

Minutes of the Morley Memorial Resources Committee

3 December 2013

Attendance: Becky McInerney (BM)
 Caroline Louth (CL)
 Emma Linney (EL) (Clerk)
 Lindsay Fournier (LF)
 Michael Catchpool (MC) (Head)
 Philip Colligan (PC) (Chair)
 Sarah Seed (SS)
 Tim Fox (TF)

Apologies: Andrew Sweasey (AS)
 Helen Devlin (HD)
 Kate Allan (KA)
 Matt Casey (MattC) (Associate Member)

	Notes	Actions
1.	<p>Apologies</p> <p>Apologies for absence were noted from AS, HD, KA and MattC.</p>	
2.	<p>Declaration of interests</p> <p>No declarations of interests were made.</p>	
3.	<p>Minutes and matters arising</p> <p>Finance Committee 15th October (circulated):</p> <ul style="list-style-type: none"> - Item 5, page 2: TF noted that the school office time-motion study had been delayed but should happen before the end of term. - The Committee was reminded about the need for confidentiality when discussing matters about members of school staff. - The minutes were otherwise agreed as a true record. <p>Resources Committee 21st October (circulated):</p> <ul style="list-style-type: none"> - Item 5, page 2: AS had asked the Council to provide measurements of the proposed new EY 	<p>TF to provide feedback on the time-motion study at the next meeting</p> <p>AS to obtain measurements of the proposed new EY classrooms from</p>

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	<p>classrooms and was awaiting a response.</p> <ul style="list-style-type: none"> - Item 5, page 3: EL noted that the grant from FoM was £12,000 not £15,000. - Item 5, page 3: It was agreed that the nature of the educational covenant on the EY building seemed to be less relevant now as it looks increasingly likely that a nursery school will be built on the site. - Item 5, page 4: PC asked about plans to communicate the proposed building works to parents. TF answered that the Council had postponed its stakeholder meeting until mid-February, with a leaflet drop in the fortnight prior to that. The School would need to plan its own presentation to parents when these dates are known. - The Committee agreed that it was very important that the school started communicating with parents soon about the proposed building works. - The minutes were otherwise agreed as a true record. 	<p>the council</p> <p>MC to develop proposals for engaging parents</p>
4.	<p>AOB</p> <p>Ofsted</p> <ul style="list-style-type: none"> - The inspection was carried out on 21st-22nd November with the report anticipated by Friday 6 December. - The Committee thanked MC and all of the school staff for handling the inspection process effectively. <p>Timing and phasing of proposed building works</p> <ul style="list-style-type: none"> - TF, MC and AS had been in discussion with the Council over the phasing of the building work. It was possible that the work could be condensed by a term, enabling a c. £70,000 saving which the school could potentially retain and invest in additional works. - It was felt that the additional disruption would be offset by the considerable gain to improvements for the school and discussions would continue on that basis. - TF also reported that there was a possibility that the building works could be moved forward in order to meet demands for nursery places earlier through the building of a new nursery school on the EY site. 	
5.	<p>Draft terms of reference (circulated)</p>	

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	<ul style="list-style-type: none"> - The Committee discussed the draft terms of reference and agreed a number of minor amendments and additions. - It was agreed that the setting the school's priorities for fundraising, liaison with the FoM and engagement with parents should be added to the terms of reference. - It was noted that the former Pay and Personnel Committee did not monitor staff absence (section b). The Committee agreed to add this to the Resources Committee agenda once each term (see item 13). - CL and TF agreed to provide the financial limits required. - Committee Members were invited to submit any additional comments to the Clerk. - The revised terms of reference would be submitted to the Full Governing Body for approval. 	<p>Committee members to submit any further amendments to EL by 10 January 2014</p> <p>CL / TF to provide details of financial limits</p> <p>EL / PC to submit final draft terms of reference to Full Governing Body</p>
6.	<p>Roles of Committee Members</p> <ul style="list-style-type: none"> - The Committee discussed how it would work and it was agreed that individual Committee members would lead on specific issues on behalf of the Committee and report back as appropriate. - The following roles were agreed: <ul style="list-style-type: none"> Finance – CL Facilities – AS Fundraising – HD Pay & Personnel – SS Engaging parents – BM and KA (tbc) - It was noted that it may not be possible for SS to lead on both Pay & Personnel and Safeguarding. This would need to be checked and discussed with the Chair of Governors. - SS would continue to be the lead governor for Safeguarding for the time being. - The Committee discussed succession planning and it was agreed that governors should be shadowing CL on finance in due course. 	<p>PC to speak to KA about her potential role</p> <p>PC to check the position on SS roles and if necessary consult the Chair of Governors and appoint a new Safeguarding lead</p>
7.	<p>Training and development</p> <ul style="list-style-type: none"> - GBs were reminded to attend regular training sessions, particularly in relation to their link area. 	

