



Morley Memorial Primary School

Resources Committee

MINUTES

Thursday 9th March 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)

Also attending: Jen Hefti (Clerk – JH); Tim Fox (School Business Manager - TF);

The meeting was quorate.

1. Apologies

1.1 Apologies were not received from Sarah Seed (SS).

2. Notice of Any Other Business

2.1 NB advised that the sports teams now have full kit purchased from Sports Premium funding. School won the Cambridge hockey tournament today and were also awarded the Fair Play award. The Committee offered their congratulations to the team.

3. Declarations of interests relating to items on the agenda

3.1 None declared.

4. Minutes of 1 December 2016 and matters arising

4.1 RC0610-09 – After School Club (ASC) cancellation policy – it was noted that NB, TF and the ASC manager had met to discuss the policy. The manager was drafting a letter to service users regarding the policy change will take effect from September. One month's notice of cancellation will be required with up to six cancellations allowed per year. NB advised that she would approve the policy then communicate the change to parents and circulate to the Committee. ONGOING.

- 4.2 RC0112-01 – Minutes to ASC manager - COMPLETE
- 4.3 RC0112-03 – PC to speak to RW re H&S named governor role and visits – ONGOING
- 4.4 RC0112-03 – Internal financial regulations/systems audit – ONGOING
- 4.5 RC0112-04 – Debtors report to annual agenda plan – COMPLETE
- 4.6 RC0112-05 - Catering contract – on this agenda
- 4.7 RC0112-06 – FoM funding priorities – costs to be added – ONGOING

5. Feedback from Committee Members on school visits or training

- 5.1 JG advised that he had attend the induction training which provided good networking opportunities. He will attend financial training next week.
- 5.2 JG had performed a Pupil Premium visit. The report will be taken to the next Full Governing Body (FGB) meeting.

6. Finance

BCR

- 6.1 The Budget Control Report (BCR) for January had been circulate prior to the meeting. CL and JG had examined the report with TF earlier in the week.
- 6.2 A surplus of £216K was forecast. There were some invoices still to be allocated so there would be a more accurate picture in the February BCR. A Committee Member queried what the planned surplus had been. TF advised that this was approximately £230K. It was noted that £130K of the surplus was allocated to capital expenditure as noted in the Asset Management Plan.
- 6.3 It was noted that there would be underspend in some cost centres, particularly General Curriculum. NB advised that some large expenditure items are still to be allocated meaning that the underspend would reduce.
- 6.4 The Committee agreed that it was a concern that this cost centre was underspent and asked that the school plan expenditure further in advance to ensure that the money was used.
- 6.5 It was noted that a £30K surplus was predicted by the end of year three.

Budget 2017/18

- 6.6 A provisional 2017/18 Budget summary and supporting narrative was circulated prior to the meeting. TF, JG and CL had discussed the provisional budget prior to the meeting. It was noted that these were not confirmed as final figures.
- 6.7 The number of pupils had decreased from 420 to 409 which had an adverse effect on basic funding. Special Educational Needs (SEN) and Pupil Premium (PP) funding had been estimated. There were potential changes to funding from Education, Health and Care Plans (EHCPs).
- 6.8 The cost of the apprenticeship levy had been estimated at £5.5K on advice from the School Financial Adviser (SFA).

- 6.9 A Committee Member queried how the income in this budget compared to the three year budget plan. TF advised that income was estimated to be flat in the three year budget, however it was likely that income would decrease for 2017/18 and additionally there were a number of new financial pressures.
- 6.10 TF advised that he would finalise the numbers with the local authority on 22.3.17. CL would also attend this meeting. The school's financial year would then be closed down with the final accounts available after Easter. This Committee would sign the new budget off at the meeting scheduled for 4.5.17, to which other FGB members have been invited.
- 6.11 NB advised that most of the budget was allocated to SDP targets and staffing. One of the priorities for the budget was to invest more in pupil wellbeing, which was necessary because of a reduction in local authority provision.
- 6.12 NB advised that there was more expectation for schools to accommodate pupils with high levels of need. Regardless of whether an EHCP is awarded, school must fund the first £6K of support for any such pupil.
- 6.13 The Committee discussed increasing administration capacity therefore reducing the burden on teaching staff.
- 6.14 It was agreed that the Committee would receive an outline of the proposed budget before the next meeting.

Fees for extended school provision and commercial lettings

- 6.15 A report was circulated prior to the meeting.
- 6.16 Commercial Lettings - A 50p increase was proposed. A Committee Member queried if the new rates are comparable to similar local facilities. TF advised that this was the case and that charges had been benchmarked. The Committee approved the fees increase.
- 6.17 Wraparound care fees – TF advised that the proposed increases would bring the fees in line with other local provision. The Committee discussed whether some families would be excluded by the increase and concluded that this would not be the case. The Committee approved the fees increase.

School Financial Value Standard (SFVS) 2017

- 6.18 It was noted that the documents were not circulated with the papers for this meeting. The documents will be circulated again and also taken to FGB for the Chair of the Governing Body to sign.

Best Value Statement

- 6.19 The statement had been circulated prior to the meeting. It was noted that it is best practice to sign off this document annually. The Committee reviewed the document and the Chair signed the Best Value Statement.

