

**Chair's Report of the Finance and Personnel (inc. Staffing and Pay) Sub-Committee****Date: 25<sup>th</sup> February 2014****Time: 8.30am - 11.00am****Committee:****Richard Burrows (Chair of Finance), Juliyah Brown, Liz Court (Chair of Governors),  
Craig Tallon (Headteacher),****Non Voting Observers: Mark Russell (Deputy Headteacher), Louise Jackson  
(School Business Manager)****Attendance**

All committee members were present.

**Approval of minutes from last meeting**

Governors approved the minutes of the meeting 5/11/14

**Matters arising**

- Small Hall acoustic tile installation took place over ½ term. This work was carried out by JMS as they were able to offer installation cheaper than the supplier. This installation will be used as a trial for the works originally scheduled for the dining room.
- The electricity upgrade was finally completed over the Christmas break
- EiC Futures Group has now become the West Barnet Partnership
- Budget under spend submission and action plan was accepted by the Local Authority.
- The Pay Policy was officially ratified by Governors

**IT 'Computing' Vision – Presentation from Dan Guest (Computing Coordinator)**

Dan Guest presented a comprehensive report on the direction of computing at Woodcroft. His aim is to make Woodcroft a school with renowned use of technology to support learning. This will be done by:

- Achieving the Naace Quality Mark (Long term aim to achieve '3rd Millennium Award').
- Utilising existing resources.
- Improving awareness and ease of access.
- Introducing the 2014 Curriculum
- Ensuring staff are equipped to deliver new content

The school's shorter term vision is to:

- A change of staff culture and improve communication, collaboration and efficiency so that staff actively use technology as a tool to support learning.
- Enable cross platform support/integration of resources in order to increase usability with a familiar interface wherever accessed. This will allow children to easily share their success.
- Improve Digital Literacy (pupil interaction, collaboration and creativity) and provide pupils with powerful tools which meet the expectations of the '3rd Millennium' generation.

- Improve Digital Knowledge (Technological Knowledge and Understanding) so that pupils understand how technology creates the software and devices we use everyday.

The impact of this work will be measured through:

- A parent survey.
- Achievement of NAACE Quality Mark.
- Lesson observation judgments and learning walks.
- Analysis of server/GAfE content.
- IntegrisG2 pupil assessment modules

The school has made good progress to date and this includes:

- A new server installed.
- Computer Suite PCs upgraded.
- Teacher PCs upgraded.
- Many additional classroom PCs installed.
- Learnpads tablets launched to TAs.
- CGP Student books issued ensure curriculum coverage.
- Espresso Coding on trial.
  - To support teaching of 'Computing' element of 2014 curriculum.
- Robo Club set up for gifted and talented pupils and to trial robotics/programming elements of 2014 curriculum.

The next planned steps are to:

- Upgrade school Wi-Fi network
- Migrate learning platform from Learning Possibilities to Realsmart while maintaining the TreeHouse branding.
- Appoint agent to manage Single-Sign-On (SSO) and integrate Google Apps for Education (GAfE).
- Provide 26 touch screen handsets (touchies) to staff to promote integration of GAfE (cultural change).
- Update website and migrate hosting to Realsmart
- Begin partial laptop replacement cycle (using cheaper Chromebooks to replace aging units).

A revised 3 year IT Computing Plan is now being developed and best value procurement is taking place. Finance committee was presented with outline costs and agreed, in principle, to the projects as listed.

Governors thanked Dan Guest for an informative presentation. They congratulated him on developing a clear and exciting vision for the development of computing within the school. They look forward to monitoring the development of this area in future meetings and visits.

## **Pupil Premium Audit and Published Data – Sarah Cullen (Asst Head / SENCo)**

Sarah Cullen (SENCo / Assistant Head presented a review of the school Pupil premium and SEN support provision:

### **1. Current Published Statement On the Website**

Governors reviewed the current published statement and identified where more information is required. i.e. impact and costing of individual interventions.

### **2. Pupil Premium Audit and Standards Impact Analysis:**

Mrs. Cullen (SENCo / Asst Head) presented to Governors a detailed intervention analysis document that is used to monitor additional pupil support across the school. 120 Interventions were listed along with third target group and pupil progress scores. This is then used to evaluate the impact of each intervention.

This document is then cross referenced with individual pupil intervention records to ensure that all pupils who qualify for Pupil Premium funding are receiving the support they are entitled to get.

### **3. Next Steps:**

- Cost all interventions and publish a full data set on the website
- Evaluate the effectiveness of interventions
- Further develop school monitoring systems to ensure pupils are identified accurately for appropriate interventions.
- Further develop the school menu of Pupil Premium interventions for 2014-15

### **4. Review the recent inspection report advice to clearly demonstrate direct link between budget, development plans and outcomes. Governors recognized that this is important for governor accountability.**

Sarah informed Governors that the school website would be populated with comprehensive data at the start of the Summer Term.

Governors thanked Sarah and her team for preparing detailed and informative data on the impact of Pupil Premium funding at Woodcroft. Governors recognised that there was still some work to be done in order to demonstrate full accountability for this area. However, they were satisfied that excellent progress had been made by the school towards meeting DfE and Ofsted requirements.

