



**THE GOVERNING BODY OF BRENT KNOLL SPECIAL SCHOOL
RESOURCES COMMITTEE**

Minutes of a meeting of the Resources Committee held at **4.30pm on Tuesday 22 September 2015**

Present:

Mr Jon Sharpe (Headteacher), Mr Cassim Bakharia, Ms Liz Bailey, Ms Grace Cook, Ms Lorraine Humphrey, and Mr Tom Livingstone

Also present

Eamon Williams, Premises Officer (for item 5)
Sue Bishop (Clerk)

1. Apologies for absence
There were no apologies, but it was reported that Hamish Cherrett had resigned from the governing body.
2. Election of Chair and Vice-Chair
RESOLVED that i) Tom Livingstone be elected Chair of the Committee until the autumn term meeting 2016; and

ii) Lorraine Humphrey be elected Vice-Chair of the Committee until the autumn term meeting 2016.
3. Minutes
RESOLVED that the minutes of the meeting held on 23.6.15 be approved and signed.

Matters arising

Cleaning contract (minute 6.2.1) – It was noted that the new contract was now in place, and that a janitor had started work the previous day. Some security issues had been identified at the start of term such as doors being wedged open, but these had all been quickly resolved.

Catering contract (minute 6.2.2)

The headteacher reported that there were still capability issues but an action plan had been put in place by the contractors, Harrisons. A training chef had been put in the kitchen to provide training and upskill the staff. Educo were monitoring the situation and would be conducting an audit.

4. Declarations of interest

It was noted that the following governors had interests in the items shown and did not vote:

- Lorraine Humphreys - item 5
- Grace Cook - items 6.3 and 7.2.

5. Premises matters

5.1 Update on the new school

The headteacher reported that the transition to the new building had gone smoothly and during the first week the pupils had got used to the building and were able to find their way about after the first two or three days. Snagging was taking place and Lakehouse were on site 12 hours a day. Weekly meetings would be held until half term, and fortnightly and

then monthly thereafter until all snagging had been completed. The third party contractors brought in by the school were working through the schedule and the final one would be the installation of the soft play area which would be completed around half-term. The Premises Officer reported on activities he had been involved with including works to fire panels, security, burglar alarms, boiler training, and the identification of leaks and standing water on the roof.

The headteacher paid tribute to the senior management team and the Premises Officer for everything they had done over the summer holiday to support the move.

Governors asked whether there were any on-going operational problems and were advised that there were some minor issues such as closers needed on some doors, and extra locks on other doors and gates. It was noted that the school would arrange for this work to be done and claim the cost back from the local authority, and that care would be taken not to invalidate any warranties during this process.

The Committee asked whether any issues had been raised by parents and pupils. The headteacher reported that feedback from parents had been positive, although some had raised questions around access to the teachers in the mornings. The drop off and end of day procedures needed to be sharpened up. Parents would be advised that they could make appointments to see the classteachers outside of the classroom and this would mean that the start of lessons would not be delayed as they had in the past.

As part of a survey of children in years 9 and 10, the views expressed were that the exterior appearance was off-putting, but internally the pupils liked it.

The headteacher was asked what contact the school had made with the neighbouring community. The headteacher explained that everyone within 100 meters of the school had been written to and invited to come in and look round on an individual basis. The importance of establishing links with local businesses and community groups was discussed and the possibility there might be of work experience opportunities for the pupils. The headteacher reported on steps that had already been taken to introduce the school to nearby shopkeepers.

It was agreed that there should be an official opening later in the term.

The Committee then asked what the administrative staff's response was and it was noted that there were concerns about the layout of the reception area which was not in accordance with the original brief provided by the school.

RESOLVED that this matter be taken up with the local authority and they be requested to consider what changes could be made to meet the original specification for the reception area.

The Committee was informed that the local authority had been informed that the school would be submitting a claim for expenditure incurred as a result of the contractors not completing the building on time, estimated at between £5000 and £10,000 and requesting a meeting.

The Committee then discussed the business continuity issues the move had raised, and matters relating to closing down the old site such as the loss of connectivity, disconnection of services, and security. It was agreed that the local authority be requested to provide details of the borough wide business continuity plan for schools, and that the school's own plan be reviewed and updated in relation to the new building.

RESOLVED that a report be considered at the next meeting on the school's business continuity plan.

It was noted that the previous site had not legally been transferred to the Brent Knoll and Watergate Trust but that now the school was in its new premises, the land transfer needed to be processed.

The headteacher reported that, in response to two letters sent out by the school, some parents had raised concerns about loss of salary/ the additional costs they had incurred due to the school closing early at the end of the summer term and opening late at the beginning of the autumn term. Lorraine Humphrey declared an interest in this matter and did not take part in the decision. The Committee agreed that, in principle, no parent should be out of pocket as a result of the delays in completion of the new building and that any monies reimbursed by the school should be reclaimed from the local authority.

RESOLVED that the headteacher be authorised to reimburse parents for any reasonable additional expenses incurred due to the delays in completion of the new building, subject to all claims being evidenced in writing.

5.2 Any other premises matters

None

6. Finance matters

6.1 Budget monitoring report 2015/16

A report for period 5 was tabled and the headteacher highlighted the main variations. It was noted in particular, that there had been high levels of expenditure on the budgets for fixtures and fittings, playing fields, and furniture as this was all related to the new build, Details of the expenditure to date, and committed expenditure for these three headings had been included. Approximately £40,000 was still uncommitted and the staff and School Council had been asked for suggestions.

The Committee asked what the predicted outturn was and were advised that the budget was expected to be underspent overall.

RESOLVED that the monitoring report be received.

6.2 SEN Transport (see minute 8 of last meeting)

The headteacher advised that the feasibility report requested at the last meeting would be ready for consideration at the next meeting.

6.3 Any other finance matters

The headteacher asked the Committee to consider awarding a week's paid leave to the two deputy headteachers in recognition of the additional time they had spent in school over the summer holidays to facilitate the move to the new building.

The Committee agreed with the proposal and also felt it should be extended to the headteacher. It was also agreed that the cost of this should be included in the school's submission to the local authority for extra costs incurred as a result of the delays in the completion of the new building. They were advised that there would be no additional cost to the school.

RESOLVED that a week's paid leave be granted to the headteacher and the two deputy headteachers in recognition of the additional time they had spent in school over the summer holidays to facilitate the move to the new building.

7. Staffing matters

7.1 Vacancies

The headteacher advised that recruitment was taking place for an early years teacher, and a KS3 class teacher for January 2016. In addition, three LSA vacancies were being processed.

7.2 Holiday policy

The headteacher reported on two requests that had been received for unpaid leave during term time. He explained that both requests were from LSAs and that there were exceptional circumstances in each case, which he outlined.

RESOLVED that, in view of the exceptional circumstances of each case, the requests for unpaid leave during term time be approved.

7.3 Capability

It was noted that one member of staff was still going through the capability process.

8. Dates of future meetings

Some proposed dates were considered.

RESOLVED that meetings be moved from 4.30pm on a Tuesday to 5pm on a Wednesday and the governing body be asked to agree the dates for the current academic year.

The meeting ended at 6pm.

Chair _____

Date: 17 November 2015