

Minutes of the Morley Memorial Resources Committee

14 October 2014

Attendance: Caroline Louth (CL)
Emma Linney (EL) (Clerk)
Guy Turner (GT)
Helen Devlin (HD) (also Treasurer, FoM)
Michael Catchpool (Head)
Philip Colligan (PC) (Chair)
Sarah Seed (SS)
Tim Fox (TF) (School Business Manager)

Apologies: Andrew Sweasey (AS)
Saranya Sukumaran (SSu)

Nicky Odgers (NO) for item 7
Rachel Calder (RC) for item 7
Matt Casey (After School Club) for item 10

	Notes	Actions
1.	Apologies No apologies for absence were received. AS and SSu did not attend.	
2.	AOB None	
3.	Minutes of previous meeting 9 May 2014 (circulated) and matters arising <ul style="list-style-type: none">- HD pointed out that the £45k allocated to the playground redevelopment project to date was not all coming from the FoM (item 6a, point 2). The FoM had donated £12k to date, with the balance coming from the school fund, the primary sports premium and a further donation from FoM due this term.- The minutes were otherwise agreed as a true record.	
4.	Declarations of interest	

	There were no declarations of interest.	
5.1	<p>Election of the chair and vice chair</p> <p>PC and SS were re-elected as chair and vice chair respectively.</p>	
5.2	<p>Link Governors</p> <p>The meeting decided to postpone the appointment of link governors until after the GB has reconstituted later this term.</p>	Carry forward this item.
5.3.	<p>Review and agree terms of reference (circulated)</p> <p>These were agreed without amendment.</p>	
6.1.	<p>Budgetary Control Report and update (circulated)</p> <ul style="list-style-type: none"> - The Committee noted that expenditure was in line with the budget and noted the report. - CL asked TF to add a variance column to future reports. - TF advised that some items of kitchen equipment had needed to be replaced over the summer holiday at a cost of £14,500. It was noted that this expenditure should have been approved by the Full Governing Body as it was in excess of £10,000. - There was a discussion about staffing which is recorded in a separate confidential minute. 	Approve expenditure retrospectively at next FGB
6.2	<p>Priorities for the Friends of Morley (circulated)</p> <ul style="list-style-type: none"> - PC advised that a more up to date document should have been circulated to the committee, which included the playground redevelopment. - HD reported that the FoM had found the list very helpful and hoped now to be able to develop an effective fundraising strategy. 	Clerk – obtain and circulate updated document

6.3	<p>County funding letter (circulated)</p> <p>Discussion covered in item 7.1, below.</p>	
7.1	<p>Building redevelopment update (circulated)</p> <ul style="list-style-type: none"> - There had been little movement on the project since the last meeting. - The County Council had decided to hold a further stakeholder consultation following discussions with the Save Early Years group, but had not yet set a date. - The project was unlikely to be impacted by the substantial reduction in funding from central government outlined in the recent basic needs funding letter (circulated) because the County planned to operate a nursery school from the current early years site once it is vacated by the school. - The Committee welcome confirmation that the current early years would be re-purposed as a nursery and agreed that the Full Governing Body should consider whether in principle the school would be interested in bidding to operate the service. - This news was now in the public domain however the Committee asked TF to contact the County to ask how open the school can be about sharing the information with parents. - On request, the Head had written to the Council outlining again the multitude of reasons for opting to move EY to the main school site. This paper would be shared at FGB on 20th October. 	<p>TF – ask CCC about sharing the nursery news.</p>
7.2	<p>Outdoor space redevelopment update (circulated)</p> <p>RC highlighted key points to her report from the working group:</p> <ul style="list-style-type: none"> - The working group had met twice since July. Membership was formed from the GB, school staff and the FoM. - The drainage issue was still on-going. TF had final drawings and was in the process of obtaining costings for the work. The drainage solution would be part of the tender for the overall project. - At a previous meeting the Committee had asked whether the cost of the drainage works was dependent on the percentage of the space given over to artificial surface. TF advised that the cost would remain the same regardless of surface area. - There was a discussion about whether or not to use the ESPO procurement framework. The Committee agreed with RC that this option could be limiting given that it was a framework of equipment providers 	<p>RC – bring design principles and finalised ITT to next meeting.</p> <p>Procurement to be approved by FGB.</p>

