PENWORTHAM GIRLS' HIGH SCHOOL

RESOURCES COMMITTEE

Tuesday 21st November 2023

Committee Members:
Lorimer Russell-Hayes (Chair of Governors)
Karen Pomeroy (Headteacher)
Geoffrey Fawthorp
Howard Jackson
Jackie Lord

Business Manager
Andrea Barnes

Clerk
Julie Kenyon

1. Apologies, absences and declaration of any other urgent business.
1.1 Apologies received and accepted from Howard Jackson. Andrea was absent due to illness.

2. Minutes of the previous meeting and matters arising.
2.1 The minutes of the previous Resources meeting (20th June 2023) were accepted as a true and accurate record.
2.2 All actions were completed.

3. Terms of Reference.
3.1 Governors were asked to view the Terms of Reference paper that was distributed prior to the meeting. There was a discussion held regarding the responsibilities under the finance section of the terms about whether to include the School Business Manager more often. It was agreed that point 1 would now state, "With support from the School Business Manager, governors to provide guidance and assistance to the headteacher and the governing body on all financial matters." **The PGHS Resources Terms of Reference were then approved**.
ACTION 1: Clerk to change point 1 under Responsibilities – Finance on the Terms of Reference to be changed to "With support from the School Business Manager, governors to provide guidance and assistance to the headteacher and the governing body on all financial matters."

4. Quality of Education.
4.1 Resignations, new appointments and establishment changes: Karen talked through the paper previously distributed to the committee.
4.2 In addition, Karen explained that Joanne Bennett (Curriculum Leader for Creative Arts & Technology and Lead Teacher of Computing and ICT) was currently absent due to sickness. There has been difficulty in obtaining long-term supply, however Rob Cafferkey has been planning the KS3 lessons and Rebecca Honeyman has been planning and teaching the Creative Media. Long-term supply is still being investigated.

Andrea Barnes, School Business Manager is currently absent due to sickness. Lynsey Muncaster, Assistant Business Manager is currently standing in for her.
Sharon has decided not to appoint a deputy Headteacher and instead is appointing a third Senior Assistant Headteacher. A Designated Safeguarding Lead has also been appointed. This is Catherine Arrowsmith (currently Early Help Support Worker) who will begin as DSL on 1st December 2023.
4.3 Staff Wellbeing Updates: Meetings are taking place with the Wellbeing Committee once a term. Staff treats are still being provided once a week.
4.4 Appraisal update 2022/23: Karen explained that reviews have been completed and new targets have been set. Not all have been published on the new system, however once completed, a percentage of targets achieved will be given to governors. Most of the Autumn Subject reviews have been completed. Computing will be going through an extensive review once Joanne Bennett has returned. Governors will be provided with the report in the Spring term.
A governor asked how students are chosen to take part in the pupil voice. Karen explained that it is a random selection of high, middle, low ability, SEND and PP students. Karen has met with them all, along with the subject teacher. There are spotlight questions on safety/safeguarding.

5.Leadership & Management
5.1 Policy Review: The following PGHS policies were reviewed and accepted by the committee and any spelling corrections have been noted and amended:

- Email Protocol and Policy.
- CPD Policy
- ITT Policy
- Induction Policy
- Early Career Framework Policy
- Asset Management Policy
- Premises Management Policy
- Visitor Policy
- Cyber Incident Response Plan

The Accessibility Policy was deferred to Spring 2023.

The following LA adopted policies were reviewed and accepted by the committee:

- Short term Sickness Absence (all staff)
- Long term Sickness Absence (all staff)
- Leave of Absence
- Capability Policy (Teachers & Support Staff)
- Disciplinary & Dismissal (Teaching & Support Staff)
- Appraisal (Teachers & Support Staff)
- Pay Policy – all staff
- Smoke-free and Vape Free Policy
- Unavoidable School Closure

6.Leadership and Management (Financial Probity):

6.1 Charging and Remissions Policy: (adopted from LA) Governors were invited to view the document provided to governors prior to the meeting. There were no changes. **Governors approved the policy.**

6.2 Internal Financial Regulations and Financial Role and Responsibilities: Governors viewed the Internal Financial Regulations and the Roles and Responsibilities for Financial Management given prior to the meeting.

