



**Morley Memorial Primary School  
Resources Committee  
MINUTES  
Thursday 1<sup>st</sup> December 2016 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)

**Also attending:** Jen Hefti (Clerk – JH); Tim Fox (School Business Manager - TF); Matt Casey (Spectrum Manager – MC)

The meeting was quorate.

**1. Apologies**

Apologies were received and accepted from Rachel Williams (RW) and Sarah Seed (SS).

**2. Notice of Any Other Business**

None tabled.

**3. Declarations of interests relating to items on the agenda**

None declared.

**4. Minutes of the meeting of the Resources committee held on 5<sup>th</sup> July 2016 and matters arising.**

**Actions**

- RC0610-01 – authorisation levels for terms of reference – COMPLETE
- RC0610-02 – agenda planning – spread of workload – COMPLETE
- RC0610-03 – agenda planning – budget approval – COMPLETE
- RC0610-04 – JG induction training – now scheduled – CLOSED.
- RC0610-05 – Termly briefing feedback – COMPLETE
- RC0610-06 – use of procurement card added to Internal Financial Procedures - COMPLETE
- RC0610-07 – catering contract – on this agenda
- RC0610-08 – After School Club manager to provide review of provision – on this agenda
- RC0610-09 – After School Club cancellation policy – ONGOING
- RC0610-10 – Cleaning Contract – on this agenda.
- RC0610-11 – Friends of Morley/playground redevelopment – on this agenda
- RC0610-12 – Friends of Morley fundraising priorities list – on this agenda.

The minutes were accepted as a true record and signed by the Chair.

## **5. Matters arising**

A Committee Member queried whether the communications working group had been established. It was noted that the group would be convened in the New Year.

## **6. Extended school provision (breakfast club, Spectrum after-school club, holiday club)**

The Committee received an update from Matt Casey (MC), the manager of the extended school provision. The following points were noted:

- MC reported that the service was performing well overall. Demand remained high and there was a waiting list for places.
- MC advised that a safeguarding audit was performed and all actions identified in the audit had been addressed.
- MC reported that despite there being a waiting list for places, take up of Spectrum (after-school) sessions had reduced by 18%. The Committee discussed the issue in detail, key points included:
  - The drop in take up of sessions meant that the provision wasn't available for other children and also had an impact on the financial sustainability of the service. It was important to address this.
  - Half of the reduction in take up could be attributed to parents cancelling sessions at short notice. Half of the sessions cancelled at short notice were by the same small number of families.
  - The Committee noted that the cancellation policy for the after-school club allowed parents to secure a place and cancel sessions without any financial penalty.
  - It was noted that other after-school clubs run in parallel to Spectrum and often have only one session per week, which means that some places are cancelled for one day a week while a child attends the other club.
  - It was noted that it was difficult to fill sessions on an ad-hoc basis, as families normally plan their childcare provision in advance.
  - It was felt that it was important to maintain some flexibility in the cancellation policy to support families with genuine reasons for needing to change their child arrangements at short notice. For that reason, it wasn't felt appropriate to introduce a notice period of a term or half-term.
  - It was agreed that the school should propose revisions to the cancellation policy that strike a balance between ensuring flexibility for cases of genuine need and ensuring that places are used to meet demand. It was also agreed that changes should be phased in with clear communications to families.
- The Committee discussed staff recruitment and retention. It was noted that the majority of roles were part-time and that the pay rates were set by the Local Authority. MC advised that he was considering a possible restructure in order to create some more senior roles that would provide resilience and improve retention.

- The Committee discussed the implications of the proposed building redevelopment on the extended school provision and agreed to revisit this in due course.
- The Committee agreed that it would receive a report on the finances and quality of provision at the last meeting of the academic year. That report should include results of the user survey and priorities/required actions from the self-evaluation framework.

**RC0112-01 – ACTION: JH to send this section of the minutes to MC once approved. MC to make proposal to change cancellation policy.**

## **6. Committee membership, training and visits**

Membership – up to date.

