



**Morley Memorial Primary School
Resources Committee
MINUTES
Thursday 6th October 2016 at 7pm
Venue: School**

Governors in attendance: Philip Colligan (Committee Chair – PC); Nikki Brown (Head Teacher - NB); Jonathan Gorrie (JG); Caroline Louth (CL);

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

The meeting was quorate.

1. Apologies

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

2. Notice of Any Other Business

PC advised that the playground redevelopment would be discussed under Any Other Business.

3. Declarations of interests relating to items on the agenda

None declared.

4. Minutes of the meeting of the Resources committee held on 5th July 2016 and matters arising.

All actions complete. It was noted that NB had received exit interview feedback from SS. The forms will be kept in the staff members' personnel files.

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

5. Committee organisation, membership and training

To elect the Chair and Vice Chair of the committee

- CL nominated PC as Chair of the Committee, seconded by NB. PC was unanimously elected as Chair of the committee.
- SS was elected as interim Vice Chair of the committee in her absence. Governors agreed that this should be reviewed at the next meeting.

To review Terms of Reference

The Committee considered the draft Terms of Reference.

A governor queried whether the authorisation levels for procurement were standard terms. It was noted that the levels described in the Terms of Reference were lower than those in the Financial Regulations and Contract Regulations. A governor noted that higher thresholds for authorisation may be required during the building works.

RC0610-01 – ACTION: PC to speak to Chair of Governing Body regarding the authorisation levels.

The committee agreed the Terms of Reference for Full Governing Body approval subject to the above point being clarified.

Agenda planning

Governors discussed the allocation of the workload throughout the year, especially in relation to policy reviews. It was agreed that the agendas for the rest of the year should be drafted based on the meetings overview spreadsheet.

RC0610-02 – ACTION: JH to amend meetings overview spreadsheet to allocate workload more evenly, distribute to governors and draft agendas for the rest of the year.

Governors discussed whether to move the timing of the budget review meeting in order that the budget can be submitted to the Full Governing Body (FGB) for approval by the 5th May 2017 deadline. In prior years, the Resources Committee had had delegated responsibility to approve the budget. It was suggested that all governors could be invited to attend the Resources committee meeting scheduled for 4.5.17 to have sight of the budget.

RC0610-03 – PC to discuss with FGB Chair

Membership, vacancies and skills gaps

Governors agreed that membership was appropriate at present. This will be reviewed again when the term of office for SS ends. Link roles will be discussed at the next FGB meeting.

Training

NB advised that there is an increased focus by Ofsted on Governor training and development. Governors discussed the quality of available finance training for governors and considered whether training aimed at Head Teachers and Senior Leadership may be more appropriate. It was noted that this training would not be included in the current Service Level Agreement with Governors Services (Traded).

RC0610-04 – ACTION: JG to attend Governor Induction training.

RC0610-05 – ACTION: PC to circulate SSm's termly briefing feedback

6. Finance

Budget Control Report (BCR) (August)

The Committee considered the BCR for August.

A governor noted that the increase in the Teaching Assistant (TA) budget should be approved by the committee. NB advised that the increase related to structuring TA time to accommodate the anticipated intake of pupils with Special Educational Needs and Disabilities (SEND).

TF noted that work had been done to correct payroll and coding issues.

A governor queried whether the 'Revised Budget' column recalculates monthly. TF advised that when a change is made in the 'toolkit' the change will be reflected in the BCR.

A governor queried what the net effect of the revised staffing budget would be. TF advised that there would be a slight effect when the pay has been correctly allocated.

A governor queried whether expenditure would be reduced elsewhere to take account of the increased staffing budget. TF advised that the contingency fund would reduce by £24K.

NB noted that the additional staff costs are due to TAs providing 1:1 support for pupils who do not yet have an Education, Health and Care Plan (EHCP) in place. Funding will be received once the applications are approved.

Governors noted the increase in expenditure on staffing and the subsequent reduction of the contingency fund and approved this change to the budget.

It was noted that forecast variances and explanatory notes will be included on the next BCR.

A governor noted that the Development and Training budget was underspent. NB advised that training and development will take place but as the financial year does not correlate with the academic year, expenditure is not yet shown. It was noted that there had been some coding errors relating to the cost centre but this will be corrected.

Virements

The Committee considered a note setting out a number of proposed virements. TF advised that the school financial adviser (SFA) performed the virements. **Governors approved the changes.**

Financial Audit

The Committee reviewed progress against the recent financial audit.

A governor queried whether all actions were now complete. NB advised that some actions were pending and the timescales for these are noted in report. TF and the Finance Manager are developing a list of items for monthly sign off.

A governor queried whether a system had been developed to allow governors to monitor the use of procurement cards. It was agreed that records should be reviewed and signed off by a governor annually.

RC0610-06 – ACTION: TF to add this requirement to the Internal Financial Procedures

Governors noted the record of a telephone call circulated prior to the meeting detailing the Local Authority advising school not to use the FMS system for raising invoices. The auditor had recommended use this system.

Review of school catering costs 2015/16

The Committee reviewed the school catering costs for the previous year.

A governor noted that the cost per meal was set to increase from April 2017. TF advised that he is currently obtaining information from other schools in Cambridgeshire regarding meal costs and will be able to report further to Governors at the next meeting

The Committee noted that the catering contract had been agreed for three years and was therefore due to end next year. The Committee discussed the options, including running a full procurement exercise or negotiating an extension to the contract with the existing supplier. The Committee asked the school business manager to make a recommendation to the next meeting.

RC0610-07 – ACTION: Catering costs/contracts to be added to next agenda – TF to provide recommendation

Review of Spectrum Finances 2015/16

The Committee reviewed a financial report for breakfast club, after school, and holiday childcare provision.