## **Budget Monitoring**

The Headteacher presented to Governors with the 2013-14 Budget Forecast and Commentary. The Headteacher comprehensively covered the following areas: revenue and expenditure, premises costs, supplies and services, staffing, contingency holding and capital spending. Governors were satisfied that the budget was being used effectively to offer best value for the pupils.

## **Capital Projects**

The Headteacher presented the purpose costs of the following capital projects for approval.

### **Foyer Development**

The Headteacher outlined plans to remodel the office and foyer area: increase the size of the reception window and restrict access to staff and parents. Update the office computers to bring into line with Windows 7 OS and create finance desk. He is also proposing to install an aquarium in the foyer as part of the Be The Best You Can Be Project.

Purpose remodelling:

- To make the Reception more visible and welcoming to parents and visitors
- Improve security and reduce disturbances to main office.
- Create a secure desk area for Finance Officers as the office work load will increase following HR migration over to CAPITA.

### **4D Hall Acoustic Baffles**

Acoustic baffles have been installed in the ceiling of the small hall in order to Improve learning environment by reducing echo. We now need to evaluate then impact of the 4D Installation i.e. Qualitative Audit of uses and plan to encourage further curriculum integration.

### **Kitchen Grant**

Barnet Catering plans to upgrade our kitchen. The kitchen will increase its food output capacity but reduce ts floor area allowing space to be utilised for school / community use. The suggestion is to create a room area adjacent to the KS2 Playground. This could be used for a variety of purposes.

### **School Financial Value Standard (SFVS)**

The SVFS was submitted before the 31<sup>st</sup> January deadline. The audit was approved on 10<sup>th</sup> February 2014. Only one action to audit the Voluntary Funds remains – this has been requested but is a low priority for the auditors due to the low minimal number of transactions that are processed through this account.

Governors agreed to review their Financial Competencies for the next cycle and submit any amendments to Craig before the Full meeting on 17<sup>th</sup> March 2014

The Head brought to Governors attention the need to ensure that there is a direct link between the school development plans, budgetary expenditure and raising standards. Governors need to ask a question of any spending plan: 'is this going to raise standards and how can this be demonstrated'.

### **Benchmarking**

Governors benchmarked the school budget against national figures for similar schools. Spending across all key areas was broadly average e.g. staffing, premises and resources. Benchmarking categories that were above average were:

- **Technology**

This is due to the current high level of spending as part of the IT 3 Year plan e.g. new Smartboards, server and IT Suite

- **Cleaning**

This is surprisingly high given we have a LA procured contract.

### **Asset Management**

The school has an asset management plan that details major maintenance and development plans for the next 3 years. The Premises Audit file is monitored by the Premises committee and contains certifications and check on all premises matter including our statutory compliance testing.

### **Critical Incident Plan**

The Headteacher presented Governors with a draft Critical Incident Plan and emergency **Grab Bag**. These documents and resources would enable the school to function if there was a major incident. The policy needs to be ratified and Grab Bag completed.

### **West Barnet Partnership**

Woodcroft has entered into a 'loose' partnership with 4 other local schools (Broadfields, Deansbrook, Barnfield and The London Academy). It has an embryonic remit to provide Leadership Challenge, CPD sharing and possible procurement initiatives.

### **'Friends of Woodcroft' PTA Accounts**

Mandates to transfer the bank account to the new Committee have been requested from the outgoing treasurer.

The new committee has written a constitution that states:

- Cheque Book and accounts statements to remain in school
- School representative to be an authorized signatory and required to double sign each cheque as part of internal procedures

The PTA Committee has asked for support from the School Business Manager to help a new Treasurer in prepare accounts to present at committee and to an AGMs.

### **Staffing: New Appointments**

Four new TA appointments made in February. These followed a 2 day interview process. Appointments required due to:

- Two additional statements currently supported by supply which is expensive.
- Support required for EAL child with additional learning needs. Statement is being processed.
- Support for Y6 pupil following resignation of a TA at Christmas

### **Appraisal Process**

Governors inspected the appraisal file and reviewed the appraisal process.

- The new appraisal policy has been fully implemented. The Head and Deputy are conducting all appraisals this year.
- All teachers have been issued with revised job descriptions in line with the new teaching standards
- All teachers have self evaluated their performance against the new standards
- All teachers have been observed and had an initial appraisal review
- Only two lessons observed were less than good. Both teachers were subsequently re-inspected and achieved a good grade.
- Teachers will have a pupil progress meeting with the Headteacher during the spring term followed by a professional interview in the summer term
- At the end of the current cycle, Assistant Heads will be allocated an appraisal team.

The SENCO is currently appraising the performance of all TAs. Monitoring takes place during regular lesson observations and through intervention impact analysis

**Contracts and Guarantees Folder**

The school maintains up-to-date contracts, subscriptions and guarantees folder.

**Cleaning Issues and Actions**

The school continues to have concerns regarding the level of service provided by the cleaning company. This service has improved following a change of area manager. The Headteacher will continue to monitor the situation and report to Governors

**Richard Burrows**  
**Chair of Finance**