Training – JG to complete induction training in the New Year.

Health & Safety visits – PC to speak to RW.

**RC0112-02 – ACTION: PC to speak to RW regarding Health & Safety named governor role and visits**

## **7. Finance**

### Budget Control Report (BCR) – to end October 2016

The report had been circulated prior to the meeting. The following points were noted:

- The projected expenditure was in line with the agreed budget. There were some profiling issues on the BCR, which were being addressed.
- A Committee Member queried whether the surplus was in line with that predicted. TF advised that the surplus was higher than originally projected due to lower than expected expenditure on capital.
- Funds would be capitalised from revenue for various capital works. This had been approved by the Local Authority.

### Response to financial audit

- Internal Financial Procedures: It was noted that additions relating to governor monitoring of procurement cards had been made. A Committee Member queried the best approach for governor monitoring.

**RC0112-03 – ACTION: JG and CL to consider systems audit within the finance link governor job description**

- It was agreed that the Committee should receive an annual report regarding debts written off.

**RC0112-04 – ACTION: JH to add to agenda plan**

- The Committee approved the Internal Financial Procedures for use by the school.

- Asset Management Plan: The Committee welcomed the draft Asset Management Plan and noted that it was a working document that would enable the school to plan and monitor reactive maintenance expenditure.
- Sign-off of audit report: TF confirmed that all actions had been addressed. The Committee agreed that the Chair of Governors should sign off the report.

## **7. Update on contracts 2017/18**

### Cleaning

A document was circulated prior to the meeting setting out a recommendation for the cleaning contract. The following points were noted:

- The current cleaning contract with ACR was due to end in March 2017.
- The school had obtained three quotes from providers, including ACR, and the recommendation was to extend the contract with ACR for another year to March 2018.
- A Committee Member queried why ACR was being appointed given that they didn't submit the lowest cost quote. TF explained that the school was satisfied with the current personnel and service and didn't want to risk a change in provider for a small cost saving.
- The Committee agreed to award the one year contract to ACR.
- It was agreed that, before the end of that contract period, the school should undertake a full procurement exercise for a longer contract. TF confirmed that LGSS would be able to run that tender process on behalf of the school.

### Catering

A document was circulated prior to the meeting setting out a recommendation for the catering contract. The following points were noted:

- The current contract was awarded to ACL, following a full procurement exercise, for three years from 1<sup>st</sup> April 2014 and could be extended for a further two years.
- The school was satisfied with the performance of the contractor.
- The school had undertaken research into what providers were being paid by other schools, which showed that the current prices were very competitive. It was noted that the school had secured a good deal.
- The school had negotiated with the provider and, if the contract was extended for a further two years, then the costs per meal would rise to £2.10 in 2017/18 and £2.20 in 2018/19.
- It was agreed that the school should extend the catering contract with ACL for a further two years and that, in advance of the end of this contract, a full procurement exercise should take place.

## **8. School Development Plan (SDP)**

The SDP was circulated prior to the meeting. The following points were noted:

- The SDP was due to be considered by the Full Governing Body on 8<sup>th</sup> December 2016. The Resources Committee was being asked to review the draft in advance of that and to agree that the allocation of Resources was appropriate given the available budget.
- 3.5% of the budget had been allocated to spend on SDP priorities.
- Expenditure on achievement would be supported by Pupil Premium (PP) funds.
- A Committee Member queried whether the Premises section was different to the Asset Management plan. NB advised that the Asset Management plan covered routine maintenance and resources in the SDP were focused on investment in e.g. the playground, which directly supported priorities in the SDP.

## **9. Pupil Premium Plan**

The Committee was asked to approve the Pupil Premium Plan for 2016/17. The following points were noted:

- The school had received £48,000 in Pupil Premium funds for 2016/17.
- The Committee discussed whether it was possible to measure the difference that individual interventions have on pupil attainment, and noted that it was not possible given the small numbers involved and the cumulative impact of a wide range of factors of children's attainment.
- The Committee noted that the Education Endowment Fund toolkit had been used when formulating the plan.
- The Committee approved the plan and expressed thanks to Beth McGreer (SENCo) for the format and detail of the plan.
- NB advised that last year's expenditure report was on the website. The 2016/17 plan will be published on the website now that it had been approved.

