

Minutes of the Morley Memorial Resources Committee

10 February 2015

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

Apologies:

Venue: School

	Notes	Actions
1.	Apologies None.	
2.	AOB None.	
3.	Declarations of interest None.	
4.	Minutes of previous meeting 9 December (circulated) and matters arising The minutes were agreed as a true record and signed by the Chair. Matters arising to be carried forward to	Review matters arising from meeting

	the next meeting.	on 9 Dec at next meeting
5.	<p>Priorities and thoughts from the Head</p> <p>The Chair invited the Head to outline her priorities for the Committee.</p> <ol style="list-style-type: none"> 1. Data: The Head would like to invest in new data tracking software to enable teaching staff to more easily analyse and respond to their own classroom data. Cost: £1,000 per annum plus £600 training costs. The Committee agreed to the purchase and installation of the new software. 2. Lesson observation technology: The Head recommended lesson observation technology to enable teachers to record lessons in order to reflect, and to share good practice. Such a system would cost circa £10,000 upfront, or could be leased for £3,000 per year for three years. It was agreed that the Head would explore options and make a recommendation to the Committee at its next meeting. It was suggested that the school should explore options for external funding. 3. Recruitment and retention: The Head said that the School was competing for the best teachers with a range of schools, including the new University primary school, and that investing in professional development would help recruit and retain the best teachers. The Committee agreed that the school should invest in professional development for all staff. The Head agreed to bring proposals to the Committee in due course. 4. Leadership structure: The Head felt that there were limited opportunities for career progression at the school, and that the current staffing structure did not allow for succession planning. She would be recommending a new leadership structure in order to overcome this. <p>The Committee welcomed the Head’s priorities and agreed to prioritise them in considering future budgets.</p>	

6.	<p>Membership</p> <p>The Committee decided to allocate link governors at the next meeting when the two newly appointed governors would be present.</p>	Carry forward to next meeting
7.	<p>Finance (briefing papers circulated)</p> <p>TF presented update reports:</p> <ol style="list-style-type: none"> 1. 2015/16 funding: The additional funding for 2015/16 of £110,000-£119,000 was very good news, but it was not yet clear whether it would be a permanent uplift. 2. BCR summary December 2014: Spending was down against original forecasts. There was a discussion about carrying forward surplus to next financial year. 3. Dawn diners, after school club, holiday club rates: TF explained the proposed increases in charges, including correcting anomalies in the percentage discount offered for multiple children and closing the gap in cost per session for dawn dinners and the after school club. The former had historically been cheaper despite having an equal session length. The proposed increase in the cost of ad-hoc holiday club sessions aims to encourage advance bookings and aid planning for staffing. The Committee agreed to the increases costs. A GB asked for more detailed explanatory notes in the paper next time. 4. Lettings rates: The Committee agreed the suggested lettings increases, which were in line with similar facilities in the area. Tim Fox declared a conflict of interest in setting the rates for the Rock Baptist Church and would ask the Head to negotiate any rate changes. 5. Schools financial value standard: The Committee reviewed and agreed with the statements in the document, which was then signed by the Chair. 	

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8.	<p>Pupil Premium (summary report circulated)</p> <p>The Committee reviewed the list of initiatives funded by this year’s pupil premium funding of £40,500. The Committee asked TF to clarify what proportion of each initiative was actually funded by the PP, given that the total amount spent was more than the funding received.</p> <p>It was noted that it was the remit of the Learning Committee to assess the impact of the initiatives on pupil premium children.</p>	TF – update report for next meeting
9.	<p>Updates on building and playground redevelopment work (circulated)</p> <p>TF provided an update. There had been frustrating lack of activity. The stakeholder consultation would now be held in the summer term. A feasibility study was to be commissioned by the Council. TF had asked the County Council for a definition of ‘feasibility’.</p> <p>TF noted that Rachel Calder had put in a lot of work on getting the invitation to tender ready for the playground work. It was now with the County solicitor to be finalised.</p> <p>The Committee asked the Head to update parents on both schemes.</p>	Head – update parents on both schemes
10.	<p>Performance Management summary 2013-14 (circulated)</p> <p>The Committee reviewed the summary report.</p> <p>A GB asked the Head whether she felt teaching staff were receiving sufficient professional development and training. The Head answered that this would be addressed by the initiatives outlined in section 5, above.</p>	

	<p>A GB asked whether a similar report could be produced for Teaching Assistants and other non-teaching staff. The Head felt that this would not be appropriate at the same level of detail and agreed to look at what would be appropriate for the Committee.</p> <p>Sickness Absence figures autumn term 2014 (circulated)</p> <p>The Head advised that nationally 57% of teachers have a least one period of absence per year with an average of 7.9 teaching days lost for each teacher. The data for the school was currently 20% of teachers have had at least one day of sickness absence with an average of 1.75 days which was excellent. However because this data is based upon only one term this figure will most likely rise as the year goes on.</p> <p>There was no national comparable data for Teaching Assistants, however the % of TAs who have had at least one period of sickness absence at Morley was 76% with 5.4 average days off. The Head reported that the data included two long-term health issues. If those were removed then the average would be 1.8 days.</p> <p>The Head advised that the newly revised sickness absence policy was being followed, and return to work interviews are now routinely carried out.</p> <p>The Committee welcomed the new approach to reporting sickness absence data.</p>	
11.	<p>Statutory information on school website (audit circulated)</p> <p>The Head had recently completed an audit of the information provided on the school website in order to ensure statutory requirements were being met. The following areas would be updated: curriculum and reading schemes; PE and sport premium data; additional SEN reporting; an improved and up to date events calendar; updated and archived newsletters and improved links to LA and Gov.uk website.</p>	Head – make required updates to school website
12	AOB	

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	None.	
	Dates of next meetings: 24 March, 5 May (budget), 16 June	

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