



**Morley Memorial Primary School  
Resources Committee  
MINUTES  
Tuesday 5<sup>th</sup> July 2016 at 7.30pm  
Venue: School**

**Governors in attendance:** Nikki Brown (Head Teacher - NB); Sarah Seed (Committee Vice Chair - SS); Caroline Louth (CL); Sarah Smalley (SSm); Rachel Williams (RW)

**Also attending:** Jen Hefti (Clerk – JH)

The meeting was quorate. In PC's absence SS chaired the meeting.

	Notes	Actions
1.	<b>Apologies</b>  Apologies were received and accepted from Philip Colligan (Committee Chair – PC), Jonathan Gorrie (JG) and Tim Fox (TF).	
2.	<b>Notice of any other business</b>  None tabled.	

3.	<p><b>Declarations of interest</b></p> <p>No interests were declared.</p>	
4.	<p><b>Review and acceptance of the minutes of the meeting held on 3<sup>rd</sup> May 2016 (circulated) and matters arising</b></p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• 15<sup>th</sup> March minutes to school website – COMPLETE</li> <li>• Terms of Reference – COMPLETE</li> <li>• Financing Schools, Finance regulations and Internal procedure to FGB – COMPLETE</li> <li>• Critical Incident and Business Continuity Plans – on this agenda</li> <li>• Bike work expenditure to FGB – COMPLETE</li> <li>• Parental questionnaire - NB had been unable to access the document to edit it – ONGOING</li> <li>• Charging for School Activities policy to website – COMPLETE</li> <li>• Friends of Morley – carry forward to next meeting of this committee as there will be more to report at that time. ONGOING</li> </ul> <p>The minutes were accepted as a true record and signed by the Vice-Chair.</p>	<p>R0507-01 - Clerk – upload minutes to school website</p> <p>R0507-02 - Clerk – add to agenda</p>
5.	<p><b>Committee membership and training</b></p> <p><u>Membership</u></p> <p>Governors noted that membership of the committee is now at a suitable level due to RW and JG joining.</p> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• The Head Teacher noted that a further governor completed the Safer Recruitment training on 21.6.16</li> <li>• Governors noted the importance of finance training for members of this committee and that all members should attend at least basic finance sessions. The clerk will circulate the new training schedule as soon as it becomes available.</li> </ul>	
6.	<p><b>Finance</b></p>	

### Financial Audit Report

Governors requested an update on progress towards fulfilling the actions noted in the report. The Head Teacher advised the following:

- The Internal Financial Procedure have been updated by TF and will go to the Full Governing Body (FGB) in July 2016 for approval. The requirement for separation on duties has been addressed by the employment of a finance manager to provide extra support in the school office.
- Scheme of Delegation – this document was in place at the time of the audit however was titled the ‘Delegated Decision Planner’. The document has been reviewed and renamed and will go to the FGB for approval in July 2016.
- Cycle of finance policies and procedures – will be reviewed in the Autumn term
- Budget Control Reports (BCR) – now available to all governors
- Checks – all reports, such as bank reconciliations, are signed and dated by TF
- Critical Incident and Business Continuity Plans – this committee to approve these documents (on this agenda)
- It was minuted that the FGB ratified the budget
- Benchmarking – this was discussed and minuted but had not been noted as a separate item on the relevant agenda
- Premises plan – this was included in the School Development Plan (SDP)
- Payroll reports – will be checked and signed by TF
- Separation of duties for the ordering of goods – this is now supported by the input of Finance Manager and TF
- Income received and banked – TF is reviewing
- Inventories – complete
- Governors to approve use of procurement card and complete checks – ***A governor queried how the checks would be carried out.*** The Head Teacher advised that this would be looked at in the Autumn term.
- Governors to receive assurance that internal requirements have been met – for Autumn term
- Staff to have appropriate motor insurance – is already stipulated on the motor insurance form
- External providers to have appropriate insurance – checks in place. IT was noted that school has appropriate liability insurance for anyone working on the premises

	<p>Governors agreed that they were satisfied that the report has been responded to appropriately. SS signed the related declaration.</p> <p>The Head Teacher noted that the auditor will return to school on 15.7.16</p> <p><u>School funding priorities for Friends of Morley (FoM)</u> To be deferred to September meeting.</p> <p><u>County Procurement Audit</u> Governors considered the report which is attached to these minutes and were satisfied that school is compliant with the requirements.</p>	
7.	<p><b>Pay and Personnel</b></p> <p>Part of this item is subject to a confidential minute.</p> <p><u>General</u> The Head Teacher advised the following:</p> <ul style="list-style-type: none"> <li>• All teaching vacancies have been filled. It had been challenging at times however she was confident that the process was successful and robust.</li> <li>• There will be six new staff members in September</li> <li>• Candidates were attracted to the school by the commitment to Continuing Professional Development (CPD) and a staffing structure which allows for career progression</li> </ul> <p><b><i>A governor queried whether school should be concerned about the number of staff leaving.</i></b> The Head Teacher advised that it was a concern but that it reflects the national picture.</p> <p><b><i>A governor queried what support the Governing Body can offer in this area.</i></b> Governors discussed the proposed £1.50 per day parking levy as part of Cambridge City Deal and the impact on key workers and future recruitment. Local Head Teachers are to attend a meeting with a representative from City Deal to express their concerns.</p> <p>Governors noted that in the future it may be appropriate to ringfence part of the budget to support employees with such charges and discussed the need to be open to flexible working requests.</p>	<p>R0507-03 - NB to share this information with SS.</p>

