



**Morley Memorial Primary School
Resources Committee Meeting
Thursday 8th February 2018 at 7 pm**

Minutes

Present: Philip Colligan (PC - Chair), Nikki Brown (NB – Head Teacher), Sarah Smalley (SSm), Jonathan Gorrie (JG), Rachel Williams (RW), Richard Lambert (RL)

Also in attendance: Tim Fox (TF - School Business Manager)
Chris Nunn (CN - Morgan Sindall)
Simon Carter (SC - Faithful & Gould)
Alison Lawrence (clerk)

The meeting was quorate and the clerk took minutes.

1. Apologies

Apologies for absence had been received from Caroline Louth (CL).

2. Notice of Any Other Business

PC announced that RW had volunteered to take over as Chair of the Resources Committee. The governors voted to agree to this replacement. SS wanted to thank PC on behalf of the Committee for all his work as Chair over the years.

3. Declarations of Interest

None were declared.

4. Building re-development update

Simon Carter (SC) introduced himself as a project manager working for Faithful & Gould, who had been employed by the County Council and it had been his role to liaise regarding the building works between the school, the County Council and Morgan Sindall.

Chris Nunn (CN) introduced himself as of the Quantity Surveyor for Morgan Sindall.

NB explained that SC and CN had been invited to attend the Resources Committee meeting to answer questions on additional costs relating to the playground equipment installation and associated building works.

Playground equipment:

SC stated that the scope and detail of the playground equipment had now been agreed but the Resources Committee were now being asked to agree the additional costs associated with attendance from the main contractor, Morgan Sindall, and their groundworks sub-contractor, Durman Stearn. The additional costs are a result of more areas of Lazy Lawn, additional groundworks for the playground equipment and the groundworks sub-contractor having completed the main works and therefore needing to bring equipment and labour back to site.

A governor noted that the installation costs were equivalent to 45% of the value of the playground equipment, including approximately £1,000 for mobilisation and demobilisation of plant and machinery.

A governor stated that the Resources Committee, at one of its previous meetings with Morgan Sindall, had clearly stated that it was unwilling to pay twice for works to be done and that all measures should be taken to facilitate the future installation of the playground equipment. He stated that it was unfair that parents would now be asked to foot the bill for the additional contractor costs to install the playground equipment.

SC noted that the final decision on the scope of the playground equipment had come too late and after the playground works had been carried out.

A governor asked for clarification whether the design delay had arisen due to the school or due to the contractor.

SC pointed out that he had come to more than one meeting with NB and TF to discuss the design and that the design had gone backwards and forwards a couple of times. A governor noted that it should have been made clear at the time if additional costs were being incurred while the design was under review.

CN noted that Morgan Sindall had included works to future-proof the playground with regard to the drainage system, but at the time of laying the playground, the exact location of the playground equipment had not been known.

SC pointed out that the drawing with the final design and layout of the playground equipment was not issued until mid-November. SC suggested that overall the school had received excellent value for money given that the County Council had paid a significant contribution towards the Phase 1 works.

CN identified that Durman Stearn had added a 20% mark up in respect of the cost of the playground equipment, however he believed that the school could manage the order with Copper Beech direct and avoid the additional cost. CN stated that Morgan Sindall would be happy to provide oversight of the installation.

NB was asked whether she would feel comfortable to go ahead with an order directly from Copper Beech to provide and install the playground equipment. NB queried what would happen if there were drainage issues around the installation process, who would have liability? A governor pointed out that of the school needed clarity around the responsibility for the installation of the playground equipment. He asked whether SC could agree that Faithful & Gould would take responsibility to oversee the installation of the Copper Beech play equipment, despite the direct contractual relationship between Copper Beech and the school. SC stated that such a proposal should be fine.

A governor asked whether the costs of the playground equipment were now fixed. Another governor queried whether Faithful & Gould were cost managing as well as project managing. SC replied that Faithful & Gould had checked and were happy with the costs provided.

Following the discussion, the Chair asked if governors agreed to:

1. pay the additional costings of approximately £25,000 to Morgan Sindall in respect of the work to prepare the playground for installation of the equipment; and
2. approve an order directly by the school of approximately £11,000 from Copper Beech in respect of the play equipment, subject to Morgan Sindall and Faithful & Gould working together with Copper Beech to oversee the installation of such.

The governors agreed both points and that the revised design entitled “revision 1 13/11/17 drawing” should be implemented.

Governors then moved onto the issue of window refurbishment and the resurfacing of the rear playground.

Window refurbishment:

A note in respect of the proposed window refurbishment options by Tim Fox had previously been circulated among the governors.

TF explained that a notional figure of £10,000 had been allocated to window refurbishment based on an initial ballpark figure from Morgan Sindall. At that point, it had not been confirmed how many windows would form part of the main project.

