



**Morley Memorial Primary School
Resources Committee Meeting
Tuesday 14th November 2017 at 7 p.m.**

Minutes

Present: Philip Colligan (PC - Chair), Nikki Brown (NB – Head Teacher), Sarah Smalley (SSm), Caroline Louth (CL), Jonathan Gorrie

Also in attendance: Tim Fox (TF - School Business Manager), Alison Lawrence (clerk)

The meeting was quorate and the clerk took minutes.

1. Apologies

Apologies for absence had been received from Rachel Williams.

2. Notice of any other business

There was no other business.

3. Declaration of interests

None were declared.

4. Minutes of the last meetings and matters arising

Minutes of the meeting held on 10th October 2017 had not yet been seen by governors. The clerk was to circulate these minutes to Resources Committee members for amendment/agreement [RC1411.4a].

Minutes of the meetings held on 9th March 2017, 4th May 2017 and 11th July 2017 had been previously circulated between the governors and it was agreed that these were true records of those meetings. The clerk was to rectify a few typing errors in these minutes and the Chair to sign them [RC1411.4b].

Figures for 2017-2018 revised payscales had been circulated by NB prior to the meeting and the Committee noted that the figures were affordable.

5. Committee membership, training and visits

Membership: The Chair noted that the Resources Committee was still short of a few governors overall and that the Chair of the Full Governing Body (FGB) was aware of this. PC reiterated his

intention to step down as Chair of the Resources Committee and that this vacancy needed to be filled.

Training: NB had just paid for governors to access online governors' training with the National Governance Association (NGA), including in respect of child safeguarding. At the time of the meeting, NB had not yet received the log-in information but agreed that this would be circulated amongst governors [RC1411.5a].

TF reported that he would receive training on the new General Data Protection Regulation which comes into force in May 2018. The Chair noted that a member of the Resources Committee should attend the training as well.

Schedule of Health & Safety visits: TF explained that Jo Flanagan of the Local Authority will hopefully visit the site in December. The Chair proposed that TF should liaise with RW (Health & Safety link governor) in this regard. NB reported that the SLT and TF will look at items under the health and safety agenda and work out when best to report to the Resources Committee throughout the year [RC1411.5b].

6. Finance

The September BCR had previously been circulated among the Committee. TF reported that the October BCR was now available and would be distributed to governors via the clerk. JG and TF had exchanged emails prior to the meeting regarding the September BCR and noted that there was nothing to flag arising out of that correspondence.

A governor pointed out that it would be helpful to look at the BCR in more detail before the end of term, in particular with reference to the predicted deficit of £40k in future years and in terms of the variable spend [RC1411.6a].

NB explained that she was keeping an eye on the underspend in the allocated curriculum budget and that the money could be re-distributed, for example, by way of a virement into the budget for upgrading the school's technology. The Committee agreed that this was a sensible approach provided any re-distribution of spending received the prior approval of the Committee.

A governor asked whether the after-school club was out-performing the income forecast. TF explained that staffing costs had been fixed in preparation for the changeover to the new finance software and that the numbers were slightly down on staffing costs. NB explained that the underspend on staffing was due to not being able to recruit a new deputy office manager and part-time midday supervisors.

Governors noted that, overall, the BCR predicted a more favourable financial position than had been budgeted for and suggested that NB should propose which virements she would like to seek approval for before the next Resources Committee meeting on 8th February 2018 [RC1411.6b].

7. Update on cleaning contract

TF reported that four tenders had been received within the deadline and that he would meet CL on 21st November 2017 to make a shortlist of three. On 28th November, TF, NB and RW were due to hear presentations from the three shortlisted contractors. The Committee noted that the FGB

would need to agree via email the recommendation for the award of the contract to the preferred contractor [RC1411.7].

8. School Development Plan (SDP) 2017-2018

The SDP had previously come before the FGB. The remit of the Resources Committee was to consider the financial implications of implementing it. NB explained that overall the cost of implementation was £35,000, which is what the school had wanted to spend, but that there would be further costs.

NB explained that this year's SDP signalled a new direction in that teachers were to take more responsibility for its implementation. The aim was to establish three working parties across the school involving every teacher, so that staff could take ownership of the SDP, with the collective aim of raising attainment of disadvantaged children across the school. The cost implications were from effectively buying supply cover so that there was more time for teachers away from lesson time in order for them to contribute towards the functioning of the working parties.

A governor asked whether the working parties had terms of reference and how their success would be measured. NB explained that success would be measured by whether the achievement of disadvantaged pupils had been raised, the refinement of the assessment process (for example, effective marking) and the improvement of the teaching of writing across the school. NB emphasised that the SDP was not a static document but that it could be reviewed and amended as necessary as the year went on.