	<p><b>A governor queried whether the issue of Time Off In Lieu (TOIL) had been pursued.</b> The Head Teacher advised that school would be in breach of Teachers' Pay and Conditions legislation as teaching staff are required to be available for 190 per year.</p> <p>Governor discussed the timings of the residential trips and the possibility of holding them during the week as weekend trips impact on staff's work/life balance.</p> <p><b>A governor queried whether staff wellbeing and flexible working should be discussed by the FGB and also form part of the budget setting process.</b> It was noted that such issues will be included in the three year strategic plan to develop the school's status as one that invests in its staff.</p> <p>A governor queried whether there was a quality mark or similar scheme that reflects the school's investment in staff. The Head Teacher advised that there was no formal award however school should continue to ensure that opportunities for upwards or, where appropriate, lateral progression are provided and allow for part time working where appropriate.</p> <p>A governor queried the status of exit interviews for staff leaving the school imminently. The Head Teacher advised that the staff members have been provided with a questionnaire from EPM. They then have the option of an exit interview with a governor/governors.</p>	<p>R0507-04 - NB to send questionnaire to SS.</p>
<p>8.</p>	<p><b>Premises</b></p> <p><u>Update on building and playground redevelopment</u></p> <p>The Head Teacher advised the following:</p> <ul style="list-style-type: none"> <li>• The new cycle provision has been installed. The hoops on the bike racks at the back of school have been replaced and repositioned to allow more useable play space. It was noted that the contractors who carried out the work were very good.</li> <li>• Morgan Sindall have been advised that the plans are now accurate and can be submitted for planning permission. This should take 12-14 weeks however could take as long at 24 weeks if the plans are contested.</li> <li>• Scheduled start date remains as October 2017.</li> <li>• An environmental survey had been carried out to check for nesting bats. None were found.</li> </ul>	

	<p>Governors agreed there was a need to revisit the playground designs as they had been done some time ago.</p> <p><u>Summer Term Premises inspection</u> Governors considered the report which is attached to these minutes. The Head Teacher advised that the majority of the actions had been completed by the Site Manager.</p>	<p>R0507-05 - NB to send updated report with details of completed actions to Clerk</p>
<p>9.</p>	<p><b>Parental questionnaire</b></p> <p>To be discussed outwith the meeting as noted in 'Matters Arising' above.</p>	
<p>10.</p>	<p><b>Policy reviews (all circulated)</b></p> <p><u>Critical Incident Plan</u> The Head Teacher advised that this was based on an EPM model policy and guidance from the LA. A Critical Incident Management Team (CIMT) has been identified whose roles and responsibilities are defined within the plan. Governors to return any comments regarding the plan by 12<sup>th</sup> July.</p> <p><u>Business Continuity Plan</u> The Head Teacher advised that this plan relates to the recovery phase after an incident. An agreement is in place that school can operate from Homerton College in the short term after an incident. In the event of a large scale evacuation, staff and children would relocate to Coleridge School.</p> <p><b><i>Governors approved this policy for use by the school.</i></b></p> <p><u>Health &amp; Safety policy</u> The Head Teacher advised that this was an LA model policy. <b><i>A governor queried whether a Medicine in School policy exists.</i></b> The Head Teacher advised that this was the case. <b><i>A governor noted that the numbering of the sections was incomplete.</i></b> The Head Teacher noted that she would advise EPM of this. <b><i>A governor queried why personal evacuation plans were not referenced in the policy.</i></b> The Head Teacher advised that these were detailed in the Fire Evacuation policy.</p> <p><b><i>Governors approved this policy for use by the school.</i></b></p>	<p>R0507-06 - Clerk – upload to school website</p>

	<p><u>Best Value statement</u>  <u>The Head Teacher advised that there were no significant changes.</u></p> <p><b><i>Governors approved this policy for use by the school subject to the review date being altered.</i></b></p> <p><u>Environmental Issues policy</u>  The Head Teacher advised that pupils will be involved as far as possible.</p> <p><b><i>Governors approved this policy for use by the school.</i></b></p> <p><u>First Aid policy</u>  The Head Teacher advised that the timeframe to report an incident to RIDDOR is to be changed from 3 to 7 days.  <b><i>A governor queried whether the policy should indicate a minimum number of staff with First Aid training.</i></b>  The Head Teacher advised that a staff member cannot be contractually directed to undertake this training, however there is reference in the policy for staff to ‘undertake training as required’ in the case of a 1:1 Teaching Assistant for example.</p> <p>A governor queried the availability of a treatment room as referred to in the policy. The Head Teacher advised that school is not required to allocate a room and that this was a recent addition to building regulations.</p> <p><b><i>Governors approved this policy for use by the school subject to the change to RIDDOR reporting noted above.</i></b></p> <p><u>Risk Assessment policy</u>  <b><i>Governors approved this policy for use by the school.</i></b></p>	
11.	<p><b>Agree feedback to full governing body and messages for governor news</b></p> <p>Governors agreed to report that the Financial Audit Report had been responded to.</p>	
12.	<p><b>Any Other Business</b></p>	

	There was no further business.	
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All decisions pay due regard to the school's equality policy and the Equality Act 2010

Table of actions:

Ref	Item	Action	Owner	Status
R0507-01	4. Minutes	Upload 3 <sup>rd</sup> May minutes to school website	JH	Open
R0507-02	4. Minutes	Add playground development and funding priorities for FoM to next agenda	JH	Open
R0507-03	7. Pay and personnel	NB to share parking levy information with SS.	NB	Open
R0507-04	7. Pay and personnel	NB to send 'exit' questionnaire to SS.	NB	Open
R0507-05	8. Premises	NB to send updated premises inspection report with details of completed actions to Clerk	NB	Open
R0507-06	10. Policy reviews	Clerk – upload to school website	JH	Open