

Minutes of the Morley Memorial Resources Committee

6 May 2014

Attendance: Caroline Louth (CL)
 Emma Linney (EL) (Clerk)
 Helen Devlin (HD) (also Treasurer, FoM)
 Philip Colligan (PC) (Chair)
 Roger Healey-Dilkes (RHD) (items 1-5a)
 Saranya Sukumaran (SSu)
 Tim Fox (TF) (School Business Manager)

Apologies: Andrew Sweasey (AS)
 Becky McInerney (BM)
 Michael Catchpool (MC)
 (Head)
 Sarah Seed (SS)

	Notes	Actions
1.	<p>Apologies</p> <ul style="list-style-type: none"> - Apologies for absence were noted from AS, BM, MC and SS. 	
2.	<p>Declaration of interests</p> <ul style="list-style-type: none"> - There were no declarations of interests. 	
3.	<p>Minutes of previous meeting 25th March 2014 (circulated) and matters arising</p> <ul style="list-style-type: none"> - It was noted that Nicky Odgers had been present for items 1-4 and 6 only, and not item 5, which had been discussed later in the meeting. - Morley Matters (item 8, page 5) - Nicky Odgers has proposed replacing Morley Matters with a governor blog. This would be updated by committee chairs and accessed through the school website. This item to be carried forward to the next meeting. - The minutes were otherwise agreed as a true record. 	Clerk – carry forward item on governor blog to next meeting
4.	<p>AOB</p> <p>Circulation of papers prior to Meetings</p> <ul style="list-style-type: none"> - PC reminded committee members that papers for review at committee meetings must be forwarded to the clerk in good time in order to circulate with the agenda 7 days prior to a meeting. - TF noted that in this case the budget figures were circulated as soon as they were ready as the 	

	<p>budget setting meeting with our local authority advisor was not scheduled until the Tuesday after the documents were due to be submitted to the Clerk. CL pointed out that this will always be the case with the budget documents given the timescales that we have to work with and the last minute changes to figures which are often required by the Local Authority.</p> <p>Meeting times</p> <ul style="list-style-type: none"> - PC canvased opinion on holding meetings during working hours rather than at 7.30pm. The Committee agreed to look at holding a few but not all meetings during school hours. - All agreed that meeting dates should be set well in advance. 	
5a.	<p>School budget 2014/15 (figures and explanatory notes circulated)</p> <p>TF and CL highlighted key points to the budget report:</p> <ul style="list-style-type: none"> - Uncertainty over SEN funding from September 2014 make it hard to accurately forecast associated costs. - From September teaching staff no longer receive automatic pay awards. Salary costs cannot therefore be accurately forecast until after the performance management process has been completed in the autumn term. - The contingency fund would significantly reduce from £23,439 to £2,467 this year. Any 'fairer funding' money allocated to Cambridgeshire schools from 2015/16 will be required in order to maintain current levels of expenditure. - After School Club surplus looks more significant than it is, because some running costs were subsumed in expenditure elsewhere. - The uptake of universal free school meals from September is a current unknown. While it is possible the scheme may generate some income, this may need to be spent on additional serving staff to manage demand. <p>PC asked for questions and comments:</p> <ul style="list-style-type: none"> - A GB asked whether the County Council would pay for a replacement boiler if the current one were to fail before building work commences. TF was confident that the Council would step in, given that the boiler is due to be replaced as part of the redevelopment work. - A GB asked whether TA numbers were back up to the level they were at prior to the July 2012 redundancies. CL said not. She also explained how the school achieves a degree of flexibility by employing some TAs through an agency on a contractual basis. 	

	<ul style="list-style-type: none"> - There was a discussion about teacher sickness and maternity insurance and whether this provided good value for money. CL and TF felt it necessary because the school could not afford to take a large financial hit in either of these areas. The Committee asked to see a breakdown of premiums paid / claims made over the past 10 years. - A GB asked whether changes to pension regulations were likely to have an impact. TF explained that the budgeting software automatically adjusts for this, and thought sums would be minimal. - A GB felt that the development and training budget was low (£11,000) given staff numbers of approximately 60. The Committee agreed that this should be increased in future years if at all possible. - All agreed that given the budget was conservative, outturn figures should be reviewed in six months time in order to note any potential surplus and adjust expenditure accordingly. CL noted that certainly by autumn they would be clearer on SEN funding and related TA expenditure, as well as take up of UIFSM, but that staff sickness tended not to reach its highest point until mid-winter. She also stressed the need to re-build the contingency fund in order to set next year's budget. - It was noted that the redevelopment of the outdoor learning space could require funding in addition to donations from the FoM. - CL advised that MC was also considering putting additional staff into classes where there was an especially wide range of abilities. This would better enable small group work and take some pressure off class teachers, but would obviously come at a cost. <p>The Resources Committee approved the school budget plan for the financial year 2014/2015, with a total spend of £1,541.836.</p> <p>PC thanked TF and CL for their hard work. RHD left the meeting.</p>	<p>TF – provide figures on insurance premiums and claims</p>
<p>5b.</p>	<p>School fundraising priorities (circulated)</p> <ul style="list-style-type: none"> - The Committee reviewed the list provided by MC. It was noted that at a previous meeting the Committee had agreed that the FoM would be asked by the school to dedicate 90% of donations to support the redevelopment of the outdoor space, leaving 10% (approx. £1,200-£1,500 pa) for items on this list if external donations and grants were not secured. - TF advised that the annual Athletics subscription was already included within the school budget. 	

