

# MINUTES OF MEETING

**Name of organisation** Trent-Rylands Federation  
Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

**Meeting title:** Resources Committee

**Date and time:** Monday 31 October 2022 4.30pm

**Location:** Virtual – Zoom

## Membership

'A' denotes absence

Mr S Williams (chair)  
Mrs C Turner (Headteacher BRJS)  
Mr C Jones  
Mrs L Shepherd – joined the meeting at 4.57pm  
Mrs L Sharples  
Ms L Griffiths  
Ms J Barrett (Head teacher TV)  
Mrs S Osborne (Deputy head teacher TRF)  
Mr J McPherson  
Ms K Foyle  
Mrs S Kaye

**In attendance** Minute Clerk: Mrs J Gibson

## R/43/21 APOLOGIES FOR ABSENCE

**Action**

Apologies for absence were received from Mr J Wyn

## R/44/21 DECLARATION OF INTEREST

Mr C Jones made a declaration of interest. Mr Jones partner is a teacher at Beeston Rylands Junior school.

Mrs L Shepherd made a declaration of interest. Mrs Shepherd's sister is a teacher at Trent Vale Infant and Nursery School.

**R/45/21 AGREEMENT OF MINUTES FROM PREVIOUS MEETING – 23 May 2022**

The minutes of the summer term meeting held on 23/05/22 had been available to committee members on Governor Hub.

These were agreed by the chair and agreed as signed, due to the meeting not being in person.

**R/46/21 MATTERS ARISING**

- Question of funds allocated to review of staffing structure at BRJS – this is allocated as there is a falling surplus at BRJS and is temporary throughout the deficit
- The division to make a small meeting room has gone ahead at a cost of £2.5k; the secure entrance gate is not.
- Timetabling for the tutoring has been completed and there is no clash with other timetables.
- The trim trail budget has been reduced from £15k to £10k with DFC funds also being allocated
- Teachers and TAs pay referrals to be discussed at the Pay committee meeting which follows this meeting
- Question of caretaking costs in the letting policy. It was clarified this included heating.

**R/47/21 FINANCE**

- **2022-23 medium term budget**

i. **TV**

Initially, in May, a surplus of £4056 was predicted for this year, which was then changed to an expected deficit of approx £16000 after confirmation of the staff pay awards which were higher than expected and with no additional funding. The budget was reforecast on 6<sup>th</sup> October and is now predicting a deficit of £8,753, with a return to a surplus of £7,376 the following year and £10,934 surplus the year after. The improvement is based on Early Years and School numbers being higher than predicted and savings made in other areas. The budget assumes the additional class/teacher for this year is included and also that the SLT structure remains the same. The reforecast deadline for submittal to Finance is 30<sup>th</sup> November, on the advice of Vickie Lievsley this will not be submitted until closer to this time in case any further announcements of changes are made.

**A governor commented** they were pleased with the budget as it goes back into surplus next year. **A governor asked** if changes were made would it need to go back to the governors before submittal. It was agreed this would only need to happen if there were significant changes.

ii. **BRJS**

Initially in May a surplus of £42,241 was predicted, this then changed to an expected surplus of £12,954 after confirmation of staff pay awards. The reforecast

budget on 6<sup>th</sup> October is now predicting a carry forward of £19,231 with a surplus of £12,849 the following year and £14,044 surplus the year after. There is no deficit predicted in 2023/24 onwards as there was initially although the budget needs to be carefully managed to prevent this. The improvement is based on higher school numbers than originally predicted along with additional SEN and PP funding and savings made in other areas. The budget makes the assumption that the SLT structure remains the same.

**A governor asked** why the outcome looked so different to the previous SLT scenarios, over the 5 year period they had looked calamitous. The Headteacher advised that the budget had been looked at more carefully since the scenarios, more funding has come in and changes have been made when reforecasting. **A governor asked** why, when looking at the reforecast, it is being said that school can't afford things, are the government right in saying yes you can afford it? The Headteacher advised that nothing can be cut any further and it's a balancing act. TA's will not be replaced and managing by cutting TA hours, it's not a budget you would want going forward with resources. **A governor asked** about the impact on children and resources in relation to what school want to deliver whilst another **governor asked** about the risk impact on student outcome. The Headteacher advised that you have to be creative with the budget and there is a risk cutting down on adults. School has skilled teachers and TAs but some children will miss out. **A governor commented** it was strongly rumoured that 95% of schools had gone into deficit over the summer and would like to say b are doing both schools are doing a brilliant job.

