaching school alliance there is research training around a popular book called 'making good progress' by Daisy Christodoulou. DH explained that the book is about assessment and links to life without levels. QPHS now have eight colleagues, who are at different levels and various stages of their teaching careers, who are engaged with the concept. This is a very positive indication that our colleagues are on board with the initiative.

Q: MB asked if QPHS were developing the TAs to be more effective in the classroom.

DH explained that where possible, the TA's are attached to certain departments, allowing them to build up their subject knowledge. Individual departments are able to decide where and how they want to use this resource. This system is working well in maths (the TA is an ex teacher of maths and is comfortable working with groups of students). The humanities faculty also have the benefit of a TA who has strong subject knowledge and will be moving on to teacher training in September 2017.

Q: SP asked if QPHS use specific intervention strategies.

DH explained that for maths mastery, the department will be using the TA who can deliver support in small groups. DH added that we also have a TA who has a specialist qualification in dyslexia and her skills are used around the school.

Item 7 – SLS Contract

KH confirmed that the SLS contract would be allowed to continue for the short term.

Q: SP asked KH to explain this decision.

KH explained that the main issue was that if QPHS decide not to continue with SLS, the accountability falls back on the school and currently the school are not able to take on this additional responsibility.

Q: MB asked what the options were going forward?

KH explained that the options were to bring the facilities back in house or possibly share a manager between a group of schools.

Q: GY asked if QPHS had the capacity to take on this additional responsibility and suggested that there could be an opportunity for the school to bring in an apprentice to run the facility in-house.

KH commented that the individual would need to be a 'people person' and needed to be able to sell the services of the school. KH continued to explain that there was a meeting planned with SLS at the end of July 2017.

Q: PB suggested that SLS may pull out of the contract at this stage as the income is considerable down on the original projections, which included the boat house revenue.

LW explained that currently QPHS do not have the capacity to take this service in house and, as a school, we need to focus on next year.

ACTION: KH to monitor the situation and report to Governors at the end of the year.

Item 8 - Terms of Reference

LW explained that new Terms of Reference are needed as the Resources Committee is new to QPHS. LW went on to explain that QPHS have used the Terms of Reference from Christleton as a guide and added that going forward the Governing Bodies from each school will try to work the same way. LW asked Governors if there were any concerns.

Q: MG asked if there were any fundamental changes.

Q: MB asked if LW was happy that everything was covered.

LW explained that there were no fundamental changes and she was happy that everything was covered.

Item 9 AOB

There were no additional points raised.