

Minutes of the Morley Memorial Resources Committee

24 March 2015

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

Apologies:

Venue: School

	Notes	Actions
1.	Apologies None.	
2.	AOB Chair – agree feedback to FGB and messages for governor news blog.	
3.	Declarations of interest None.	
4.	Minutes of previous meeting 10 February (circulated) and matters arising Pupil Premium report: A revised schedule was circulated with correct figures.	

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	<p>Redevelopment updates to parents: The Head would circulate this once approval received from the County Council.</p> <p>The minutes were agreed as a true record and signed by the Chair.</p> <p><u>Actions from meeting on 9th December:</u></p> <p>Link governors: To be allocated at the next meeting following discussion at recent strategy and vision day.</p> <p>Website: The Chair asked to return to this at a later date. There was a discussion about whether or not to display staff photos on the website. The Committee asked the Head to take this forward with staff.</p> <p>Holiday club trips off-site: TF circulated a note from Matt Casey. The Committee agreed that off-site trips would appear not to be feasible at this time, mainly due to the cost of a higher staff-child ratio. The Committee asked TF to ensure that this was communicated to parents.</p>	<p>Clerk – ensure up to date pupil premium info on school website, with sports premium information.</p> <p>Clerk – upload minutes to school website.</p> <p>Head – consider staff photos on school website</p> <p>TF – communicate off-site trip decision to holiday club users.</p>
<p>5.</p>	<p>Membership and training</p> <p>The Chair welcomed Sarah Smalley to the Committee as a recently appointed co-opted governor.</p> <p>Committee members agreed to attend appropriate training once link governor roles had been confirmed.</p>	
<p>6.</p>	<p>School budget 2015/16 (updated figures and process notes circulated)</p> <p>TF provided an update and confirmed an increase to this year’s block funding of £109,700, which the Committee welcomed. It was understood that while the increase had not been guaranteed for future years, funding was unlikely to return to last year’s figure. TF also confirmed a school surplus to be carried forward to next year of £50,000 (£10,000 of which was ring-fenced sports premium money). The surplus was largely</p>	

due to fewer SEN children attending the school than originally budgeted for, and income generated by the Holiday Club.

The Committee discussed the budget priorities outlined by the Head at the last meeting.

1. More effective data software

This was now in place.

2. Lesson observation technology

The Head advised that she was investigating options for lesson observation technology, including a less expensive audio transcription service.

3. Recruitment and retention/CPD

The Head proposed an allocation of £1,000 per teacher per annum for CPD, which would include supply cover costs. She felt that increased opportunities for training would bring teaching to a level that would consistently be deemed to be outstanding. **The Committee agreed.**

4. Revised leadership structure

The Head presented initial thoughts on a revised leadership structure for the school, which she felt would assist with succession planning and provide better opportunities for progression for teaching staff. She proposed implementing the new structure over a three-year period from September 2015, recruiting into the new structure as and when vacancies arose.

The Committee discussed the costs of implementing a new leadership structure. TF circulated forward projections based on a number of scenarios. The Head advised that the School's current staffing budget, as a proportion of total budget, was the lowest of three local, comparable primary schools. It was felt that while caution was still required due to uncertainty surrounding future funding, this year's additional funding allocation and the budgetary surplus represented an excellent opportunity to start to implement

	<p>changes. This would be in line with the school’s visions and values as agreed at the recent strategy and vision day.</p> <p>The Committee agreed with the Head’s proposals and asked that she consult with staff and build elements into the school budget 2015/16 with TF in the coming weeks.</p>	
<p>7.</p>	<p>Updates on plans for school and playground redevelopment (circulated)</p> <p>The Head and TF provided updates. The delay to progress towards the building redevelopment had been caused by a delayed traffic feasibility study on the current EY site. A further stakeholder consultation would be held in the Summer term once this had been completed.</p> <p>Tender documents for the playground redevelopment would be ready for bidders around 25th March. TF reminded the Committee that the playground work would not be able to commence until planning approval was obtained for the full building redevelopment. PC asked TF to ensure that any contracts with a playground contractor took account of the uncertainty around the start date for works. He also reminded TF that budgetary approval would need to go to FGB due to the sum of money involved.</p> <p>The Committee discussed the proposed playground tender selection process. It was proposed that HD would represent the GB on the panel (with TF and the Head). The Committee agreed with this approach.</p> <p>The Committee asked TF how much money was currently assigned to the playground redevelopment. He advised that in addition to the £10,000 sports premium money noted above, and any future sports premium awards, £41,000 had been donated by the Friends of Morley and £20,000 had been allocated from the School Fund, giving a total of £71,000, which the Committee welcomed. HD (FoM Treasurer) advised that the FoM would be pursuing grant funding once the playground specification had been agreed.</p> <p>Plan for the annual premises inspection in the Summer term</p> <p>SS and SSm agreed to conduct the visit with TF. The Head had requested the results of the last site survey</p>	

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	from the County Council, which she offered to circulate to SS and SSm to provide some context.	Clerk – schedule site-visit Head – circulate survey results
8.	Pay and Personnel: to consider revised leadership structure and salary costs (circulated) Discussed under item 6, above.	
9.	Policy Reviews (circulated) <u>Safer Employment:</u> The Head advised that the policy was based on EPM’s model policy. The Committee agreed the importance of ensuring volunteers, agency workers, supply staff, visitors and contractors were made aware of the policy when working on site. This would be particularly important once building and playground works commenced. The Head advised that Kerry Darby would ensure that this was the case. The Committee also agreed that it was important for governors to attend safer recruitment training. The policy was agreed without amendment and would be reviewed again in one year. <u>Flexible Working:</u> The Head advised that the policy was based on EPM’s model policy. Section 9, p8 required a further update, and there were some formatting/typo issues. The policy was otherwise agreed and would be reviewed again in two years.	Clerk – confirm which GBs had attended safer recruitment training
10.	AOB The Committee agreed that messages for the Governor News blog should include the Committee’s role in setting the school budget and confirmation of the much-welcomed additional funding received for 2015/16.	Chair – governor news blog.
	Dates of next meetings: 5 May (budget), 16 June	

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