A governor asked who would provide the supply cover to the teachers involved in the working parties. NB explained that the school regularly used the same key agency supply staff so that they became part of the regular staffing contingent. There were not sufficient in-house staff to cover teachers' time away from their classes.

A governor pointed out that employing supply cover came at a premium cost and questioned whether it would be more cost-effective to employ a full-time cover for a year across the school. NB explained that this approach did not provide the school with adequate flexibility since two teachers might need supply cover on the same day.

A governor questioned the £15,000 spend on the audit by the visible learning team and follow up actions. NB explained that this also included spend on the Osiris contract. Governors noted that they had already approved the spend on the Osiris contract subject to NB deciding whether it should go ahead.

9. Pupil Premium (PP)

Priorities for PP spending: NB explained that effect of pupil premium spending was cumulative and that this was reflected in the new format of the PP spending strategy. The school's disadvantaged pupils did better or in line with others nationally, but the biggest gap was between PP pupils and non-disadvantaged pupils.

A governor pointed out that for the year 2016-2017, the school did not spend all the PP funds allocated to it and questioned whether re-distributing those funds around should be a priority. A

governor asked whether the situation would be different once the contract with Osiris was in place.

NB explained that the impact of quality teaching on PP pupils was very substantial. A class teacher who raised expectations and became a better teacher would have a direct impact on the outcomes for PP pupils. There were currently approximately 38 or 39 PP pupils across the school and PP spending would have a different impact depending on each cohort of pupils.

Last year, the school was able to fund a music teacher which meant that a class teacher was able to do one-to-one conferencing with PP pupils. The spending was in effect to free up time for teachers to be able to do this.

NB explained that Kerry Darby had now taken over pupil premium review from Beth McGreer since in the last school review, it was difficult to extricate the data regarding SEND pupils from those of PP pupils (there was often an overlap), but NB explained that it was important to review these two groups separately, especially those PP pupils who do not also have special educational needs.

NB told the Committee that the school had agreed to fund Kerry Darby to attend PP reviewer training, which would mean that she would be to go into other schools to review their PP spending.

Statutory pupil premium information on the school website: NB confirmed that the statutory information on pupil premium was up-to-date on the school website and the governors agreed that this was correct.

10. Personnel

Performance Management summary: Minutes from the Performance Management Committee meeting on 30th October 2017 would be put on the governors' website, with access restricted to Performance Management Committee members only [RC1411.10].

SSm circulated a summary of the Performance Management Committee meeting between the governors.

A governor questioned the impact of a teacher being placed on the Upper Pay Scale (UPS). NB explained that once a teacher has applied for and been granted a salary on the UPS, then that teacher had to fulfil the extra responsibilities that came with the role, otherwise there was a risk that he/she might face capability issues. As a result, some teachers were deterred from applying for a salary on the UPS.

Management of Sickness Absence: The Committee noted that this had previously been reported on at the last meeting and, since it was a standing item for one meeting each term, it did not require further discussion.

11. Friends of Morley

Playground: The Committee wished to record and recognise the amazing contribution by the Friends of Morley for its fundraising towards the playground re-development. Approximately £91,000 raised by the Friends of Morley was being used towards the installation of new

playground equipment. It was agreed that JG would write a letter to formally thank the Friends of Morley for its huge contribution towards the playground re-development [RC1411.11a].

New funding priorities: Governors invited NB to make suggestions as to where funds raised by the Friends of Morley could be used next. NB explained that IT and technology was a priority, for example, it had become apparent that the school needed a new video camera plus associated accessories. A governor pointed out that this was a good target since the purchase and use of new technology by the school could be have a fairly instant impact for teachers and pupils.

A governor suggested that there should be a longer “wishlist” for the Friends of Morley and it was agreed that NB would think about other items the school would like [RC1411.11b].

12. Premises

Update on building re-development: NB invited governors to read through the Building Redevelopment Update Meeting notes she had circulated on the day of the Committee meeting, including the summary of her first full programme review on 10th November 2017. NB explained that generally the school and Morgan Sindall were working well in accommodating each other and that Morgan Sindall were on track according to their schedule. NB suggested that the schedule was ambitious in that Morgan Sindall planned to undertake the internal refurbishment over the summer holidays in 2018 at the same time as the reception building work.

One issue NB had raised with Morgan Sindall was with the new reception doors. She had questioned whether some children would be able to open the new heavy doors and Morgan Sindall had not yet looked at this. NB explained that this was an important issue since the whole ethos behind the updating of the school’s facilities to allow the free-flow of pupils and staff could be jeopardised by the unwieldy doors.

A governor asked how NB planned to document any issues, such as this, with Morgan Sindall. NB explained that she had written emails and that there were minutes provided of her formal progress meetings with Morgan Sindall.