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8.	<p>Finance</p> <ul style="list-style-type: none"> - CL gave an update on the tender for the catering contract. Four companies gave good presentations and have been invited to provide detailed proposals. It was hoped that a decision would be made by the end of term. - It was noted that lunchtime staff were currently employed by the school and the Committee asked that consideration be given to whether staff should be TUPE to the new provider. TF confirmed that they were exploring this option. 	

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8a.	<p>Financial implications of the draft RAP 2013-14 (circulated)</p> <ul style="list-style-type: none"> - It was noted that the draft RAP circulated had been updated to include a fifth target focussing on science, reflecting the feedback from the parental questionnaire. The revised RAP would be circulated and discussed fully at the FGB next week. - The Head explained that the main financial implication arising from RAP was the impact of the new system of individual target setting, which was costly in terms of teacher non-contact time. Provision would need to be made for this in future years. - The Head confirmed that the Achievement for All programme would continue and the school was considering becoming a champion school, sharing best practice with other schools in the area. - PC noted that the Learning Committee would monitor Pupil Premium expenditure in detail and that the headlines would be reported to the Resources Committee. - The Committee discussed the importance of fundraising to invest in the development of the outdoor space. This was a significant priority for the school. The Friends of Morley had made a donation of £12,000 already, which was welcomed. It was noted that the school would need to raise significantly more than that before the works could start. - The Committee discussed the potential for an increase in funding for Cambridgeshire schools. It was noted that Morley's finances were being impacted by the shift of resources towards Pupil Premium. - CL noted a risk that the government initiative to offer free school meals for all KS1 children from September 2015 would not cover all costs and that schools may have to cover any shortfall. 	
8b.	<p>School Financial Value Statement</p> <ul style="list-style-type: none"> - TF explained the School Financial Value Statement for the benefit of Committee members who were not previously part of the Finance Committee. - It was agreed that PC should be briefed in detail on the statement. 	<p>CL / TF to meet PC and brief him on the SFVS</p>

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8c.	<p>Catering, After School Club and Dawn Diners financial summary (circulated)</p> <ul style="list-style-type: none"> - TF had circulated financial summaries for the catering, After School Club and Dawn Diners for the past year. - It was noted that the After School Club and Dawn Diners generated significant surpluses for the school, and that this could increase once the school had purpose built facilities. 	
8d.	<p>Sports funding</p> <ul style="list-style-type: none"> - TF reported that the school's understanding is that the government initiative on Sports funding for primaries would provide Morley with just under £10,000 per year, for two years (giving a total just under £20,000) to enhance sporting provision within the school environment. - It did not have to be spent within a specific time frame but must be used to fund additional activities. - The funding could be put towards the installation of a Multi-Use Games Area (MUGA) for the current tennis court, the cost of which was estimated to be £17,000-£20,000. Additional fundraising would be required. - TF was exploring whether the MUGA development could be carried out in advance of any proposed building works to the school. - The Committee agreed that the sports funding should be used for capital investment unless the fundraising target was exceeded. 	
8e.	<p>Fundraising</p> <ul style="list-style-type: none"> - The Committee noted that the Head was meeting with the chair of the Friends of Morley to discuss its funding strategy and align it to the school's priorities. 	<p>EL to schedule discussion at the next meeting of Resources Committee</p>
9.	<p>Accessibility plan (circulated)</p> <ul style="list-style-type: none"> - The school's current plan was out of date and the Committee considered a revised version drafted by Kerry Darby and based on the Council's model policy. - EL advised that point 8 was no longer applicable and could be removed. - There was a discussion around compliance with the Disability Discrimination Act. It was noted 	

