

**HORSINGTON CHURCH SCHOOL**  
**FINANCE & HR COMMITTEE MEETING**  
**6<sup>th</sup> OCTOBER 2017 at 9.00am**

The meeting started at 9.40am

1. Present: J. Boyd-Lee, S. Holmes, J. Mortarotti (Chair), I. Rumbelow  
In attendance: R. Jacques (Clerk), J. Ham (Finance Officer).
2. Apologies accepted: V. Franklin
3. Conflict of interests: none declared.
4. Election of Chair: J. Mortarotti had indicated that she was willing to continue as Chair of the Finance and Human Resources Committee and as there were no other nominations this was approved unanimously by the Governors.  
Proposed: S. Holmes  
Seconded: J. Boyd-Lee
5. Minutes of last meeting, 23<sup>rd</sup> June 2017, were approved. Proposed: J. Boyd-Lee  
Seconded: S. Holmes
6. Matters Arising:

6.1 Ref: 5.1 Replacement Windows and Refurbishment. I. Rumbelow reported that the following works took place over the summer:

- Redecoration of the staffroom, stairs and lower lobby
- New fuse-box fitted
- The toilets refurbished and are looking much better
- M. Alexander's classroom - some of the plaster was replaced and the room was redecorated
- He asked the Committee to note that the windows will not be replaced until the Christmas holidays or February half-term as each window has to be made individually
- The deer fencing erected along the road side and hedging will grow behind it to provide a screen
- New casing around the outside tap.

**A Governor wanted to know** if the cost of the works was within budget. I. Rumbelow confirmed that it was and reminded the Committee that the cost of the toilets refurbishment had been met by the MAT.

I. Rumbelow reported to the Committee that the building has been checked for security with the focus being able to lock all doors quickly in order to keep staff and children inside for safety reasons. Some door locks were identified as being unsuitable. All but two of those identified have been replaced and the remaining locks will be replaced as soon as possible.

I. Rumbelow informed the Committee that the property with land adjacent to the School has a new owner and that the School has written to the new owner expressing the wish to purchase a section of land that will enlarge the School grounds. No reply had been received

at the time of the meeting. He added that if the land becomes available the School will need to submit a business plan to the MAT to gain final approval.

7. Review Staff Insurance Requirements: I. R. informed the Committee that the School will invoice Oakhill School for half of the cost of the Headteacher's insurance for two terms. J. Ham reminded the Committee that the Staff Insurance is due for renewal on 1<sup>st</sup> December and added that she is obtaining quotes in preparation.

**A Governor wanted to know** if the School searches for more competitive quotes. J. Ham responded that the School organises insurance through a broker but that she also obtains independent quotes. She added that the School has been with Schoolsafe for a few years.

**A Governor was concerned to know** how the School is managing the issue of needing additional supply staff this year. J. Ham replied that the School has a bank of teachers that is used and that this year they have been able to add to that bank. The School is reluctant to use Supply Agencies as in the past this has not provided the best solution for the children.

8. Assess allocation and spending around Pupil Premium: The papers had been circulated prior to the meeting. I. Rumbelow reminded the Committee that there is a Pupil Premium Report on the School website but that the report that he was presenting to the Committee was more detailed. He added that the grant did not necessarily match the number of children that are Pupil Premium currently because it is calculated from April to April (as per local government budgets) and the number of children in the School entitled to support runs from September to September.

8.1 I. Rumbelow made the following points on the Pupil Premium Grant expenditure report:

- The School received Pupil Premium Grant for 5 children in KS2, 2 in KS1 and Service Family funding for 2 children in KS1. The total received for 2017/18 was £9,840.
- He explained to the Committee, with some examples, the methods the School uses to support Pupil Premium pupils.

**A Governor asked** how the School knows if the support measures put in place are having a good impact. I. Rumbelow replied that the SATS results reflect this. He explained that of the 3 disadvantaged Year 6 pupils 1 did not take the tests in the summer because it was inappropriate for that child and of the other 2 children both made expected progress in Reading and Writing and 1 narrowly missed it in Maths.

**Another Governor wanted to know** if Ofsted are only interested in the SATS results. I. Rumbelow replied that Ofsted are also concerned with pupil development and that the 'Nurture Group' was set up to do this.

**A Governor asked for more information** about the 'Nurture Group'. I. Rumbelow explained that children who need to develop confidence, independence and build self-esteem are identified. These children form the group and the activities are led by the SENCO. He gave examples of the activities that the children take part in and they include: tending a vegetable garden, art projects etc. I. Rumbelow explained further that the group is fluid and the children within it change according to need. **A Governor was concerned to know what** lessons the children miss. I. Rumbelow reassured the Committee that the group sessions are

not held every week and that they usually occur in the afternoons during Design Technology or Art lessons. He added that the 'Nurture Group' group works really well.

8.2 The Vulnerable Children document had been circulated prior to the meeting:

I. Rumbelow explained that it contains information on the support that individual children who have entitlement to Pupil Premium, Service Premium or HNFSV funding receive.

**A Governor queried** that some of the children entitled to support do not receive any.

I. Rumbelow replied that it is because they have been assessed as not requiring support at present but that the situation could change at any time. He added that the document details support provision but that all the children who are entitled to additional funding receive financial support for trips etc.

9. School Budget: J. Ham informed the Committee that the MAT had formally agreed the School budget. J. Boyd-Lee confirmed that as Chair of the LGB she had received a letter from the MAT to that effect. I. Rumbelow and J. Boyd-Lee signed the School Budget.
10. Number of Pupils on Roll: I. Rumbelow reported to the Committee that there are 104 pupils on roll at the School which is down from last year. He explained that there are only 8 children in the reception class which is unusually low for the School. The reduced numbers of pupils may have an impact on the budget in the next few years but that the situation is as yet unknown. He added that there are some new pupils in the other year groups. I. Rumbelow, felt that the Governors should note that there are 65 boys in the School and 39 girls and that the imbalance is reflected in every year group. Discussion took place about the possible reasons for this, they included: curriculum, School facilities, clubs etc. but no conclusions were reached.
11. Staff Update: I. Rumbelow informed the Committee that a new apprentice has been appointed to work in Air Class.
12. Changes to the Recruitment Procedures: J. Ham explained to the Committee that all schools within the MAT will need approval from the MAT before recruiting any member of staff. She added that the MAT is setting up a 'pool' system and that if schools within the MAT have a vacancy then it is expected that they will refer first of all to the pool to fill that vacancy before looking externally. I. Rumbelow added that it should be noted that all employees are employed by the MAT now and not by the individual schools. **A Governor wanted to know** if the School must appoint someone from the pool if it has a vacancy. I. Rumbelow replied that this is not the case but that the School should consider the pool first.
13. Any Other Business:
  - 13.1 J. Boyd-Lee informed the Committee that she is sending apologies for the next meeting (24<sup>th</sup> November) and was concerned that there should be sufficient attendees to be quorate. She suggested co-opting another Governor to the Committee for that meeting. This was agreed by the Committee. The Clerk will contact the other Governors to find someone who would like the opportunity to sit on the Committee for that meeting.

*Clerk to contact Governors*

The meeting closed at 10.40am

