

The Viridis Schools Federation of Orchard, Southwold and Hoxton Garden Schools

Resources Governing Body Sub-committee
Virtual Meeting via Zoom

On Thursday 15th June 2023 at 4.30pm

Committee Attendees

Sara Walsingham (SW)
Laura Theobald (LT)
Giuseppa Colella-Mare (GCM)
Clerk: Sandra Rodrigues

James Gowland (JG)
Hanna Lownsborough (HL)
Rachel Davie (RD)

1. Apologies/Consent for Absence

Laura – maternity leave. All agreed to virtual meeting continuing.

2. Governing Body Organisation

RD and JG informed that LT had stepped down and new governor will be recruited.
SW – Chaired the meeting
HL - Vice Chair

a. Membership

No changes have been made or noted.

b. Acknowledgement of TOR

No changes have been made or noted.

c. Declarations of interest in items on the agenda & Register of pecuniary interests for 2022/2023

No new interests. No changes have been made or noted.

d. Code of Conduct

No changes have been made or noted.

e. Viridis Governing Body Annual Calendar 2022-2023 DRAFT

(SW) confirmed all dates work for her. All confirmed dates were good.
(NB: Point 4.b action required)

3. Agreements of the minutes from the last meeting

All in agreement, however SW noted some discrepancies in wording GCM to amend and recirculate.

Amend: - “SEN less than predicted due to the number of children with EHCPs”

Tutoring funds – 3rd paragraph (SW) queried if the claw back of around £40/50K was for Southwold only – confirmed it was across the Federation.

(SW) clarified “additional capital does not have to be spent on Energy” correction to be made.

4. Budget Monitoring

a) The Viridis Schools Year End 2022-23

Income:

Budget received for the Year 2022-23 £10.999m + £1.226 carry forward from previous year, this amounted to £12.225m total budget.

£247K more than the predicted was received through the main budget stream– this was mainly due to the supplementary grant.

SEN budget received £46K less than predicted due to the number of EHCP falling.

Income from Facilities received £50K more than expected due to bank interest increase.

Tutoring funds received a total of £150K more than expected – however the DFE will claw back £34k from last year funds (2022-23) and an amount from the funds received this financial year (2023-24) after submission of report on how much has been spent on tutoring.

Total received in excess of the original budget for 2022-23 £453.678.

Expenditure:

Compared to the budgeted salaries, there was an £83k underspend on Teachers' salaries and £40K on Teaching Assistants salaries due to movement of staff within the budget period.

E12: Building & Maintenance budgeted £150k actual spend was £183k, this is £33, 500 more than budgeted.

E14: Cleaning /catering budgeted versus actual matched.

E16: Energy was less than expected due to the fixed rate deal they negotiated with the energy supplier, thus a saving was made.

(JG) asked for review of variances documentation similar to that provided during the Spring and Summer meeting – GCM to provide.

(GCM) confirmed this was the final End of Year statement which is working according to Hackney requirements and not the Monitoring statement which the Resources Meeting Members receive during the year, which is worked out by her and sets out the variances clearer. Agreed GCM will output the summary onto the usual format and send to Governors.

(GCM) Confirmed a reduced carry forward this year of £903,620 compared to last year's £1.2m. Equating to 9.75% of the whole budget. (£1.5m year before last, £1.2m last year and now down to £903K).

A plan is submitted along the figures of what the carry forward will be used for (pg. 32) as per Hackney requirement.

Governors discussed whether the £400K will be enough for refurbishing the caretaker house at HG, understanding that supplies are more expensive than two years ago and the decline in pupil roll numbers. Ms Davie confirmed a budget has been given to the project manager, which should cover all the works. The school is awaiting the final feasibility report, which will be presented to the resources committee when a detailed costing plan is in place. (GCM) advised that currently £410 council tax is paid each month on the property and has increased yearly due to it being empty.

Sarah noted that the budget is in a very good position but it is prudent to have a contingency plan.

(JG) and (SW) asked if the committee were happy with 9/10% carry over, although the recommended is around 8%.

Agreed and approved on behalf of the governing body by the resources committee.

b) The Viridis Schools New Year Budget 2023-24 (including forward projection)

2023-2024

GCM discussed the CFR Report looking at the run of predicted figures for 2023-2024 and note the following items:

- SEN funding is calculated on the number of children with a projected figure of approximately £380K which can go up/down in the year and is also dependant on what Hackney Ed allocates for SEN.
- This is the same scenario for PPG with predicted figures of £985k however based on pupil census' at different points of the year.
- Key point to note that Supply Teachers E26 and Supply Teaching Assistant E27 will need to be monitored very closely on a month to month basis in order to not over spend.
- There are no existing leasing charges. Photocopying machines carry no lease fee attached to them going forward as these have all been paid off and any new IT equipment has been bought outright.

To summarise the federation has a new budget of just under £11 million and expenditure of £11.5 million which will be covered by the carry forward with a projected remaining carry forward into next year of £233K.

All agreed budget – confirmed

(SW) advised it would be better to hold this resources meeting to agree the budget nearer to the May Full Governor Board meeting so that the budget can be recommended and signed off.

