

Minutes of the Morley Memorial Resources Committee

11 February 2014

Attendance: Caroline Louth (CL)
 Emma Linney (EL) (Clerk)
 Helen Devlin (HD)
 Kate Allan (KA)
 Matt Casey (MattC) (Associate Member)
 Michael Catchpool (MC) (Head)
 Nicky Odgers (NO)
 Philip Colligan (PC) (Chair)
 Roger Healey-Dilkes (RHD)
 Sarah Seed (SS)
 Tim Fox (TF) (School Business Manager)

Apologies: Andrew Sweasey (AS)
 Becky McInerney (BM)

	Notes	Actions
1.	<p>Apologies</p> <ul style="list-style-type: none"> - Apologies for absence were noted from AS and BM. 	
2.	<p>Declaration of interests</p> <ul style="list-style-type: none"> - There were no declarations of interests. - CL asked to receive a copy of the annual register of pecuniary interests as finance link governor. 	Clerk to copy pecuniary interests register to CL
3.	<p>Minutes of meeting 3rd December (circulated) and matters arising</p> <ul style="list-style-type: none"> - KA has agreed to take on role of link governor for communication (p.4) - SS has agreed to take on role of P&P link governor for now (p.5), alongside her Safeguarding role. - TF noted that a decision has now been made on the catering contract (p.5). The contract will need to be formally agreed at the next FGB. - The minutes were agreed as a true record. 	Catering contract to FGB
4.	<p>AOB</p>	

	<p>Sports Funding</p> <ul style="list-style-type: none"> - SS asked whether the sports funding has been increased from 3 to 5 years. TF would confirm. 	<p>TF to check sports funding agreement.</p>
5.a	<p>Review plans for proposed building redevelopment</p> <ul style="list-style-type: none"> - The Committee viewed and approved the latest drawings. TF would feedback to the County Council. - TF reported that the budget was tight and some non-essential items may need to be financed by the school. In particular, he had not yet had confirmation that the new Early Years playground would be included in the programme. - CL noted that on-going maintenance costs would reduce overall, partly due to operating on a single site. The Committee asked to see approximate figures. 	<p>TF/CL provide approximate figures of reduced operating costs post-rebuild</p>
5.b	<p>Communication strategy for proposed building redevelopment</p> <ul style="list-style-type: none"> - The Head and PC had drafted a letter to parents to be circulated before half term, setting out the benefits and addressing possible concerns. - An open evening would be held at the school on 26th February when plans would be available. - It was agreed that all Governors and key members of staff would be asked to attend the open evening and help answer questions. - It was agreed that the Friends of Morley should be invited to a briefing in advance of the open evening given their important role in raising funds for the outdoor space improvements. - The County Council will hold a further consultation meeting later in the term. - It was agreed that the school website would be utilised, including a new page for updates and information. 	<p>NO to invite all Governors to the open evening. MC to invite key members of staff to the open evening. PC to organise separate briefing for the Friends of Morley. New page on school website.</p>
6.	<p>Holiday club proposal (circulated)</p> <ul style="list-style-type: none"> - MattC presented a proposal to extend current wrap-around care to include holiday provision and answered questions of clarification. - NO asked whether provision would be made for SEN children. MattC stated that currently the ASC/DD tried to accommodate all children and was often able to do so because the setting was one of play rather than formal learning. He would however have to ensure he was able to meet the needs of each child on an individual basis. - MattC also responded to questions on the financial assumptions in the proposed plan, the 	

	<p>proposed staffing strategy and approach to managing risks.</p> <ul style="list-style-type: none"> - MattC then left the meeting and the Committee discussed the proposal. - The Committee agreed that extending the wrap around care to include holiday provision was in keeping with the school's priorities. - The Committee agreed that the service had to cover its total operating costs, but beyond that the priority should be to provide a flexible, useful service to working parents of the school. - It was noted that there was potential for the service to generate a significant surplus by opening the service out to non-Morley families and increasing the numbers. The Committee welcomed this as a direction of travel, but wanted the new service to focus on quality of provision and to start with Morley families first and grow once we were confident that it worked. - The Committee agreed that the initial offer could extend to children up to the age of 12 who had siblings at the school. It would only be available to school age children because of the complexities of providing a pre-school facility. - There was a discussion about whether or not the service should be tendered or delivered in house. - It was noted that MattC had significant experience in running holiday play schemes, that he was doing a good job with the existing Morley breakfast and after-school clubs and that he was available and motivated to lead the expansion of an in house service. - The Committee agreed that the school should trial the extended service on an in-house basis for the Easter, Summer half-term and Summer holidays. This pilot phase should have good oversight and monitoring of quality, including regular surveys of parents, visits from senior leadership and governors, to help MattC and the team deliver a service to the required standards. - The Committee discussed the personnel implications and agreed that MattC would need to have his post re-evaluated by EPM to reflect his new responsibilities. It was agreed that he should be appointed to the role on a temporary basis with a review after the Summer play scheme where the Committee would review whether to continue the arrangement, stop it, tender it out or other options. - The Committee asked that the leadership team ensured there was oversight of the holiday club from the senior management team during periods of operation to provide support to MattC and reassurance on resilience, health and safety and safeguarding. - MC said that MattC was currently being line-managed by him personally and would ensure that there was clear line management and accountability. 	<p>TF to feedback to MattC. Revised plan to be developed by school leadership team taking account of Resources Committee feedback. Resources Committee to review the implementation regularly.</p>
--	--	--