## **10. Sickness absence**

The staff sickness absence data was circulated prior to the meeting. The following points were noted:

- The school remains below average for teacher absence.
- There is no comparative data for non-teaching staff however Teaching Assistant absence was higher than for teaching staff.
- NB advised that she met with a governor to formulate the wellbeing survey. Group sessions will be held in January. Staff will have the opportunity to complete an individual survey. This survey will give staff the opportunity to reflect on their own circumstances and the

results do not have to be shared. Feedback will be brought to this Committee in the Spring term.

**RC0112-07 – ACTION: staff survey feedback to be brought to next committee meeting**

## **11. Friends of Morley**

NB advised that the funding priorities list had been updated after input from teaching staff.

- It was agreed that the revised priorities list would be circulated to the Committee for approval and then to the Friends of Morley.
- Additional items added to the list included:
  - £99 for subscriptions to whole school resources such as 'Twinkle'.
  - 14 digital cameras at £85 each.
  - Funding for Christmas party items including for the purchase of cutlery for use throughout the rest of the year.
  - Funding for gardening club.
- The Committee discussed the potential purchase of ICT equipment such as iPads and agreed that the school should be clear about how ICT would be used before purchasing additional kit.
- The Committee extended its thanks to the Friends of Morley for their outstanding work to raise funds for the school and support the wider school community.

**RC0112-06 – ACTION: NB to update funding priorities list with amounts per item and circulate to the Resources Committee.**

## 12. Premises

### Building Redevelopment

- An objection to the planning permission had been received by the Council. The contractor has addressed the issues raised. There have been 'internal delays' regarding progressing the planning application, somewhat related to the potential impact of the nursery on traffic. The application was due to go to Planning Committee in January.
- NB had met with an architect to gain insight into potential costs for design and project management for the playground redevelopment.
- NB had also met with RW who provided helpful suggestions round tightening the brief and providing clarity of vision for the project.
- It was now agreed with the Council that the same contractor would be used for the building and the playground.
- It was noted that RW is the lead governor for the project and that NB will continue to feed back to her.

### **13. Policy reviews**

#### Management of Sickness Absence

The Committee noted that the policy had changed substantially and provides clear guidance. It is an EPM model policy.

The Committee approved the policy for use by the school.

#### Grievance procedure

The Committee noted that the policy was based on an EPM model.

The Committee approved the policy for use by the school.

#### Lettings policy

The Committee noted additions relating to the updated Keeping Children Safe in Education guidance.

The Committee approved the policy for use by the school.

### **14. Communications**

#### Parent survey

The Committee were advised that the Chair of Governors has the feedback to be placed on the school website.

### **15. Any other business**

None.

With no further business the meeting closed at 9.21pm.

#### **Dates of future meetings:**

- 9.3.17
- 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	4. Review of minutes – After School Club	Committee to consider cancellation policy	All	Ongoing
RC0112-01	After School Club	JH to send this section of the minutes to MC once approved. MC to make proposal to change cancellation policy.	JH/ MC	Open
RC0112-02	5. Committee membership	PC to speak to RW regarding Health & Safety named governor role and visits	PC	Open
RC0112-03	6. Finance – Internal Financial Procedures	JG and CL to consider systems audit within the finance link governor job description	JG/CL	Open
RC0112-04	6. Finance – BCR	JH to add report on debts to agenda plan	JH	Open
RC0112-05	7. Catering contract	TF to conduct further negotiation and advise committee via email	TF	Open
RC0112-06	11. Friends of Morley	NB to update funding priorities list with amounts per item.	NB	Open
RC0112-07	10. Sickness absence	Feedback from staff survey to be brought to next meeting	NB	Open