(LH) questioned whether this change needs to be recommended by all

(RD) to adjust dates on calendar to move Resources Meeting to take place before the FGB meeting in May

c) Risks & planning (inc.. carry forward)

As discussed above in 4.b

5. Staffing Update

- 2023/24 structures including leadership structure and recruitment to leadership posts including risks: recruitment & retention

The Federation have a strong leadership development programme using NPQs, external coaches and in house training to grow new leaders into roles. The structure of leadership includes Subject Leaders, Phase Leaders, Assistant Heads, Deputy Heads and HTs. Talent spotting and development training is robust.

(RD) Recruitment to the HT role at SW was unsuccessful in Summer 2022. Ms Carr agreed to undertake an acting role to ensure leadership stability but it is time limited. Recruitment to the HT role will recommence in September 2023.

Long term succession planning for headships remain a core priority. There will be predicted movement in headship at both Orchard and Hoxton Garden in the upcoming two / three years; evaluating Marketing options the cost of living high and the fact that people move in or out of London.

- Teaching Apprenticeship Update

(RD) Confirmed that the teacher apprentices are on track and qualify in September. They have all completed their required placements on another school site within the Federation. However there are challenges around recruiting in this area too.

A design of a three year training pathway in collaboration with LMU is being designed for the 2024 application round. There were 167 applications which is in line with as last year's number.

- Performance management reviews

(RD) confirmed performance management reviews will be taking place in the next 4 weeks and so far no applications for the upper pay scale/Threshold have yet been received.

- Teacher workload and well being

The Federation carries out annual audits on teachers' wellbeing and workload and the audit resulted in some adjustments including:

- The marking policy was reviewed using teacher feedback and consultation.
- Continuation of more onsite training rather than moving sites every Wednesday.
- An Employee Assistance Helpline was purchased and set up which supports staff with stress and offers counselling on a variety of personal and workplace issues, bereavement counselling, legal and other issues. This a cost effective help to staff and it benefits both staff and their family. An increase in team wellbeing events (staff breakfast)

6. Premises Update

- Premises Works Expenditure 2022-2023

(RD) Discussed with Governors Pg. 37-39 is a list of supplier expenditure for all three schools and who has undertaken the services.

(GCM) confirmed that as a Federation the same companies are used unless there is a problem. This ensures continuity and the suppliers are familiar with the sites; contracts are reviewed to ensure quality matches price.

(SW) commented that this is a good list to have.

Current capital works and planned capital works

- The leak at Hoxton Garden on the back staircase has been fixed and paid for by the school. Liaison has taken place with LBH as the leak became more extensive during the façade works.
- The library project at Hoxton Garden has been completed.
- The therapy room at Orchard is being refitted in the summer holidays to make it more purposeful for therapeutic sessions, including water access.
- The windows at Southwold have been surveyed by LBH and remedial works identified however other schools have a greater need, as a result SW is on hold. One window will

cost in the region of £16k/£18K, to replace all of the windows it would cost approx £800K. Southwold's windows are in a bad shape but by no means worse than other schools.

- House at Hoxton Garden see above page 2/3 of this document.
- The Play structure in backlands at ORC has been regularly inspected but the span of life is coming to its end and no longer sustainable and will need to be replaced within the next 12 months.

7. Health & Safety

- GDPR

The senior finance officer has undertaken training to enact the Data Protection Officer role. This is as a result of the previous senior finance officer leaving post.

In 2022 – 2023 there have been two SARs requests. In the previous two years, there were 5 in each year.

The staff privacy policy, parent policy and GDPR policy have all been updated and shared.

- Health & Safety

Fire risk audit remedial works have been undertaken and evacuation plans updated across the three schools. Termly fire drills have been completed and assessed for efficiency.

- Safeguarding

The SCR's have been audited by HR and identified actions completed to ensure robust tracking of all key information. A daily SCR circular is fully embedded across the three schools for agency staff. This was a requirement added to the KCSIE 2022.

Office checking systems for external professionals working on school site have been spot checked for efficiency and compliance, including checking/ verifying identity and copying / storage of DBS documentation.

All staff and Governors have undertaken safeguarding training in line with KCSIE 2022.

8. Policies

a) Federation Contractors Policy

- Safety Rules for Contractors

Same as before, contractors are required to sign the policy in order that they are aware of the Schools' H&S and the responsibility of H&S is passed over to the contractor when they carry out works in school.

(GCM) confirmed that Hackney need to carry out H&S audits in all schools. Southwold's audit is due next week.

GCM confirmed that the federation has a policy for contractors and this will be shown to the Hackney H&S auditors alongside all the documents. GCM confirmed it will be useful to compare Hackney's audit alongside the school's external company.

- Emergency & Critical Incident Management Plan

(SW) questioned if this document was an adopted Hackney policy, and does it have to be so precise as it sometimes gave HT more emphasis than the EHT. Sara confirmed it was not always clear. Also pointed out that some of the Hackney nominated persons had left.

(RD) will check it and ensure it is made clearer. Rachel confirmed that all schools need to have one; no changes were made other than names and she will check with the senior team at Hackney and request an updated Hackney version.

b) Safeguarding

Governors asked if these policies need to be approved; no just sharing of information

10. Any Other Business

None

11. Glossary of Common Terms

None

Meeting ended at 5.55pm