



**Hedgewood School**  
**Finance, Personnel & Resource Sub-Committee Meeting**  
**Non-Confidential Minutes Thursday 9<sup>th</sup> November, 2023**  
**7pm via School Virtual**

Members of Committee	
Michelle Doherty	Parent Governor
Andrew Fenlon	Co-opted Governor
Avishka Kumarasinghe	Parent Governor
Rachael Phillips	LA Governor
Pearl Greenwalt	)Ex Officio
Bryony Smith	)Ex Officio
Jacqui Murphy	Clerk

**GB Core Functions (reference key for agenda items)**

- 1 Ensuring clarity of vision, ethos and strategic direction** – *engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.*
- 2 Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff** – *school self-evaluation including working with data, monitoring visits and responding to reports; performance management.*
- 3 Overseeing the financial performance of the school and making sure its money is well spent** – *annual report; Pupil Premium and PE and Sport Budgets.*

Agenda Ref	Item	Action	GB Core Ref
001F/2023-24	<b>Statutory Duty: Welcome. Apologies for absence</b> and the committee's acceptance or rejection of any absences. Any changes to the committee. Avishka Kumarasinghe has joined the committee. Resignation accepted from Lesley Taylor.		1
002F/2023-24	<b>Term of Reference to be agreed</b> All having read and agreed them. To be signed and handed to Claire Dani for filing.	<b>Action: RP to Sign TOR and pass to CD for filing</b>	1
003F/2023-24	<b>Election of Chair for School Year:</b> Rachael Phillips Proposed by MD and seconded by AF for Chair Rachael Phillips re-elected for Chair		1
004F/2023-24	<b>Statutory Duty: Declarations of Interests.</b> No extra declarations.		1 2 3

005F/2023-24	<b>Statutory Duty: Any Other Business</b> <ol style="list-style-type: none"> <li>1. Discussion of remuneration for Assist Heads-Co-Heads</li> <li>2. TAs pay differentiation- Co-Heads</li> </ol> <b>Both Confidential</b>		1 3
006F/2023-24	<b>Statutory Duty: Approval of the Minutes of the last meeting on the 15<sup>th</sup> of June, 2023.</b> They were approved. Chair to sign Minutes and hand with HT Report and agenda for the 15 <sup>th</sup> June, 2023.	<i>Action: RP to sign give with CO-HTS' Report and agenda to CD for filing</i>	1 2 3
007F/2023-24	<b>Matters Arising</b> from the Minutes of the 15 <sup>th</sup> of June, 2023 not raised as part of the Agenda. There were none.		1 2 3
008F/2023-24	<b>Impact Since Last Meeting</b> <ul style="list-style-type: none"> <li>• Contract Review meeting held.</li> <li>• One single point agreed each for two members of staff for extra service undertaken.</li> </ul>		1 3
009F/2023-24	<b>Governor Recruitment – 2 Parent vacancies and 1 Co-opted.</b> MD sited the need for an HR person that can sit on the FP&R committee although AJ as another Governor can help, she does not have time for the FP&R meetings. There was another suggestion of an IT person because the current representative is AF and he has just become Chair of the FGB. MD said she could cover that.		1
010F/2023-24	<b>Co-Headteachers Report</b> <ul style="list-style-type: none"> <li>• Teachers' pay-rise now agreed. It was more than we budgeted but we are getting a Central Government grant from DfE which should leave us with a surfeit from the budgeted amount. We have been told we can use that to supplement the Support staff's increase which is also going through. The initial report was an increase of £1925; being outer London that rises to £2226 for everyone and will be an extra £56 on the Special School's allowance. It will be a one of payment this time but will be factored in to the pay scale going forward. As usual most of the budget goes on staff pay; but we are aiming to reduce our TA numbers. We are changing the way we run our classrooms to be more efficient in using our pupils' independence and engagement skills of things that we're teaching so that we are finding we need less. The pupils will have an adult sitting next to them when they are</li> </ul>		1 2 3