6.3 Staffing & Payroll Monitoring Report Sept 2023 and Financial Monitoring Report 2022/23: Governors were asked to look at the document presented before the meeting. The school had previously decided to complete the financial monitoring report themselves, however this is now being investigated to buy back the service with Lancashire County Council. **The Monitoring Report for the Summer Term 2022/23 was deferred to the next meeting as this had not yet been completed.**

6.4 Unofficial School Funds: **This was deferred to Spring 2024 as the accounts had not yet been audited.**

6.5 Devolved Capital Funding Statement: Governors considered and discussed the Devolved Capital Funding Statement, previously distributed to the committee. Karen explained that his will go into the New Build money so that it does not go into clawback.

6.6 Virement requests and Orders over £20,000: The governors were asked to view the report previously distributed to governors. **The governors approved the virement to move £22,772 from the Teaching Staff budget, £7742 from the Cover Supervisor budget and £9628 from the Technician Staff budget to the supply budget.**

6.7 Schools Financial Value Standard (SFVS): This was deferred to the Spring meeting. It was acknowledged that the Chair of Resources Committee, Geoff Fawthorp will meet with Lynsey Muncaster (Assistant Business Manager) if Andrea Barnes is still absent prior to the next meeting to discuss the SFVS.

6.8 Premises Update: Governors were asked to view the report distributed to governors before the meeting. It was noted that there was less detail in the report than usual due to the new build taking place. The report outlines that a new Health & Safety Governor representative needs to be appointed. It was explained that this would be mentioned in the main governor meeting for governors to do a walk around the school. Clerk to organise a checklist with the Premises Manager for the Health & Safety governor to use.

ACTION 2: Clerk to organise a checklist with the Premises Manager for the Health & Safety governor to use.

It was also decided that the lockdown check will be calendared into the diary to ensure this is organised each year**.**

ACTION 3: Lockdown check to be calendared into diary to ensure this is organised each year. Clerk informed SLT who will arrange in the next Premises meeting.

6.9 School Rebuilding Programme – verbal update: Sharon provided the update and explained that the final proposal has been agreed. There will be 3 floors. There are still discussions taking place to finalise parts of the building e.g. a 400m sports track, smart board issues. The contractors are B & K and the architecture has been outsourced to a different company. Sharon confirmed that she would bring copies of the plans to the main governors meeting for governors to view.
ACTION 4: Sharon to bring copies of the plans to the main governors meeting for governors to view.

6.10 Disposal of Assets: **Governors considered and approved the Disposal of Assets Report from the I.T department previously distributed to the committee.**

6.11 Data Dashboard: Karen talked through the paper, previously distributed to governors prior to the meeting.

7.Calendar for this term.
7.1 None

8. Confidentiality
Governors were reminded about confidentiality and to pass any papers copies printed for shredding.

9. Date of the next Meeting
The date of the next Resources meeting is 27th February 2024.
The date of the main Governors meeting is 28th November 2023

10. Governor Self-Reflection:
10.1 Governors were asked what difference the meeting had to the effectiveness of the governing body. Governors replied that they had been provided with information about the systems in pace to support the staff workload in light of the build.

ITEMS FOR ACTION:

Action number	**Agenda number above**	**Item for action**	**Person responsible**	**Date to be completed**
1	3	Clerk to change point 1 under Responsibilities – Finance on the Terms of Reference to be changed to "With support from the School Business Manager, governors to provide guidance and assistance to the headteacher and the governing body on all financial matters."	JKE	As soon as possible
2	6	Clerk to organise a checklist with the Premises Manager for the Health & Safety governor to use.	JKE/KLE	As soon as possible
3	6	Lockdown check to be calendared into the diary to ensure this is organised each year. Clerk informed SLT who will arrange in the next Premises meeting.	SLT	As soon as possible
4	6	Sharon to bring copies of the plans to the main governors meeting for governors to view.	SHA	28/11/23