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	<p>that the building work would address the main issue, which was accessibility in the EY building.</p> <ul style="list-style-type: none"> - The Committee approved the plan with the above amendment and it will be reviewed again in three years. 	
10a.	<p>Performance Management Report (circulated)</p> <ul style="list-style-type: none"> - The Head introduced the paper, which set out the annual performance management report for the school's teaching staff. - Kerry Darby managed Teaching Assistant performance and the Committee asked that she produce a similar report for those staff later in the year. - The Committee welcomed the report. - A GB asked whether the school was investing enough in training and development opportunities for staff. The Head said that training and development was a priority and that the school was looking to do more. The Committee noted that there was a significant cost in covering non-contact time to allow teachers to undertake development activities, but that it was an important priority for the school. - The Head informed the Committee that he was considered joining a network of primary and secondary schools linking up to share best practice and that this was a way of accessing additional funding for training and development opportunities. He would bring further details to the Committee and Full Governing Body at a later date. The initiative would be in addition to current links with the Parkside Federation. 	
10b.	<p>Classroom Observation Policy (circulated)</p> <ul style="list-style-type: none"> - The policy was discussed. The Committee asked the Head to confirm whether the limit of three hours of classroom observation per term is also prescribed within the appraisal and whole school pay policies. - The policy was approved subject to confirmation that the classroom observation limits were consistent. - It was agreed that the policy would be reviewed bi-annually. 	<p>MC to check consistency of the classroom observation provisions across policies</p>
11.	<p>Engagement with parents</p>	

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	<ul style="list-style-type: none"> - The Committee discussed issues around communication and engagement with parents. It was agreed that this was a priority for the Governing Body as a whole and the Resources Committee had been asked to lead on it. - On the website, it was noted that a lot of progress had been made, but there was still a feeling that the website wasn't used enough to communicate with parents. One of the challenges was ensuring that someone had the responsibility and skills to regularly update the website, e.g. with details of events. It was felt that this could be a role for the school office staff. - The Committee discussed the importance of engaging parents in their children's learning and noted that the school already ran a series of events, but that attendance was variable. It was agreed that we should explore options for doing more to engage parents, e.g. by putting materials on the website or getting parents more involved in organising sessions. - The Committee considered whether the school should have a blog which could replace Morley Matters and the weekly newsletter. - The Committee noted how popular the Head's weekly newsletters were. - It was noted that any communications needed to take account of those without access to the internet and that some parents still received a hard copy of the Head's newsletter. - The Committee considered whether the school should try to raise its media profile and concluded that this wasn't a priority. 	
12.	<p>Regular review of policies</p> <ul style="list-style-type: none"> - The Committee agreed that it should have a schedule of policies for review. 	
12a.	<p>Statutory Information on the School website (guidance note circulated)</p> <ul style="list-style-type: none"> - The Head confirmed that the information was up to date. 	

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12b.	<p>After School / Breakfast Club</p> <ul style="list-style-type: none"> - It was noted that the school did not have separate policies for the After School Club or Dawn Diners. The Governing Body had looked at this some years ago but did not produce any recommendations. - The Head informed the Committee that Matt C ran both clubs and he was an integral part of the school's organisation and was therefore covered by the school's existing policies regarding child protection, healthy eating, safeguarding, etc. - The Committee agreed that on this basis there was no need for a separate set of policies for the After School Club and Dawn Diners. 	
13.	<p>Dates of next meetings and draft forward agenda</p> <ul style="list-style-type: none"> - Meetings dates were set at 11th February, 25th March, 29th April and 24th June (all Tuesdays). - CL and TF agreed to review the draft forward agenda to ensure that all of the relevant financial items were included. - EL would ask AS for input to draft forward agenda for Facilities. - SS and PC would review draft forward agenda for Pay and Personnel issues. <p>The meeting ended at 9.30pm</p>	<p>Amendments to the draft forward agenda to EL by 10 January 2014</p>

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