A governor asked about the impact of the building works on life at the school. NB explained that the school had successfully managed the reduction of play space by restricting ball games and using sports coaches to take pupils to the hard games court on the Early Years site. The main pinch point was the end of each day pick up and that this process had been reviewed by the SLT.

A governor questioned how much of NB’s time each week was spent dealing with the building work. NB said that she spent at least half a day a week in terms of meetings and emails and that TF’s time was also spent dealing with the specifics of the works.

NB did not need any further decisions from the Resources Committee regarding the re-development for the time being but stated that she had made Morgan Sindall aware of the dates of future FGB and RC meetings should they need to put any decisions before the governors.

A governor asked whether NB was receiving regular progress reports and health and safety audits from the project team. NB told governors that it was unusual for the school to be a client on a playground project such as this, since it would ordinarily be the Local Authority. She received

regular updates in a document which was handed out for discussion at the meeting, but unless there was anything of significant issue then she would only report back on the key points.

Revised costings for playground equipment: The governors then considered the revised playground equipment costings breakdown which NB had only just received. There was an uplift in costs relating to the management of the installation of the play equipment since Morgan Sindall's safety specifications were higher than the standard required and this meant that any contractor undertaking work for Morgan Sindall had to have a higher level of certification.

A governor questioned why there was a further cost regarding the lazy lawn since he understood that this had already been accounted for in the original quote. NB explained that she had raised this issue at the meeting with Morgan Sindall the previous week and that their response had been that at the point in time when the original quote was made, Morgan Sindall had not known what equipment would be installed and so they had not previously been able to predict what ground surface would be required.

A governor further questioned the 20% management costs from Durman Stearn. The governor did not think it was acceptable for the school to pay an extra £3,000 on top of the Copper Beech equipment simply to oversee the ordering of it. NB agreed that she would go back to speak to Morgan Sindall regarding this issue and that it might be that the school should order the equipment itself [RC1411.12].

NB explained that TF had been cross-referencing the revised costings to ensure that the school was not being charged duplicate for anything that was already included in the original quote. Items such as the willow tunnel and outdoor classroom had had to be removed to come in within budget. A governor suggested that these were items for which funds could be raised in future.

Asset Management Plan: The Asset Management Plan had been circulated prior to the meeting, with amendments highlighted in yellow. The governors discussed aspects of the asset management plan relating to the building re-development and agreed the detail of the plan as re-drafted.

13. Policy reviews

Updated policies had been circulated prior to the meeting. The governors agreed the following policies:

- E-safety and Acceptable Use Policy
- Grievance Procedure
- Code of Conduct for all Staff
- Statement of Procedures for dealing with allegations of abuse against staff
- Whistleblowing Policy
- Equality and Diversity for Staff
- Redundancy

14. Communications

Response to parents regarding the parent survey results: PC agreed that he would provide a short report back to parents on the results of the parent survey [RC1411.14].

Information published on school website: NB confirmed that she has updated the pupil premium information on the school website. It was noted that there would now be a communications working party.

15. Any other business

NB told the governors that she had now received an indication as to how the national funding formula would be phased in in Cambridgeshire and that the school was looking at an overall increase of 4% for 2018-2019.

The meeting closed at 9.05pm.

Table of actions:

Ref	Item	Action	Owner	Status/deadline
RC1411.4a	4. Minutes dated 10 th October 2017	Circulate minutes to Committee	Clerk	Done
RC1411.4b	4. Minutes dated 9 th March, 4 th May and 11 th July 2017	Amend minor typing errors and Chair to sign	Clerk/Chair	By next Resources Committee meeting
RC1411.5a	5. Committee membership, training and visits	Governors to undertake online NGA training, details to be provided	All	As soon as possible
RC1411.5b	5. Committee membership, training and visits	Training on GDPR	TF and one member of Resources Committee	Ongoing
RC1411.6a	6. Finance	JG to look at BCR in more detail	JG/TF	Before end of term
RC1411.6b	6. Finance	List new virements for Committee approval	NB	By next Resources Committee meeting
RC1411.7	7. Cleaning contract	Recommendation for award of contract to go to FGB for approval	NB/TF	Done
RC1411.10	10. Personnel	Circulate Performance Management minutes to PM Committee members only	SSm/Nicky Odgers/Clerk	Clerk to confirm
RC1411.11a	11. Friends of Morley	JG to write a letter of thanks to FofM re playground	JG	Approve at next FGB
RC1411.11b	11. Friends of Morley	Agree new funding priorities	NB	By next Resources

				Committee meeting
RC1411.12	12. Premises	Query the Durman Stearn management fees in the revised costings for playground installation	NB	Ongoing
RC1411.14	14. Communications	Report to parents regarding results of parental survey	PC	Ongoing