Funding Formula

- 6.20 It was noted that there would be a 2.6% increase in basic funding however additional costs to schools mean that income may be reduced in real terms by 6-8%. The Committee discussed the various factors impacting school budgets and agreed that it was appropriate to ask parents to join the consultation.

ACTIONS

RC0903-01 – NB to look at NAHT data re funding formula impact

NB to look into CPH study to ascertain whether fairer funding covers basic costs

Committee to agree the format of a letter to parents which should express what it means for Morley Memorial. PC and NB to work on a draft

SSm to ascertain NGA position

RC0903-02 – ACTION: NB to send list of funding priorities for Friends of Morley to the Committee

7. Contracts

Catering Contract

- 7.1 The report had been circulated prior to the meeting. It was noted that the proposed contract was agreed at the prior meeting subject to some further negotiation on price. TF had negotiated an extra 3p from the cost of each meal.
- 7.2 A Committee Member queried what the variation clause was. TF advised that this was related to sharing the risk on living wage increases.
- 7.3 The Committee approved the new catering contract.

Cleaning Contract

- 7.4 It was noted that a one year extension to the current contract had been agreed. A consultant would perform the tender for the new cleaning contract.
- 7.5 A Committee Member queried the value of the contract over the year. TF advised that this was £33K. A Committee Member queried the consultant's rate of 10%. TF advised that this was a standard fee.
- 7.6 The Committee approved the appointment of RMC as consultant for the tender.

8. Personnel

EPM

- 8.1 NB advised that the current contract with EPM was rolling with a three months' notice period. There would be an increase in cost for HR Services of 11% in the next year to bring Cambridgeshire schools in line with others. There would also be an increase in payroll costs of 2.1%. The total additional cost will be £400.
- 8.2 The Committee approved an ongoing contract with EPM.

Staff absence data

- 8.3 The report was circulated prior to the meeting. Figures were largely the same as the prior year apart from once persistent absentee. NB provided an update on management action taken in relation to sickness absence.

Staff wellbeing survey (verbal report)

8.4 NB gave the Committee feedback on the recent staff wellbeing survey. It was noted that this had been a positive process and discussions had been open and honest. Staff were appreciative of the steps already taken to improve wellbeing such as shorter staff meetings, staff released from assemblies etc. It was felt that most pressures were externally driven.

8.5 The Committee noted that recruitment and retention remained an issue across the profession.

9. Facilities

Proposed building redevelopment

9.1 A report was circulated prior to the meeting. It was noted that a meeting of the LA planning committee would be held on 16.3.17. NB, NO, CL and possibly PC will attend.

Proposed playground redevelopment

9.2 It was noted that there had been no developments.

10. Policy reviews

Accessibility Plan

10.1 The plan had been circulated prior to the meeting. It was noted that TF did a lot of work to support the development of this plan. The Committee expressed their thanks to TF. It was noted that the accessibility audit will support the building project. The Committee approved the policy for use by the school.

Complaints policy

10.2 The policy had been circulated prior to the meeting. The Committee noted the clerical errors in the model policy supplied by the LA. It was noted that the main change was related to timescales as there had been an increase in historic complaints in the County. Appendix 2 was useful for Governors to use in the event that they are approached with a complaint. The Committee approved the policy for use by the school.

RC0803-03 – ACTION: JH to circulate appendix 2 to all Governors.

Persistent harassment and complaints

10.3 The policy had been circulated prior to the meeting. It was noted that there had been no changes from the prior version. The Committee approved the policy for use by the school.

Staff Bullying and Harassment

10.4 The policy had been circulated prior to the meeting. It was noted that there had been no changes from the prior version. The Committee approved the policy for use by the school.

11. Parent Survey

11.1 It was noted that the Communications working party are meeting on Monday to discuss.

12. Agenda planning for future meetings

- 12.1 The Committee reviewed the draft agendas for the remaining meetings of the year and agreed various changes.

RC0803-04 – ACTION: JH to make amendments and circulate

13. Any other business

- 13.1 None.

14. Feedback for Full Governing Body

- 14.1 The Committee agreed the following feedback:

Fairer Funding letter

FAQs appendix of Complaints Policy

SFVS

Dates of future meetings:

4.5.17

29.6.17

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 9.3.17)	4. Review of minutes – After School Club	Cancellation policy – NB to circulate to committee once finalised	NB	Ongoing
RC0112-02	4. Review of minutes - Committee membership	PC to speak to RW regarding Health & Safety named governor role and visits	PC	Ongoing
RC0112-03	4. Review of minutes – Internal Financial Procedures	JG and CL to consider systems audit within the finance link governor job description	JG/CL	Ongoing
RC0112-06	4. Review of minutes - Friends of Morley	NB to update funding priorities list with amounts per item.	NB	Open
RC0903-01	6. Finance	NB to look at NAHT data re funding formula impact NB to look into CPH study to ascertain whether fairer funding covers basic costs Committee to agree the format of a letter to parents which should express what it means for Morley Memorial. PC and NB to work on a draft SSm to ascertain NGA position	NB NB PC/NB SSm	Open
RC0903-02	FoM	NB to send list of FoM funding priorities to the Committee	NB	Open
RC0803-03	10. Policies	JH to circulate appendix 2 of Complaints policy to all Governors.	JH	Open
RC0803-04	12. Agenda planning	JH to make amendments to draft agendas and circulate	JH	Open