



Morley Memorial Primary School

Resources Committee

MINUTES

Thursday 4th May at 7pm

Venue: School

Governors in attendance: Philip Colligan (Committee Chair – PC); Nikki Brown (Head Teacher - NB); Jonathan Gorrie (JG); Caroline Louth (CL); Sarah Smalley (SSm); Rachel Williams (RW); Sarah Seed (SS); Dave MacPherson (DM)

Also attending: Hannah Cutter (Clerk – HC); Tim Fox (School Business Manager - TF);

The meeting was quorate.

1. Apologies

No apologies. PC welcomed new governor Dave MacPherson to the Committee.

2. Notice of Any Other Business

PC suggested the statutory information on website.

3. Declarations of interests relating to items on the agenda

None declared.

4. Minutes of the meeting of the Resources committee held on 9th March 2017 and matters arising.

RC0610-09 (updated 9.3.17) - After School Club (ASC) cancellation policy – NB to circulate to committee – ONGOING

RC0112-02 – PC to speak to RW regarding Health & Safety named governor roles and visits – COMPLETE

RC0112-03 - JG & CL to consider systems audit within the finance link governor job description – ONGOING

RC0112-06 FOM – NB to update funding priorities list with amounts per item – PC asked NB to add notes and send back - ONGOING

RC0903-01 Finance – COMPLETE

RC0903-02 FOM – NB to send list of FOM funding priorities to the Committee – COMPLETE

RC0803-03 - JH to circulate appendix 2 of Complaints policy to all Governors – COMPLETE

RC0803-04 JH to make amendments to draft agendas and circulate – COMPLETE

The minutes were accepted as true and signed by the chair.

5. Feedback from Committee Members on school visits or training

JG advised that he had been on financial training. PC noted that recording attendance at training needs to be clearly documented. The Committee agreed.

6. Finance

a. Budget approval

The BCR had been circulated prior to the meeting.

Morley Memorial School Budget 2017/18 explanation sheet had been circulated prior to the meeting. Capital Budget Plan 2017/18 sheet had been circulated prior to the meeting.

CL and JG examined the report with TF earlier in the week; CL had been involved with the budget meetings and was present at the budget build meetings.

TF referred to the notes on the 2016/17 carry forward. Schools Block funding for training and resources with agency cover to be carried on agreed budgeting of 3.5% £46,843.

A governor queried why the amount being carried forward was that size, asked TF to clarify.

TF stated that last May the predicted carry forward was £182,799. The school did not have teacher resignations at this point.

PC stated that it was thought the Playground redevelopment was included in the £182,799. TF advised that they did not know the timescale of the playground redevelopment.

A governor queried whether the Capital Budget included boiler repayments and the playground development.

TF informed the committee that the boiler loan had now been paid off.

TF asked the Committee to look at Capital Budget Plan 2017/18 sheet for breakdown.

NB stated the as has been discussed previously school is experiencing rising costs associated with SEN with pupils requiring high levels of support but no allocated funding. There is an assumption of a notional SEN budget within the funding for all pupils as schools are expected to fund the first £6000 of costs. An additional £10,000 had been added to the SEN budget this year to try to plan for potential SEN costs though this may or may not be required NB explained although some additional funding can be made available to schools by the LA Morley would not qualify for this.

An underspend on learning resources was noted. PC asked if the teachers had a plan and a process for spending and if they spend far enough in advance of end of financial year.

TF explained that the teachers go to him or NB if looking likely to overspend, TF makes sure everyone knows the deadlines, and to keep him informed of potential overspends. There is also a budget file which teachers can access with info on their budget in the office.

A governor expressed how it is a shame that in some areas it is not being spent, and would there be ways to support the teachers in spending effectively e.g., look at using unspent budget in other areas.

A governor suggested bringing it up in staff meetings to say it would be taken and used for the whole school if not spent. That it needs to be looked in to earlier and would mean opportunities for all. Governors agreed.

PC asked NB if additional administrative support to free up leadership time had been considered. NB stated that there were no more hours available to utilise in the current office team. Although an additional admin post could be created it was felt that whilst this may be affordable this year the projected deficit could result in possible redundancies the following year so it did not seem reasonable to increase staffing costs at present.

A governor queried if a short-term contract could be used to clear back log.

NB had not considered this option.

PC asked how Governors felt about agreeing the budget that had a projected deficit.