- **Approval of virements**

None from either school

- **Teachers Pay Award September 2022-**

Information has been added to the governor hub and is ready to go through at the pay committee following this meeting.

- **School Fund – funds available and audit**

i. **TV**

Trent Vale School Fund currently stands at £835.12. It was independently audited on 26<sup>th</sup> May 2022 by Janet Humpherson. There is a new Parent Group in school so these funds should hopefully build up.

ii. **BRJS**

Some funds have been put towards transport costs for trips. **A governor advised** that there are funds of £5000 available in local council divisions and can be requested by email to KF.

R/48/21

**INVENTORY**

**Items to be disposed of**

TV - Electric pencil sharpener (broken and replaced with new), office printer (broken and replaced with new), CD player (broken - no replacement required) and laptop for children's use (no longer working - this has not been replaced as it was one of the free laptops received from the DfE during Covid for home learning)

BRJS – 6 x Lenovo laptops (reached end of life) 1 x Lenovo laptop and a laminator (both beyond economical repair)

**A governor asked** how 'reached end of life' is defined. This is where IT support have advised that the equipment cannot support any upgrades or new software.

These disposals were approved by the committee.

**Items to be devalued** - None from either school

R/49/21

## GDPR

There were no incidents or requests to report across the federation.

R/50/21

## PERSONNEL ISSUES

*See confidential items.*

## APPRAISAL

R/51/21

### - **Headteacher – objective setting**

Unable to have meeting on 9/11 due to availability. Wendy will have discussions and then reconvene via zoom to discuss. The headteachers will then need a meeting with governors. CJ to text LS.

CT/JB/CJ  
LS

### - **Teaching staff annual reviews**

To be discussed in the pay review following this meeting

### - **Teaching staff objectives**

These will be set after the Headteacher objectives are set as they will link in

CT/JB

## HEALTH AND SAFETY

R/52/21

A visit has been arranged with John for 28<sup>th</sup> November. The Headteacher also have a course booked.

## POLICIES TO BE RATIFIED

R/53/21

- Annual review of the Charges and Remissions Policy
- Annual review of the School Pay policy
- Annual review of the Appraisal policy
- Annual review of the School Disciplinary (Capability) policy
- Annual review of the Management of Human Resources policy
- Annual review of the Whistleblowing Policy
- Annual review of Reporting Staff Absence – Employee Guide
- Annual review of the procedure for Dealing with Allegations of Abuse against Teachers and Staff –
- Annual review of the School Disciplinary Procedure – Managing Conduct of School Staff – – This is part 1

- Annual review of the School Disciplinary Procedure – Managing Allegations of School Staff – This is part 2
- Annual review of the Complaints Procedure
- Annual review of the Rarely Cover Policy
- Annual review of the staff handbook
- Annual review of the school dress code
- Annual review of the Policy for Staff Working in Teams
- Annual review of the Attendance Management in Schools – Employee Guide –

There were no questions or queries on basis of the summary notes.

**A governor questioned** the staff working in teams policy, is it necessary and the rationale behind it; not fully convinced it is a real robust policy. Discussion took place, team working is already an expectation of teacher standards. It was asked that as this is supported elsewhere and not addressing a specific problem it be removed from the policies. It was **resolved** this policy will not be ratified and it should be removed.

**A governor asked** about the staff handbook and why the federation is not mentioned, this needs to be in setting the scene. BRJS refers to itself as an infant school and both schools refer to an individual school moto. The federation values are on the website but how do they fit with the school motos. Discussion took place, other schools all agree with children at the heart. BRJS has a strong motto but needs to include staff and community. A decision is to be made on the strap line, it needs to say a bit more about the school. Original intention was inclusion and stakeholder interests but this was side-lined by covid. **A governor asked** if the staff handbook could be consolidated across the federation, joining together parts that can be joint.

CT/JB

It was **resolved** that all remaining policies named above be recommended to Full Governors for ratification.

CT/JB

**Determination of confidentiality of business**

Full Govs

It was

**resolved**

R/54/21

that all matters pertaining to personnel be deemed as confidential

**Confirmation of date for next meeting**

Monday 27<sup>th</sup> February 2023 at 4.30pm

R/55/21

**The meeting closed at 5.30pm.**

Signed .....(chair) Date.....

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