7.	<p>Committee Terms of Reference</p> <ul style="list-style-type: none"> - The terms of reference were now ready to be ratified at the next FGB meeting. 	Take terms of ref to FGB
8a.	<p>Notes from CL and TF meeting 29th January</p> <ul style="list-style-type: none"> - The Committee welcomed the report from CL and TF. - TF confirmed that he has now received draft figures for the budget 2014/15. - Budget setting to be carried forward to the next meeting. - 	
8b.	<p>Schools Financial Value Standard (circulated)</p> <ul style="list-style-type: none"> - TF and PC met on 3rd February to review and finalise the annual SFVS review. - PC was content that the school meets all the requirements. - The Committee agreed that the document could now be signed and submitted to the Local Authority. 	TF to submit SFVS
8c.	<p>Spectrum/Dawn Dinners fee increases (circulated)</p> <ul style="list-style-type: none"> - TF and CL outlined their proposal to increase fees for Dawn Diners and the After School Club from the summer term. - It was noted that charges at Queen Edith were significantly higher, but this could be due to a VAT issue as the scheme is contracted out to Cambridge Kids Club. - The Committee agreed to the fee increases. 	TF to look into VAT position.
8d.	<p>Lettings Fee increases</p> <ul style="list-style-type: none"> - TF and CL recommended an increase of 50p per hour, which the Committee approved. - It was noted that in practice TF negotiates rates individually with tenants. 	
9a.	<p>Sickness absence (circulated)</p> <ul style="list-style-type: none"> - The sickness absence figures were discussed. The Head assured the Committee that he has no concerns about current sickness levels. 	

	<ul style="list-style-type: none"> - PC asked the Head to include average sickness absence per person in the next set of figures. 	
9b.	<p>Office staffing</p> <ul style="list-style-type: none"> - TF had completed a time-motion study in the office. Findings were not surprising and highlighted how frequently staff are interrupted during the school day. - TF was content that staff were well-deployed but would continue to monitor the situation. - It was noted that office staff were now able to update the school website, including uploading letters to parents. It is hoped that Lindsay Fournier will also be working on the website on a weekly basis. 	
10.	<p>Regular review of policies</p> <p>Appraisal, Capability and Equality and Diversity policies (circulated)</p> <ul style="list-style-type: none"> - The Head confirmed that no updates or amendments are required. - The policies were ratified and would be reviewed again in 2 years time unless EPM advise otherwise. <p>Staff Handbook</p> <ul style="list-style-type: none"> - The Head talked through the staff handbook, which included a revised section on expected staff behaviour, as well as all relevant school policies. - CL asked that the main section, without the policies, be uploaded to the GB website. - PC asked to see a staff structure chart. - The handbook would be reviewed annually. 	<p>Clerk to upload staff handbook to GB website.</p> <p>Head to produce structure chart.</p>
11.	<p>Communication with parents</p> <ul style="list-style-type: none"> - This item to be carried forward to a future meeting. 	<p>C/f to next meeting.</p>
12.	<p>Friends of Morley fundraising strategy update</p> <ul style="list-style-type: none"> - NO advised that some members of the Friends of Morley (FoM) wanted to fundraise for specialist teaching staff in the areas of modern foreign languages, science and physical education and asked for the Committee's views. - The Committee discussed the idea and expressed a number of concerns. 	

	<ul style="list-style-type: none"> - The school leadership and Governing Body had established a clear priority for external fundraising which was the redevelopment and improvements to the outdoor space linked to the wider plans for the school. - The Committee agreed that external fundraising should be focused on investment in the school rather than ongoing revenue commitments. It was noted that investment in e.g. the buildings and facilities could significantly alleviate pressures on the school's budget. - It was felt to be inappropriate for the school to enter into contractual commitments for staff funded through uncertain income from voluntary donations. - It was agreed that the school should work with the Friends of Morley on a list of priorities for fundraising beyond the immediate priority of the outdoor space, which could include resources to enrich the curriculum, better IT equipment and learning resources, and training and development for existing staff. - The Head, NO and PC were meeting with the FoM on 3rd March to discuss the fundraising priorities for the school. 	
13.	<p>Training and development</p> <ul style="list-style-type: none"> - The Committee asked the Clerk to provide a list of relevant training courses. 	Clerk to provide list of courses.
14.	<p>Date of next meetings</p> <ul style="list-style-type: none"> - 25th March, 29th April, 24th June 	

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