

# Minutes of the Morley Memorial Resources Committee

21 October 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.	<b>Apologies</b>  None.	
2.	<b>AOB</b>  Head: Senior management structure (discussed in item 6), Communications Code, SFVS audit.	
3.	<b>Declarations of interest</b>  None.	
4.	<b>Minutes of previous meeting 16 June 2015 (circulated) and matters arising</b>  <b>Item 6:</b> HD advised that the Project X and Mathletics subscriptions (pp.5) had been funded by Friends of Morley in 2014, and that this was not an annual commitment.	

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	<p><b>Item 10:</b> The head advised that she had commissioned a new digital school prospectus (pp.7) which would be available soon. There was a discussion about having a translate option given the number of Morley families with English as an additional language. The Committee felt that a Google Translate option would be sufficient.</p> <p>The minutes were otherwise agreed as a true record and signed by the Chair.</p>	<p>Clerk – upload minutes to school website</p>
<p>5.</p>	<p><b>Committee organisation, membership and training</b></p> <p>The Committee nominated PC as Chair and SS as Vice-Chair.</p> <p><u>Terms of Reference (circulated):</u> The Committee decided to add ‘per purchase’ to the expenditure and virement amounts. The Committee felt that the limit to expenditure authorisation of £2,000 ought to be revised to £5,000. The Head would check with County Council advisors. The Committee also agreed to authorise expenditure for budgeted items by email rather than cause delay by forcing the School to wait for the next meeting of the Committee.</p> <p>The Head advised that the School had purchased replacement laptops already and asked for retrospective approval. Best Value procedures had been followed in that they were purchased through Parkside school who had obtained a good price on a bulk order. The Committee agreed the purchase.</p> <p><u>Agenda planning (schedule circulated):</u> The Clerk and the Chair had attempted to fit the Committee’s work into 3 meetings in 2015-16 but felt that there was too much to get through and that 5 meetings would be required instead. The Committee agreed.</p> <p><u>Membership:</u> There was one vacancy on the Committee. It was felt that it would be useful to recruit somebody with communications experience.</p>	<p>Clerk – update terms of reference</p> <p>Head – ask County re uplift to £5,000</p> <p>Clerk – schedule 2 additional meetings</p>

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6.	<p><b>Finance</b></p> <p><u>Financial implications of the School Development Plan</u>: The Committee agreed to postpone this discussion until the next meeting in early December</p> <p><u>BCR report (September) (circulated)</u>: CL advised that as Link Governor for Finance she had seen the detailed version of the BCR which included an outturn figure and which had also gone to the Local Authority. There were no anomalies, but there would be a significant number of virements coming up due to supply teacher codes changing for government purposes. TF was pleased to announce that the new School Finance Officer/Deputy Office Manager had started in post last week.</p> <p>A GB asked why caretaker overtime was higher than last year. TF: Timesheet submission had been delayed.</p> <p>A GB asked why stocks of first aid incident slips had run down sooner than anticipated. TF: Children were attending first aid more frequently than was necessary. Class Teachers were being asked to remind children what they should and should not report to the office.</p> <p>The Committee noted the anticipated c.£50k surplus at the end of the financial year. The Head asked the Committee to approve early recruitment of an assistant head in light of the surplus. She felt that an AH with an inclusion and SEN remit would free up some of the the Deputy Head's time for other duties, which would in turn release some time for the Head to spend on strategy and planning. The Head advised that the revised national SEN framework, plus safeguarding, social care interventions and issues around bullying were taking more and more of the Deputy's time and the intensity of this work required a dedicated post-holder. The Committee agreed that this was a sensible use of the surplus and asked the Head to amend staffing and recruitment costs in the budget and bring it to the next meeting for sign-off.</p> <p><u>Spectrum (wrap around care) finances (report circulated)</u>: The Committee reviewed the financial statement 2014/15. TF advised that there was a waiting list for places at after school club, but that</p>	<p>Clerk: carry forward discussion to next meeting.</p> <p>Head/TF: revise budget to include AH and bring to next meeting.</p>
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	<p>ad-hoc requests were usually satisfied. Expansion would not be possible until after the building redevelopment due to constraints on space. The Committee asked for the report to include a section on how Spectrum follows and implements School policies in future, along with responses of a user satisfaction survey.</p>	
<p>7.</p>	<p><b>Pupil Premium (2014-15 report circulated)</b></p> <p>The Committee reviewed the report. The Head was pleased to report that the gap in progress and attainment between PP and non-PP children was closing, and that Morley PP children were doing better than PP children nationally.</p> <p>A GB asked why there was a marked difference in the % of children achieving ARE in YR-3 and Y4-6.</p> <p>Head: This was a normal trajectory; children were expected to catch up later in the school as interventions early on in the school were focussed on getting children ready to learn.</p> <p>A GB asked for future reports to include the cost of each of the interventions. The Committee also queried the 1% of PP children attending breakfast club, given the low number of PP children at the school. It was felt that future reports should provide more detail to ensure that the Committee would be fully informed of PP expenditure and impacts.</p> <p><u>Statutory information on school website</u>: it was noted that the PP and KS results pages required updating with 2014/15 information.</p>	<p>Head: Bring plans for PP expenditure to next meeting.</p> <p>Head: Ensure website up to date.</p>
<p>8.</p>	<p><b>Facilities</b></p> <p><u>Flood of July 2015 report (circulated)</u>: The Head highlighted key points. It was noted that the impact of the flood diverted staff time and attention from other things at what was always a very busy time of year. The Committee noted thanks to staff including TF and the caretaker for their hard work to get the school up and running so quickly. The financial impact was thankfully minimal, and was covered</p>	

