



**Morley Memorial Primary School  
Resources Committee meeting  
Tuesday 10<sup>th</sup> October 2017 at 7 p.m.**

**Minutes**

**Present:** Philip Colligan (PC) (Chair), Nikki Brown (NB), Caroline Louth (CL), Matt Casey from Spectrum After School Club (MC) (present for item 4c only), Alison Lawrence (Clerk)

1. **Apologies for absence** had been received from Jonathan Gorrie (JG), Rachel Williams (RW) and Sarah Smalley (SS). Dave Macpherson and Sarah Seed had stepped down as governors.

The meeting was quorate and the clerk took minutes.

2. **Notice of any other business.**

The Committee discussed the cleaning contract tender and the contract with Osiris Educational (see items 4e and 4f).

3. **Declaration of interests.**

None were declared.

4. **Finance**

- a. **Budget Control Report (BCR):** The Committee referred to the note dated 2<sup>nd</sup> October 2017 from Tim Fox (School Business Manager) and noted the underspend on staffing. NB reported that budget holders had received regular updates on their curriculum expenditure. It was agreed that CL and JG would meet to discuss the BCR with Tim Fox [**RC1710.4a**].

- b. **Review of school catering finances 2016-2017:** The Committee noted that the catering contract normally results in a small deficit once all costs are taken into account.

- c. **Review of Spectrum After School Provision:** MC was present to share the results of the parental consultation on Spectrum's after school provision. Both current users of Spectrum as well as families on the waiting list had been consulted. MC received 44 responses, which were largely positive. A governor noted that there was some great feedback about MC and his team. MC said that there was nothing of concern in the feedback.

As part of the survey, the school had asked parents about the cancellation policy for the after school club. The current position allowed parents to cancel sessions at short notice with no financial penalty. The Committee noted that this gave maximum flexibility to parents who used the After School Club, but meant that the Club regularly had empty places that couldn't be allocated to families that were on the waiting list and made it very hard for the team to plan resourcing.

The majority of respondents to the survey agreed that there should be changes to the cancellation policy, but there was no clear consensus on what the new arrangements should be. The Committee agreed that the current situation was untenable and discussed the possible options including charging for cancellations or re-allocating places that were the subject of frequent cancellations.

The Committee agreed that it was important for any changes to involve adequate notice periods to allow families to make alternative arrangements.

The Committee asked the headteacher and MC to propose a revised cancellation policy for the Committee to approve. [RC1710-4c].

- d. **Review of Pupil Premium spending 2016-2017:** The Committee noted that Pupil Premium spending was in line with funding, though the profile of the spending incurred during the year looked a bit different to the figures originally allocated due to unforeseen variances such as staffing costs, changing provision, changing budget codes or demands.
- e. **Cleaning contract tender:** The Committee approved the duration of the contract (3 years with an option to extend by a further 2 years) and the evaluation weighting system. The award of preferred contractor would need to be approved by the Full Governing Body (FGB) by email between 30<sup>th</sup> November and 4<sup>th</sup> December 2017.
- f. **Contract with Osiris Educational:** The Committee noted that the FGB had agreed by email a proposal that the school should contract with Osiris Educational for a 3 year continuing professional development programme at a price of £32,990. The Committee noted that provision was available in the budget for this contract.

## 5. Pay and Personnel

**Sickness absence and work/life balance 2016-2017:** The Committee noted that Morley was below average in respect of the number of sick days taken by a teacher. The absence figures for support staff looked high, but the Committee noted that this was largely due to a small number of staff with higher levels of absence. The Committee noted that the school was managing sickness absence in line with the policy. The Committee asked to see comparisons with previous year's figures.

## 6. Buildings and facilities

**Building re-development update:** NB explained that the playground redevelopment works were ahead of schedule, the groundworks had been done and the natural and artificial turf had been laid. NB had met with the designer and contract manager regarding the play equipment design and was waiting for those final costings to be provided. The play equipment was due to be installed after January 2018 and the exact date was dependent on a range of variables e.g. weather, the grounds, the supplier.

The Committee noted that the FGB had approved the specification and quote (£85,649.55) for the ground works for the playground redevelopment by email in July. Subsequently, the headteacher had been notified of a variation in price of £10,000, which the local authority had agreed to cover from its budget.

The main building redevelopment works were scheduled to start on 16<sup>th</sup> October 2017 and finish on 29<sup>th</sup> March 2018. On 24<sup>th</sup> October 2017, Morgan Sindall will set up its temporary site office in the back playground, this will have an impact on play space and staff car parking, which has been flagged with staff. By the end of the summer term 2018, they will finish the classrooms and by the end of the summer holidays they will finish the reception classrooms and the interior refurbishment.

A governor asked whether there have been sufficient communications with parents over the progress of the redevelopment. NB said that she regularly included an update in her weekly newsletter and there would be a dedicated website which would include updates from Morgan Sindall.

NB stated that entry and exit for Y1 and Y2 will be affected and lunchtimes will have to be staggered over 1.5 hours.

## 7. Communications

**Items from parental survey:** This will be covered at FGB on Thursday 12<sup>th</sup> October 2017.

**Statutory information on school website:** This will be covered at FGB on Thursday 12<sup>th</sup> October 2017.

## 8. Policies

**Whole school pay:** NB informed the Committee that she had received a notification that day from Cambridgeshire Council regarding the new suggested payscales for 2017-2018. The Committee agree that the school should follow the approach set out in the letter, subject to confirmation that the increased costs were affordable within the agreed budget.

There was a discussion about the highlighted changes in the whole school pay policy. A governor pointed out that the policy requires there to be 5 governors sitting on the pay committee, but at present there are only 3. Another set of 5 different governors needs to sit on the appeal committee. The Committee noted that this should be flagged at FGB.

The Committee agreed that it would need to see the School Teachers Pay and Conditions Document 2017 and the full costings of implementing the uplift suggested by Cambridgeshire County Council. NB agreed that she would be able to provide those costings by the FGB meeting on 12<sup>th</sup> October 2017.

## 9. General

**Elect chair and vice chair:** The Committee agreed that PC should continue as Chair.

**Agree Terms of Reference:** The Committee agreed to maintain the existing Terms of Reference.

## 10. Agenda planning

**Review membership:** The Chair noted that the Resources Committee is short of 4 governors. A governor suggested that the search for new governors should encompass people with a breadth of experience, as well as those who specifically meet the skills audit.

**Identify skills gaps/perform audit:** It was noted that the governors are required to update the skills audit on the governors' website.

**Fundraising/Funding priorities:** It was agreed that this matter should be carried forward to a future committee meeting.

**Identify training requirements:** It was agreed that this matter should be carried forward to a future committee meeting.

### Table of Actions

Ref	Item	Action	Owner	Status/deadline
1710.4a	4a	CL to meet Tim Fox to discuss BCR	CL	By end of term

1710.4c	4c	Spectrum cancellation policy re-draft	Matt Casey/NB/Tim Fox	By end of term
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