

Wellsprings Primary School

Meeting of the Finance committee held on Wednesday 24th February 2021 at
5.30pm Via Zoom

Attending: Mark Lunn, Shirley Chapman, Chris Hall, Michelle Hall, Gabby Andrews,
Luke Middleton.

1.	Apologies	Actions
	None	

2.	Background to the meeting	Actions
	<p>ML highlighted the reasons behind the LA report to ask governors to invoke the redundancy procedures. The school has, for several years maintained more classes than it has been funded for. Pupil numbers have dropped over the last 2-3 years and are expected to continue to fall. This has led to an in year funding loss of Pupil Premium and an overall loss of circa £67k. Another 2 Pupil premium children are also leaving in the spring term, a loss of a further £12k.</p> <p>We will aim to use 70% of funding on staff costs in line with the national average. This percentage has been higher over previous years.</p>	

3.	Governing Body to decide whether they will adopt the redundancy procedure.	Actions
	<p>Governors discussed whether there was an alternative to invoking the procedure. At this point it was decided that the only way forward was to invoke as this would give options down the line. Once invoked it does not necessarily mean it has to be entered.</p> <p>ML explained that at this present moment we had not received the funding figures, therefore we did not know exactly how many FTE hours we were looking to lose. Several staff had expressed an interest in either reducing hours or voluntary redundancy. ML explained that he had attended several Redundancy forums and was in contact with our HR lead Claire Owen, he now felt he had a better overall understanding than at this point last year. Governors offered any possible help that ML wanted to make the process more manageable.</p> <p>The Governors agreed unanimously to invoke the redundancy procedure.</p>	

4.	Structure and Process of the Procedure	Actions
	<p>A timetable detailing each stage of the procedure had already been sent out to the governors. Following the governors agreement to invoke, ML would issue Teachers with the initial letter explaining the Governing body decision and asking for volunteers. HR would also be notified of the decision who in turn would advise the Unions.</p> <p>Discussion took place to clarify where the governor involvement would lay. Governors would need to sit on either a staff dismissal panel or a staff appeals panel. This could include a staff governor if not directly involved with the process. ML stated that he wished to be involved with the initial meetings with staff as this would produce the second report quicker and give staff more time to seek alternative employment. Also if ML carry's out the initial meetings, this may result in fewer candidates, so governors would only be meeting with the second round of recommendations or those who feel aggrieved.</p> <p>The Chair and Vice chair should sit on alternate panels. Meetings should be held during the day as a preference but could be held later if necessary.</p> <p>ML had agreed with HR to offer an intermediate meeting with staff and Unions.</p> <p>Governors agreed that option 2 was preferable with Governors checking the evidence from ML and ensuring the process is followed.</p>	

5.	Staffing groups	Actions
	<p>The probable aim would be to reduce from the current 11 class structure to a 10 class structure with 2 x reception classes, 3 x year 1/2 classes and 5 x KS2 classes. If 1.5 FTE teachers were lost due to reducing hours or voluntary redundancy, the school could be in a position to run 11 classes.</p> <p>Only teachers would be included in the process.</p>	

6.	Estimated size of savings	Actions
	<p>As we had not received the Budget funding Formula at this point it was not possible to provide this information.</p> <p>As an initial estimate it was expected that we are looking to reduce teaching staff by 1.5 FTE</p>	<p>Awaiting the draft budget.</p>

7.	Selection Criteria	Actions
	<p>As stated earlier only Teachers would be included in the pool at risk of redundancy. The Headteacher would look at the staffing structure and decide those posts that are still</p>	<p>HT to contact HR and</p>

	<p>required and those posts which may be deleted from the structure. The posts/holders are at risk of redundancy and form the redundancy pool. Teachers would be invited to complete a form identifying their relevant qualifications, Experience (To include out of class experience also e.g. Management of staff, Subject leadership), Performance, Pastoral roles and additional responsibilities. All evidence must be able to be validated.</p> <p>Governor discussion followed on the various roles, such as AHT, SEND, TLR holders etc. and whether it was fair to put these into the pool if these are required posts.</p> <p>ML explained that all of these roles were also class based teachers, he had talked extensively with HR as he felt unsure in this area. The only role that produced less clarity was the SEND lead as this is not a class based role. Discussions with HR resulted in the decision lying with the school as to whether to include or not.</p> <p>Further discussion ensued around the SEND role and whether this could be fulfilled by another SEND/Teacher already in a similar role (albeit class based) or whether the post could be readvertised internally and if so when. If the SEND Lead was not to be included in the first selection it would need to be proven why this role had been omitted, this could potentially cause bad feeling between staff. Governors were asked to vote on whether the SEND lead be left in. ML abstained.</p> <p>3 governors agreed that the role should be left in. 2 governors were unsure and felt they would like further clarity from HR, although they would go with the majority.</p> <p>It was agreed that a letter be drafted to HR by CH for clarification and pending this response Governors agreed in principal to all teachers being included.</p>	<p>provide clarity of next steps in light of this advice provided.</p>
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8.	Dates in the Process, including the initial Dismissal Meeting	Actions
	<p>ML had provided the committee members with a calendar indicating each stage of the process and had highlighted the dates required at each stage. Following this meeting staff and unions will be informed of the decision. Staff will be asked for volunteers to reduce hours, look at voluntary redundancy etc this will go towards forming the draft report for the initial dismissal meeting.</p> <p>ML indicated at this point that a member of staff returning from Maternity had requested fewer days and another member of staff was considering to drop a second day. This could result in a 3-4 day saving in hours. Another member of staff is considering voluntary redundancy.</p>	

	The initial dismissal meeting will be on Monday 26th April.	GA,CH,LM
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9.	Panel Memberships	Actions
	<p>Staff dismissal Panel: Chris Hall Gabby Andrews Luke Middleton</p> <p>Appeals Panel: Shirley Chapman Michelle Hall (John Sharpe) Governor who has an IT support contract with the school but is not directly involved in the redundancy process.</p>	

The meeting ended at 18.50