	<ul style="list-style-type: none"> - HD noted that the FoM contribute significant funds to Christmas celebrations which were absent from the list (party food and equipment, presents from teachers to children). - TF suggested sports kit could be purchased with Sports Premium funding and that the laptop trolley was serviceable and could potentially come off the list. - A GB asked what the replacement/upgrade plan was for IT equipment. TF has always planned to update around a third of teacher’s laptops each year but this has often been frustrated by emergency needs such as replacing desktop computers due to the ending of Windows XP support and providing more “cover” laptops to ensure laptops from the trolley are not used. There is £5-6,000 in the budget to “refresh” computers but also deal with all other IT hardware requirements such as printers and overhead projectors - The Committee asked TF and MC to update the list given the comments above and then circulate it to the FoM. 	<p>TF/MC to update list and send to FoM</p>
<p>6a/b.</p>	<p>Update on plans for redevelopment of building and outdoor learning and play environment (note circulated)</p> <ul style="list-style-type: none"> - TF informed the Committee that the Council had agreed that both the redevelopment of the school and the outdoor learning and play area would be dealt with through the same planning process. - TF hoped that a solution to the drainage issue would be identified at a meeting on 7th May and that, once planning permission was obtained, the work to the outdoor learning environment could happen in advance of the building redevelopment work. - TF also noted that the project managers have asked that work to relocate the bike racks is left until planning permission for the wider project has been agreed. - There was a discussion about the procurement options for the outdoor learning and play works. TF advised that EFMS had charged £500 for initial consultation and design of the outdoor space but were not under contract. The initial thinking had been that the works would be done in different packages, rather than procured under one contract. - The Committee asked to review the options for procurement – along with a full update on the project – at the next meeting, with a detailed paper in advance. 	<p>MC – to provide a full report on the outdoor learning and play environment project for the June meeting, including options for procuring the works.</p>
<p>7.</p>	<p>Update on the holiday club (circulated)</p> <ul style="list-style-type: none"> - TF provided a brief update on the holiday club which had been piloted over Easter. The 	<p>TF – provide more detailed report</p>

	<p>Committee welcomed the news that the club had been popular.</p> <ul style="list-style-type: none"> - TF noted that the surplus presented didn't account for all of the costs of running the club. - The Committee asked for a fuller report at the next meeting, including the financial position and details of how the school was measuring the quality of provision. - It was suggested that there should be a small number of measures which were used by the school and reported to governors including income and bad debts, utilisation, parent feedback, diversity of activities, drop-out rates, incidents etc. - TF advised that a number of parents had approached Matt to ask if September's reception intake children could attend the summer holiday club. This would not be possible due to higher legal Early Years staff to child ratios and the resulting staffing costs. - There was a discussion about opening the offer to non-Morley children. The Committee advised that if Matt felt it necessary to widen recruitment he should put a proposal to the Committee in good time. - PC asked TF to pass on the Committee's thanks and congratulations to Matt for an excellent start to holiday club provision at Morley. 	<p>on Easter and May half term sessions at the next meeting</p> <p>TF – draw up a framework for measuring success</p>
<p>8.</p>	<p>Policy reviews (circulated)</p> <ul style="list-style-type: none"> - Charging – agreed with a few minor spelling/grammatical amendments. - Lettings – the Committee agreed to remove the line stating that Charitable/Community hirers cannot be organised to make a profit, as this was not strictly the case. - Data Protection – TF advised that he felt there were no perceived risks relating to data security. It was noted that not all GBs use secure email addresses. The Committee agreed that Salary Review Committee papers and minutes would be circulated in hard copy only. A number of spelling/grammatical errors were noted. - FOI – the Committee felt it unnecessary to state the school's aims and objectives in section 2. In section 6, it was agreed that the line regarding minutes of GB meetings should read 'Agreed minutes of the Governing Body, including feedback from committees'. It was also noted that the FOI publication scheme must be published on the school website. - Governor Allowances – agreed without amendment. <p>The policies were ratified subject to the notes above, and will be reviewed again in 2 years time.</p>	<p>Clerk – make agreed amendments to policies. Clerk - upload FOI publication scheme to school website.</p>
<p>9.</p>	<p>Date of next meeting</p>	

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