RW stated that as long as the Committee could see the approach and review it.

TF stated that the Committee and school would see more in September when pupils start.

Governors discussed the projected deficit in detail. They were concerned about showing a projected deficit but acknowledged that it was a relatively small % of the overall budget and it related to the second year 2018/2019. TF explained that the budget build process uses conservative figures e.g. current school census shows pupil numbers at 401 but this may be higher in 2018 leading to £20,000+ of additional income. A governor stated it felt unnecessary to make cuts to this budget based on a projection which may or may not occur and that changes which cannot yet be predicted or known could reduce or increase this figure for 2018/2019. It was acknowledged that the school is using a significant amount of reserves to balance the budget this year but governors felt that this was appropriate. A discussion was had about whether the income figures should be adjusted to take into account possible increases in income from After School Club or potential increase in pupils and therefore reduce the projected deficit. NB advised that the figures are roll forwards of current data. To amend this there would need to be a firm basis on which to make changes. CL advised that all of the figures within the current budget have been through the LA finance officer as part of the budget build process.

NB stated that schools nationally and in the local cluster were also projecting deficits and/or using reserves.

TF was optimistic that income levels could increase as historically small amounts of additional income had come in throughout the year. CL agreed that this had usually been the case during her time as finance link governor.

NB stated that if this did not occur then planned expenditure for 2018/2019 would need to be reduced, which would impact on the quality of provision. Governors agreed that spending throughout the year would be closely monitored. It was suggested by a governor that areas of discretionary spending such as the spending on school development, currently £47,000 could potentially be reduced to avoid a deficit if necessary. NB stated that the school would find it difficult to deliver the educational vision if school development funds were stripped away to avoid the £47k deficit.

PC established that if the Committee was unlikely to come to an agreement then it should be put to the Full Governing Body (FGB) because of the projection of deficit for 2018/2019.

The committee had a vote on whether to approve the budget as it stood and the decision was split. It was agreed that the budget approval be referred to Full Governing Body.

TF could not attend the FGB meeting.

PC asked JG to draft for and against summary of the discussion for the FGB meeting being held on Monday 8th May 2017.

JG agreed.

b. School meal cost for 2017/18 discussion on menu, portions and healthy eating

TF drew attention to the fact there had not been any changes to the current price of school dinners from £2.20 for 4 years. There would be an increase to £2.25 from September. TF advised this was due to the fact that the catering contractor (ABM) charge will go up from £2.03 to £2.10.

A governor pointed out the school would then be absorbing the 2% uplift which would impact on the school. PC queried why a 5p increase and not 7p. NB confirmed that TF had looked to other schools and that the average was £2.25.

The committee agreed to the £2.30 price from September.

PC enquired how the school knew the standards were good when it came to the menu and nutrition. NB regularly checks in everyday, all of the feedback goes to ABM. ABM would then go to the kitchens to follow up any feedback that was received.

A governor queried if the contract would be extended.

NB agreed that it would.

c. Cleaning contract tender process

Extended 1 year, agreed to appoint contractor. A governor queried when this would be.

TF advised that this had been followed up that day with a phone call and had received a rough timeline.

PC asked TF to send update on this timeline and to bring to next committee meeting.

TF advised that the timeline would not have moved on by the next committee meeting date and looking to appoint by next January to April.

PC asked TF to have a timeline set out for next meeting.

A governor queried if the current contract can be rolled on for one more year. PC mentioned that this would then come up in year of the projected deficit.

7. School Development Plan (SDP) 2016/17

NB mentioned that there was a projected underspend with staff training of £3,000. The outstanding teaching programme was budgeted with the intention of 4 attending however there were 2 attendees. School Development Plan (SDP) update to be at next FGB on Monday 8th May.

8. Pupil Premium

Pupil Premium Plan 2016/17 had been circulated prior to the meeting.

The committee stated this plan had been self explanatory.

NB explained that there was an underspend of the Pupil Premium (PP) in Breakfast Club due to not knowing if families would use the facility in the same way the following year.

PC advised that the school needs to look at this to not underspend on Pupil Premium (PP) NB agreed with this.

The committee agreed with the Pupil Premium Plan.

9. Personnel

a. Staffing structure proposal

MMPS Proposed staffing structure for 2017/18 sheet had been circulated prior to the meeting.