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	<p>by insurance. There would be a new BCR flood code.</p> <p>A GB asked if there was anything to learn from the process. Head: The critical incident plan required a few minor updates, including a plan for a telephone tree. PC offered to be the GB contact.</p> <p><u>Lettings Policy</u>: There were a few amendments relating to safeguarding which the Committee agreed. Lettings procedures had also been tightened up. The Head asked for a discussion at a future meeting on opening the facility up further to community groups.</p>	<p>TF: Update critical incident policy.</p> <p>Clerk: Save revised lettings policy to school website and server. Carry forward discussion re community groups .</p>
9.	<p><b>Pay and Personnel</b></p> <p><u>Sickness absence (report circulated) and staff wellbeing/work-life balance</u>: The Head presented a report on sickness absence 2014-15. It was noted that class teacher absence was lower than the national average. The Committee asked the Head to report on staff wellbeing in the Spring, possibly using a staff survey as a starting point.</p> <p>A GB asked why TA absence was higher than that of class teachers: Head: This was not an unusual profile. However, TA absence was improving due to more rigorous sickness absence management.</p> <p><u>Whole school pay policy (circulated)</u>: The Head presented a revised policy and noted the statutory 1% uplift to the minimum pay point. The Committee discussed and agreed the optional uplift of 1% to each point on the scale. The Committee did not agree to the option of a 2% uplift to the top of the MPS.</p> <p>The policy was ratified and would be reviewed again in one year.</p> <p><u>Grievance policy (circulated)</u>: The policy was agreed and will be reviewed again in 1 year. There is a statutory requirement for the Policy to go to FGB for full resolution.</p>	<p>Clerk: update policy.</p> <p>Clerk: Take grievance policy to FGB.</p>

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	<p><u>Teacher CPD</u>: The Committee agreed to defer discussion to the next meeting.</p> <p><u>CASSA membership</u>: The Committee agreed to defer discussion to the next meeting.</p>	Clerk: carry forward discussion on CPD, CASSA and deputy head pay range.
10.	<p><b>Early Years baseline assessment</b></p> <p>The Head advised that Early Excellence had been selected as the baseline assessment provider.</p>	
11.	<p><b>After school activities</b></p> <p>The Committee agreed to postpone this discussion until the next meeting.</p>	Clerk: carry forward after school activities item to next meeting.
12.	<p><b>Parental questionnaire</b></p> <p>The Committee agreed that the main issue of importance related to communications and the school website. It was noted again that a link governor was required to take this forward.</p>	
13.	<p><b>To agree feedback to Full Governing Body and messages for Governor News</b></p> <p>The Committee agreed that feedback should highlight the agreement of the whole school pay policy and approval to recruit of an assistant head.</p>	
14.	<p><b>AOB</b></p> <p><u>Draft Communications Code (circulated at the meeting)</u>: There was insufficient time to discuss this in depth. The Committee asked the Head to circulate the Code by email.</p> <p><u>SFVS audit</u>: TF advised that the school would be audited in December. The Clerk was asked to assist with gathering evidence for the assessor.</p>	Head: circulate draft communications code.

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	<b>Date of next meeting:</b> December TBC.	

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

Abbreviations: KS – key stage, PP – pupil premium, SFVS – schools financial value standard, BCR – budgetary control report, AH – Assistant Head, MPS – main pay scale.