	<p>and not designers. All were in agreement that it ought to be possible to get a better design, with more options, from a playground designer who was not tied to an equipment provider.</p> <ul style="list-style-type: none"> - It was agreed that the school should go out to tender for a design and build contract based on a set of design principles drawn up by the working group which fit with the vision for the school. These are yet to be finalised and will need to be circulated to the Committee to be signed off. - RC had drafted an invitation to tender which is based on a pro forma. This also needed to be finalised. - A GB asked whether the school was able to tender before the scheme is fully funded. RC advised that this was possible with staged payments. - A quote of £590 had been obtained from LGSS Law (the County’s legal advisors) for drafting contracts and assisting with the selection process. The Committee agreed that the quotation was reasonable and that LGSS should be appointed as soon as possible. <p>It was agreed that the value of the procurement contract required approval by the full governing body. It was noted that there would be an additional FGB meeting in November to re-constitute. RC would aim to get the documents ready by then.</p>	
<p>8</p>	<p>Salary Review committee</p> <ul style="list-style-type: none"> - It was agreed that SS would chair the Salary Review Committee and would participate in on-line training related to new arrangements for performance-related progression pay increases. - The Head advised that staff performance reviews would be completed by the end of half term. The Committee should meet in the first week of November. - Membership will be SS, HD, PC, plus CL if she is able to sit on this committee as well as the Head’s review panel. If not, a fourth member will need to be found. 	<p>SS – undertake training, convene salary review committee</p> <p>Clerk – confirm committee membership requirements</p>
<p>9.1</p>	<p>Website analytics report (circulated)</p> <ul style="list-style-type: none"> - The Committee welcomed the report and expressed its thanks to Maria Brandl and her husband Richard Hare who had volunteered their time to work on the website and generate the report. - The Committee noted that the website usage was high and showed that visitors were able to find their way around the site easily. - The Head confirmed that office staff are keeping the website up to date, and that staff have now received appropriate training and are able to make updates. 	

9.2	<p>Parental questionnaire</p> <p>Larissa Athey and Antony Carpen are doing some initial analysis which they will feed back to Committees.</p>	Carry forward to next meeting
10	<p>Holiday club update (circulated)</p> <p>Matt Casey gave an update on the holiday club and answered questions from the Committee.</p> <ul style="list-style-type: none"> - The summer club was well received by parents and enjoyed by the children. - A small financial surplus had been made so far. - Previously the Committee had approved the club on a trial basis to include the Easter, May half-term and summer holidays. The Committee had approved an extension of the trial to include the October half-term by email in September 2014. - There was a discussion about whether the holiday club ought to be run as a service or a business endeavour. - Matt advised that October half term was likely to be busier than May, and that a high proportion of bookings so far were from new EY children. - It was noted that the club was currently marketed to a small audience and that financial surplus would increase if the club were expanded to non-Morley families. - Current parent users have been surveyed about this. Most said they would prefer the club to be open to Morley families only but that they would understand if there were financial reasons for widening the club. - The Head suggested revisiting the expansion issue once dedicated facilities have been built as part of the building redevelopment programme. Matt advised that if the club were to expand considerably he would need to recruit holiday-only staff to supplement the term-time team, and that this would change the dynamic of the club. - It was suggested that the club could be opened up to local schools which do not currently run a holiday club, for example the Pelican, rather than simply widening marketing to all families in the community. - There was a discussion about whether to open during the Christmas holidays. Matt felt that demand would probably be insufficient to cover costs and that furthermore opening at Christmas would have a negative impact on the staff work/life balance. - The Committee agreed that Matt and TF should make a decision on whether or not to open at Christmas 	

	<p>based on demand.</p> <ul style="list-style-type: none"> - A GB asked to see parental survey results with future reports on the holiday club. It was also suggested that Matt should survey parents who stop using the club in order to gather feedback on their experiences. - A GB asked how many families accessed the club in the summer. Matt thought this to be approximately 90. - A GB asked whether Matt had needed any backup from the school's SLT during the summer. Matt advised that he had not, but that due to his existing working relationship with the Head and TF he would have felt comfortably calling on them if required to do so. Matt also noted that he had been able to continue some of the safeguarding work he does during term time in liaison with Kerry Darby (Deputy Head). - Matt left the meeting. There was a discussion about staffing which is recorded in a separate confidential minute. 	
<p>11.</p>	<p>Policy reviews (circulated)</p> <p>Whole school pay – The Head had revised revised the policy to include dates relating to the current school year. The Clerk confirmed that the governors on the head's review panel had received appropriate training (2.8.2). Brackets should be removed from para 9.4. The Head advised that trade union consultation (11.2) was undertaken by EPM when the policy was drafted. The policy was ratified and would be reviewed again in one year.</p> <p>Equality and Diversity – the policy was ratified without amendment and would be reviewed again in two years.</p> <p>Whistle Blowing – the policy was ratified without amendment and would be reviewed again in two years.</p> <p>Allegations of Abuse Against Staff – the policy was ratified without amendment and would be reviewed again in two years.</p> <p>Redundancy - the policy was ratified without amendment and would be reviewed again in two years.</p>	<p>Clerk – upload revised policies to school server and GB website, and school website where applicable.</p>

12	Dates of next meetings 9 th December 7.30 pm at SS or PC's house. Apologies from HD. 10 th February, 24 th March, 5 th May (budget), 16 th June	
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All decisions pay due regard to the school's equality policy and the Equality Act 2010