	<p>doing independent studies and learning. We are just maximising. At the moment it works, we have lost some TAs, either they have left us or Agency staff that were temps or some are on Maternity leave. We have been filling our TA vacancies but we are 3 posts down. Strategies, curriculum deliveries, professional development all come together to make sure our staff are as skilled as possible. We are also prepping our older children for secondary provision knowing the level of support they will receive then will be different. They need to learn independence so moving elsewhere won't be such a shock.</p> <p>This is going on feedback from parents of children that have moved on. We are trying to work with Meadow around the push for independence to make their transition easier. MD said it sounded perfect, but from a financial point of view, how many heads are we talking about in the whole school?</p> <p>BS answered that from where they were last year, they had their teachers in a supernumerary role; which has been removed this year all are attached and on trial. That reduced it by 3. Reduced a further 3 also ideally another 2, equals 8. Review it then maybe 1 or 2 more. Not more than 10.</p> <p>Part of that our TA rota covering non contract PPA and part-timers. Couple of retirements coming up. Planned work on admin block.</p> <ul style="list-style-type: none"> <li>• Concerned about conversations with Borough about surplus. and 'clawback'. Our Budget is well managed so looks healthy; of course, late payments from Borough make it look wealthy.</li> <li>• So, as JG mentioned to you prior, we are looking at adaptations around the training centre and the blue shed which is old and crumbling; and has asbestos! Needs demolishing. To build a new entrance point to the school with a small admin block with training included. Will release 2 classroom space in main block to increase our numbers by up to maybe 60. Produced data and vision sheets for both showing what we can do ourselves and what we can do with Borough help. Working with Dev (LA) who has been involved with builds here before is on board. All information to him.</li> <li>• Dev's superior Peter to visit Wednesday he is also on board with the need</li> </ul>		
--	--	--	--

	<p>for the school to grow. Good to find out the potential. If we have to do it ourselves, we would repurpose the reception area into the SLT offices. Then the back SLT office as a potential sensory room for interventions. Then may re-site</p> <p>Our Library back into our OT intervention room it will have benefit for our students whereas if the LA get involved; bigger build; increase pupils; increase revenue.</p> <p>A governor asked if there is a costing yet for the small build. CO HT said £2-300,000. With the LA around £1,000,000. From what we've been told the money is with LA to use for increasing provision within the Borough. We are pending a survey. Our buildings are leaking so the survey might put forward the idea of a completely new build.</p> <ul style="list-style-type: none"> <li>• Our other big spend is one playground that had a climbing frame/slide re-sited on it. its degrading; tenders out for various needs looking at £40-50k We also need to look at other playgrounds, 2 need safe climbing equipment. The 4-6-year-olds need to play. More information on play needs were mentioned. Risk assessments currently underway on all play structures. It may be a costly spend and will take out the surplus. We don't want to start until we know where the LA stand. But the pre-phase of one playground will probably have to happen.</li> <li>• We are now 'au fait' with costings And quotes so we have a benchmark of costs. In this Financial year or commit the funds to it happening in the summer term.</li> <li>• Occupational therapy - Due to the complex needs of our pupils there has been an overspend. We will be moving money across from our Core. A question; what 438? That is no longer needed. It's been re-allocated.</li> <li>• Pupil Premium have spent all the previous year funding. Set up changed slightly. Will publish on website. Money has increased slightly which helps to top up the sports premium also around the curriculum. Some discussion. We spread the PP around; PE coach; Communications for non-verbal children; support in classes; respite for clubs. One of our mini buses needs retiring not ULEZ compliant. May have to lease one to</li> </ul>		
--	--	--	--

	<p>replace (see report for more detail) the COHTs will put the PP on the website.</p> <ul style="list-style-type: none"> <li>• Where the Borough needs to pay 3.4% of the high needs top up. They have approached through Schools Forum, nothing been voted yet, mild discussion. Instead of paying it they will pay it in bulk probably not until 31<sup>st</sup> March. No decision on clawback bulk payment before 31<sup>st</sup> April some mainstream will be in deficit.</li> <li>• The amount £35k to payback to Borough. More discussion. Discussion has been had between schools. They have asked if special schools can manage on what we have got the special schools are in a better state than the mainstream some of which are already in deficit. They will pay us at the end. They appear to be short of money. A governor noted it was hard to argue to us we can do without £35k until the end of year. all special schools agreeing bar one. We have benefited from our Finance Officer's hard work the Defender even commended her. It will be a Forum decision.</li> <li>• Helen Redding, who has been brought in by the Borough to help with their finance; wanted to know how send is funded and how we spend money and how we make it work for all our children. As JG was also visiting, she learnt about our past as well as our future plans. It's the high needs budget she was interested in so we wanted to get her on side. More explanation of HR's brief by the Borough making a difference between mainstream funding and special needs. Asked for us to join their starter panel on Finance. She was very impressed. On her radar in a good way.</li> <li>• 4 members of the SEND Dept visited; not a positive visit. S oversees the entire SEND Dept., D oversees all SEND caseworkers, Leah is our caseworker and H was just desperate to see our school. Their visit was not beneficial. They don't believe in ABA it does work for our pre-Phase one. We spent a lot of time in there to see how we operated. They continuously think we ought to take the children they want us to despite the fact we do not have the facilities to take them. We told them you are telling us we are MLD but sending SLD children; we explained about our 4 pathways and how we did projections. They have written changing the banding on</li> </ul>		
--	--	--	--