Staffing structure – PC asked what was the proposal was.

NB confirmed no change but proposed to look at distribution of leadership time and deploying the leadership time to where it is needed. TAs hours allocated to children leaving Year 6 would be recycled from Year 6 to Reception in September, additional hours would be needed in June for child requiring 43.5 hours per week support which equals to two TA positions. This would be part funded by EHCP but school would absorb some costs as the EHCP funding would not cover the cost of the support. Trend shows level of need is rising but not matched by rise in funding.

NB stated that they knew other members were joining half way through the year. Originally the Assistant Head role was to be more office based but has been in the classroom more than first thought. More TAs required to meet needs of new pupils.

A governor also noted inflation pressures added to these factors also would not help the situation.

10. Premises

a. Update on building redevelopment

A redevelopment update sheet was circulated prior to the meeting.

NB and TF attended a site development meeting. At the meeting the landscape architect produced an initial design which excluded swale drainage.

NB showed the committee the possible plans of the playground. NB advised that due to requirements around drainage the initial cost was estimated at £170,000.

PC asked what the previous estimate had been. NB and TF confirmed £90k-£100K. NB stated that a breakdown of the revised amount had been requested. It was advised that the nature of the site meant the extended drainage work needed to be done however savings could potentially be made and that NB had requested the project manager come up with other suggestions and possible resolutions.

PC stated that FOM could potentially raise more money if the plans are shown to the community to show the possible new and exciting redevelopment plan.

NB advised that this would need to move on quickly as the contractors have a timeframe of two weeks in which to schedule the work in if the school chose to go ahead. NB felt that the plans should not go ahead without governors and parents looking at the proposals. NB suggested to the committee to share the information for people to come and see the plans once we have a revised design that is within the £100,000 agreed budget.

PC asked the committee if the members could meet straight after such an open house event to come to a decision and also that the project manager should attend a meeting of the FGB.

The committee agreed.

b. Plan for annual premises inspection

Premise inspection plan – RW would set a date for inspection and notify TF.

11. Policy Reviews

A copy of the mentioned policies was circulated prior to the meeting.

Safer Employment Policy – NB advised that EPM had did not have updated version of this policy as it is now covered by other policies we have in place.

Flexible Working Policy – NB advised that the policy had no further changes.

Governors approved the policy for use by the school.

Discretionary Leave of Absence Policy – NB drew attention to the highlighted changes and advised that under section 2.3 Procedure and Decision Making that an emergency must be notified in the form of a telephone call to line manager, not a text message, and to also confirm by email or in writing. NB advised that in section 2.4 the change was made for an appeal to be considered by a panel of at least 2 governors whose decision is final.

Governors approved the policy for use by the school

12. Communications

PC advised that a note would be sent round to refresh website pages and to look at training.

13. Any other business

Statutory information on the website, NO (Chair of governing body) went on a course for this. NB reinstated links to documents on the website, checked sports plan and would look at what to add to narrative.

PC asked DM to look at an audit on the website; PC would send the audit checklist and asked DM to come back with the feedback. DM agreed.

14. Feedback for Full Governing Body

The Committee agreed the following feedback:

The Budget approval

With no further business, the meeting closed at 9.10pm.

Dates of future meetings:

29.06.17

All decisions pay due regard to the school's equality policy and the Equality Act 2010

Table of actions:

Ref	Item	Action	Owner	Status
RC0610-09 (updated 04.05.17)	4. Review of minutes – After School Club	Cancellation policy – NB to circulate to committee once finalised	NB	Ongoing
RC0903-02 (updated 04.05.17)	4. Review of minutes - Friends of Morley	NB to send list of FoM funding priorities to the Committee	NB	Ongoing

RC0405-01	6.a Finance – Budget approval	Committee to take budget to next FGB meeting for approval	PC	Open
		JG to draft for and against case of the budget to take to the FGB	JG	Open
RC0405-02	6.c Finance – Cleaning contract tender process	TF to produce a timeline of the appointment of new contractor.	TF	Open
RC0405-03	10.a Premises – Update on building redevelopment	Committee to hold public meeting of proposed plans.	NB/PC	Open
		Committee to look at the proposals from the project manager at FGB meeting and come to a decision	FGB	
RC0405-04	11. Policies	Clerk to make amendments to the Discretionary Leave of Absence Policy	Clerk	Open