

Minutes of the Morley Memorial Resources Committee

9 December 2014

Attendance: Caroline Louth (CL)
 Guy Turner (GT)
 Michael Catchpool (Head)
 Philip Colligan (PC) (Chair)
 Emma Linney (EL) (Clerk)

Apologies: Andrew Sweasey (AS)
 Helen Devlin (HD) (also Treasurer,
 FoM)
 Sarah Seed (SS)
 Tim Fox (TF) (School Business
 Manager)

	Notes	Actions
1.	<p>Apologies</p> <p>Apologies for absence were received from HD, SS and TF. AS did not attend.</p>	
2.	<p>AOB</p> <p>Head – update on Holiday Club staffing</p>	
3.	<p>Declarations of interest</p> <p>There were no declarations of interest.</p>	
4.	<p>Minutes of previous meeting 14th October (circulated) and matters arising</p> <p>The allocation of link governors was postponed until the new GB constitution.</p> <p>The minutes were otherwise agreed as a true record.</p>	C/f link governor discussion
5.	<p>Finance</p> <p>School fund audit (circulated)</p> <p>CL explained about the school fund. It was agreed that the majority of the current balance of £18,533 would</p>	

	<p>be allocated to the playground/outdoor learning space redevelopment project.</p> <p>School catering finances 2013-14 (circulated) CL talked through the financial summary. The Head explained the administrative processes undertaken by teaching and office staff each day to ensure a choice of meals for all children as well as minimal wastage at the end of service. There was a discussion about whether this process could be streamlined now that the majority of EY and KS1 children were opting for free school meals. It was agreed to raise the issue again once the new Head is in post.</p> <p>Spectrum finances 2013-14 (circulated) CL noted that the surplus from Spectrum activities (breakfast and after school clubs) made a significant contribution to the school’s finances. There was a discussion about the notional premises costs should be recorded in the overall school budget.</p>	<p>c/f discussion re streamlining school lunch admin processes</p>
<p>6.</p>	<p>Facilities</p> <p>Building redevelopment The Head gave an update. A traffic feasibility study would be undertaken by the County Council in the new year relating to proposals to open a nursery school on the current EY site. A further full planning consultation would then be held in January/February tbc.</p> <p>Playground redevelopment (note on procurement circulated) PC gave an update. Following discussions with the appointed lawyers at the County Council, RC had proposed to use the ESPO playground provider framework as a method of procurement, rather than carrying out a full tender process. RC’s note on this had been circulated to the Committee in advance.</p> <p>PC and TF were in agreement that this would keep costs down and simplify processes. The Committee discussed RC’s proposal and were also in full agreement.</p> <p>The next step would be to form a procurement panel; CL and GT offered their involvement.</p>	

<p>7.</p>	<p>Performance management summary 2013-14</p> <p>As the performance management summary had been omitted from the papers for the meeting, the Committee decided to carry forward this item to the next meeting.</p> <p>There was also a discussion about staffing which is recorded in a separate confidential minute.</p> <p>CL asked to see the minutes of the Salary Review Committee meeting in November in her capacity as Link Governor for Finance.</p>	<p>c/f to next meeting</p>
<p>8.</p>	<p>Communications</p> <p>Parental questionnaire (summary report and answers to questions relating to the website, school lunches and Spectrum circulated)</p> <p>The Committee reviewed the questions of relevance to the committee.</p> <p><u>Q17-18 school dinners</u></p> <p>The Head advised that ABM (school caterers) had been given the summary of responses. He expressed concerns that initial promises made by ABM when they took over from Cucina at the start of the summer term were not always being met, including the advertised menu not always being delivered. GT advised that children had also raised similar issues through the school council. PC asked that TF look at areas of concern and ways to improve them.</p> <p>The Committee felt one way to improve parents' engagement with the school meals service was to invite parents to attend school lunches at some point in the year, whether on their child's birthday or on another day of their choice during the year. The idea would be to give every child a token that they could use to bring a parent in for lunch and that the parent would be invited to give feedback. This would be suggested to the new Head.</p> <p><u>Q25-27 Spectrum</u></p> <p>Overall feedback was very positive. The Head would ensure Matt received copies of the responses. Some parents asked to be able to book sessions online; the Committee felt Matt should explore this if it</p>	<p>c/f issue of inviting parents to attend school lunches</p>

	<p>The Head informed the Committee that the holiday club would not be running during the Christmas holidays due to insufficient demand.</p> <p>The Committee discussed whether holiday club activities could in the future include trips off-site, as mentioned in the parental questionnaire. While it was acknowledged that this would generate additional costs and safeguarding and health and safety practicalities, the Committee felt that visits should not be discounted.</p>	<p>TF – consider feasibility of off-site trips with Matt</p>
<p>11.</p>	<p>Policy reviews (circulated)</p> <p>Grievance – The policy was agreed without amendment and will be reviewed again in one year. The policy requires final sign off by the FGB.</p> <p>Staff bullying and harassment – Other than some formatting issues, the policy was agreed without amendment and will be reviewed again in one year.</p> <p>Complaints – The policy was agreed without amendment and will be reviewed again in two years.</p> <p>Harassment and persistent complaints – The policy was agreed without amendment and will be reviewed again in two years.</p>	<p>Clerk – upload revised policies to school server and GB website, and school website where applicable.</p> <p>Grievance policy to next FGB.</p>
<p>12</p>	<p>AOB</p> <p>There was a discussion about holiday club staffing which is recorded in a separate confidential minute.</p>	
	<p>Date of next meeting: 10th February 2015</p>	

All decisions pay due regard to the school's equality policy and the Equality Act 2010