	<p>some of our children. Trying to reduce funding; stopped funding for 2 months. Case worker understanding why we refuse some children. Only three kids have been agreed others have been held pending. They want us to take extreme cases but we don't always have the facilities to support them - more discussions by governors. New school coming in the Borough, but could be 5 years. They didn't necessarily like us certainly not our ABA provision. We have our funding agreement all signed but now they are saying it didn't go to panel.</p> <p>Not a seamless transfer of ECHP. 2 months held by LA. We have got that back. Our caseworker understood our selection process but of course its up to her superiors. Further explanation. We have made 18 offers for September but the LA have only passed 3 so far. After a question on this CO-HT said we have to put names forward to the LA for consultation. We then have 15 days to consult. Some we can make assessment on paperwork (includes Ed Psych reports) some we have to visit.</p> <p>Governors discuss the new schools promised and what the LA is doing re demolishing and building.</p> <p>The SEND Dept's big issue that we have raised with them is that there are 9 children, whose families are looking for ABA provision next year as they have been in that since they came to Hedgewood and some of them will fight for it to the point of taking the LA to court. They will need the right placement. Some children that have left us have had a complete breakdown. It was noted by a Governor that having to take more complex children cause a gap when they moved to</p> <p>Secondary. There was a lot of discussion about the special schools in the Borough and the continuance of continuity of SEND children to secondary not being addressed by the Borough.</p> <ul style="list-style-type: none"> <li>• Performance Management; no under-performance; one on maternity leave all year so no movement there, all others moved up one point. Governors agreed, Chair to send agreement of that in writing.</li> </ul> <p>We can offset the non-teaching staff increment from the teacher's grant. Also, we have been advised by the LA attendance support officer that we need an attendance officer, its</p>		
--	--	--	--

	<p>important to put attendance with safeguarding. We put together a job description. We interviewed our 2 receptionists and one was hired. She is going to increase her hours; 9am to 4pm Monday to Thursday and 9am to 3.30pm on Friday.</p> <ul style="list-style-type: none"> <li>• We revised the Premises Manager's job description in terms of where overtime was being put and the hours he was doing. It was revised so that he could be clear about his duties and that he has optional rest periods in the day or work them as overtime. Previously On his contract he was our Premises Manager and then had overtime for cleaning. The HR were not happy with that. His work pattern is now 7am to 11am then 3pm until 6pm as PM to ensure quality from the cleaners, morning and afternoon. From 11am to 3pm he can take rest or do overtime.</li> <li>• Deputy Premises Manager; also revised job description; increasing 1 point which is £417. We have asked our Deputy to formally apply for the position. To follow HR guidelines and have it on record.</li> <li>• Plus 1 point for the Attendance Officer from her reception payment.</li> <li>• We continue to look for senior speech and language therapist – we need to have supervision status within our therapy team like the NHS do. This is challenging. So, we need to have therapist at different levels of banding. Special School all over are struggling to get therapists. More discussion upon keeping therapists. Trying sending revised J.D.s to colleges.</li> <li>• Staff absence. TAs of long-term sick. PBS teams quite creative in staff cover so reshuffle; flexible rota. A Governor requested a forecast staffing. System too old. Suggested previous HT just added a column to spreadsheet</li> </ul>		
<b>012F/2023-24</b>	<b>SIP and SFVS</b> SIP work in progress explanation on where they are. SFVS done.		<b>1 2 3</b>
<b>013F/2023-24</b>	<b>Any Other Business Declared</b>  <b>The two items are confidential.</b>		<b>3</b>
<b>014F/2023-24</b>	<b>Any Confidential Items</b> See PART 2 <b>Meeting ended 8.45pm</b>		<b>3</b>

RP

**ACTIONS FROM FP&R MEETING ON 9<sup>TH</sup> November, 2023**

Agenda Ref	Action	By Whom	Date Placed	Date Closed
002	<i>To Sign TOR and pass to CD for filing</i>	RP	9.11.23	
006	<i>to sign give with CO-HTS' Report and agenda to CD for filing</i>	RP	9.11.23	
013/014	<i>To send HR Document on TAs to FP&amp;R members (see part 2)</i>	BS & PG	9.11.23	