The Committee noted that the after school club had experienced a drop in income caused by a higher proportion of short-notice cancellations. TF explained that some parents booked places for a year and then cancelled the places at short-notice on a regular basis, which effectively blocked places for other children. The Committee also noted that the after school club consistently had a waiting list. The Committee agreed that the cancellation policy should be reviewed to ensure that the maximum number of children were able to benefit from the provision. The Committee noted that this would include reducing the flexibility for parents to make regular short-notice cancellations.

RC0610-08 – ACTION: After School Club manager to provide an annual review at Resources committee.

RC0610-09 – ACTION: committee to consider cancellation policy

Service Level Agreements

Governors noted the list of Service Level Agreements

Amended Local Scheme of Financial Delegation

Governors approved the document for use by the school.

7. Update on cleaning contract 2017/18

TF advised that ACR Cleaning had been covering cleaning duties at the school while staff were unavailable. Given the difficulty in recruiting and retaining cleaning staff, TF proposed that the school should appoint a long-term cleaning contractor. TF explained that he was in the process of obtaining quotes from 3 companies for a one-year contract that would start in April 2017.

The Committee discussed when the school should run a full tender exercise to secure a long-term contract. The Committee noted the additional pressure on the school caused by the audit and planned building works, and asked the head teacher to consider whether to increase capacity to support the Business Manager on procurement.

It was agreed that TF would provide the contract specification, responses from suppliers and costings at the next meeting of this committee. If the contract goes to tender then this process should be approved by the FGB.

RC0610-10 – ACTION: TF to provide details of cleaning contract specification and quotes for next meeting

8. Pupil Premium

The Committee considered the Pupil Premium expenditure and impact report 2015/16

NB advised that the percentages of expenditure noted for each expenditure area totalled 85% and the remaining 15% was accounted for in staffing costs.

To agree priorities for PP spending 2016/17

To be discussed at next meeting.

Statutory information on school website

NB advised that all information is up to date and the PP report will be added once finalised.

9. Friends of Morley

Playground redevelopment

NB advised that she attended the Friends of Morley meeting the previous day. It was noted that due to the drainage issues, planning for the playground redevelopment and the main building works had been submitted together. Once planning permission was granted, the tender pack for the playground will be reviewed as renewed design input will be required.

RC0610-11- ACTION: RW to consult with TF/NB regarding tender and sequencing and report back to next meeting.

Fundraising priorities

RC0610-12 – ACTION: JH to locate list of fundraising priorities relating to playground redevelopment and send to NB

10. Premises

Update on building redevelopment

NB advised that one objection had been lodged however there were no details available.

11. Policy reviews

Support staff probation policy

NB advised that this was standard EPM policy. The procedures were new for the school. The staff have reviewed the policy.

Governors approved the policy for use by the school.

Code of Conduct for All Adults in School

NB advised that this was a standard policy and reflects the updated Keeping Children Safe in Education guidance.

Governors approved the policy for use by the school.

Pay policy

NB advised that EPM recommends that the policy is reviewed annually. Governors are to decide whether to approve the LA guidance for a 1% uplift for all staff. This has been built into the budget.

Governors approved the policy and the 1% uplift.

Redundancy policy

NB advised that there had been no changes to the policy and noted that the Governing Body should be mindful that the LA will no longer make redundancy payments on behalf of the school.

Governors approved the policy for use by the school.

Procedures for dealing with allegations of abuse against staff

Governors approved the policy for use by the school.

Whistleblowing policy

Governors approved the policy for use by the school.

12. Communications

Parent Survey

The Committee noted that there were a substantial number of comments regarding communication and suggested forming a working party to investigate the best approach to improvement in this area. There had been a number of comments regarding incidents of bullying which will be considered at the FGB.

Statutory information to school website

Covered earlier.

13. Any other business

Feedback for Full Governing Body

- Terms of Reference
- Procurement authorisation levels

Governing News

- Pupil Premium Expenditure 2015/16
- Update on building redevelopment.

With no further business the meeting closed at 9.11pm.

Table of actions:

Ref	Item	Action	Owner	Status
RC0610-01	5. Terms of Reference	PC to speak to Chair of Governing Body regarding the authorisation levels.	PC	Open
RC0610-02	5. Agenda planning	JH to amend meetings overview spreadsheet to allocate workload more evenly, distribute to governors and draft agendas for the rest of the year.	JH	Open
RC0610-03	5. Agenda planning	Budget approval – PC to discuss with FGB Chair Open	PC	Open
RC0610-04	5. Training	JG to attend Governor Induction training.	JG	Open
RC0610-05	5. Training	PC to circulate SSm's termly briefing feedback	PC	Open
RC0610-06	6. Finance audit	TF to add the requirement for governors to monitor use of procurement cards to the Internal Financial Procedures	TF	Open
RC0610-07	6. Catering costs	Catering costs/contracts to be added to next agenda– TF to provide recommendation	TF/JH	Open
RC0610-08	6. Spectrum finances	After School Club manager to provide an annual review at Resources committee.	JH	Open
RC0610-09	6. Spectrum finances	Committee to consider cancellation policy	All	Open
RC0610-10	7. Cleaning Contract	TF to provide details of cleaning contract specification and quotes for next meeting	TF	Open
RC0610-11	9. FoM – playground redevelopment	RW to consult with TF/NB regarding tender and sequencing and report back to next meeting.	RW/TF/NB	Open
RC0610-12	9. FoM – fundraising priorities	JH to locate list of fundraising priorities relating to playground	JH	Open

		redevelopment and send to NB		
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