Option (a) – at a cost of £17,283.33 – would be to refurbish/replace all the numbered windows on the mark up that had previously been circulated to governors. This excluded the modern Y1 and Y2 windows but would include replacing a single window adjacent to the main works, i.e. the site manager’s office. The remaining windows would be lightly refurbished to improve appearance and make operational. There was no option to wholesale replace windows and therefore improve heat retention. CN and SC explained that there was no allowance to cut out rotten timber nor replace rotten sills. A governor asked whether a proper survey had been undertaken as to the state of the windows and CN replied that there had been a non-intrusive survey and the windows had been judged to be in an “ok to poor” condition. He added that it was not possible to know more until the existing putty was removed. A governor asked if Morgan Sindall would use resin to re-seal the windows. CN replied that the windows would be re-sealed with resin to make them air and water-tight.

SC confirmed that they would be managing Morgan Sindall with regard to the scope of refurbishment alongside all the window refurbishment works under the main project.

Option (b) – at a cost of £13,683.73 was to cover the refurbishment/replacement of all the windows, except three in Indigo class and one in the library.

TF confirmed that there was money in the budget to cover the refurbishment of windows under option (a) and the governors agreed that this should go ahead.

Re-surfacing of rear playground:

TF explained that previously £15,000 had been allocated to this in the asset management plan for the 2019/20 financial year, based on discussions with Peter McKenny from PCM. An estimate of £15,000-£18,000 had now been provided by CN. This was in addition to £4,000 to pay for necessary drainage work to the rear playground to be carried out in February half term.

Governors agreed that the school should pay for the re-surfacing of the area of the rear playground not currently forming part of Morgan Sindall's contracted work. CN will provide final costs for approval in due course.

SC and CN left the meeting.

5. Capital Budget

TF explained that he was in the process of updating the January 2018 BCR in which £43,000 of revenue would be released as capital. TF handed out copies of the Capital Budget Plan 2017-2018 which was submitted in May 2017, along with an updated version which had been revised in January 2018. Copies of both documents had since been uploaded to the governors' website. TF had already met with JG and CL to discuss the revisions and the governors noted the revisions.

6. Minutes of the last meeting and matters arising

The minutes of the Resources Committee meeting on 10th October 2017 had been previously circulated and governors agreed that they were a true reflection of that meeting. The Chair agreed that the minutes of the meeting on 14th November 2017 should now be circulated [RC0802.6a].

One outstanding issue was the Spectrum after school club (ASC) cancellation policy. The Chair directed that this should come before the next Resources Committee in March. He requested that NB send the draft policy to the governors for approval [RC0802.6b]

A governor noted from the minutes of the meeting on 10th October 2017 that the Salary Review Committee requires 5 members. There are currently only three [RC0802.6c].

7. Committee membership, training and visits

Governors welcomed Richard Lambert (RL) as a new member of the Governing Body and the Resources Committee. It was noted that a second new governor, Anton Alexandroff, would sit on the Learning Committee.

SS had attended a termly governor briefing on the GDPR.

NB reminded governors that the school had subscribed to the National Governance Association(NGA) online training resource. PG commented that he thought the training resources were of a high quality.

RW was due to attend a local authority briefing on finance for governors.

TF and NB reported that the health and safety visit had just happened and that the report was imminent.

8. Finance

- **BCR and pre-budget planning:**

The BCR report from December 2017 had previously been circulated among the governors and it was noted that JG and CL had already met with TF to discuss it. Another meeting between TF, JG and CL was scheduled for 23rd February in order to do some preparatory work before the Resources Committee meeting on 8th March to ascertain priorities for the 2018-2019 budget [RC0802.8a].

- **Benchmarking:**

The Chair commented on a benchmarking/comparison tool available on the Department for Education website (see link below) which provided useful background to any discussion on budget priorities. The clerk agreed to include it on the agenda for the next Resources Committee meeting on 8th March 2018 [RC0802.8b].

<https://www.compare-school-performance.service.gov.uk/school/110657?tab=primary>

- **Spectrum and lettings fees increases:**

Documents outlining the proposed changes had previously been circulated among governors.

Lettings fees:

TF explained that a 50 pence per hour increase was being proposed for the school's letting fees. Governors approved the proposed increase.

Spectrum fees:

On account of the proposed support staff pay increases of 2% over the next year or two (which governors agreed were likely to happen), an increase in the Spectrum after school club (ASC) had been proposed. TF explained that the school would need to gradually increase its ASC

fees each year. The school was expecting an overall 4.17% increase in ASC staffing costs if the proposed pay offer went through. The proposed increase in ASC fees would more than cover this increase in staffing costs and would bring Morley into line with other local ASC providers.

Governors approved the proposed increases in both lettings fees and Spectrum ASC charges.

- **School Financial Value Statement (SFVS):**

Governors agreed that this would be covered at the Resources Committee meeting on 8th March 2018 [RC0802.8c].

9. Catering contract

Governors were asked to consider approving the appointment of a consultant (Mike Pooleman from RM&C Consultants) to act on behalf of the school during the catering contract tender process. A governor suggested that the cost of £3,000 seemed a lot for this process. Another governor noted that the consultant would be reviewing the pricing structure, looking at the menu, and would have expertise in the catering industry and therefore the school should see this investment returned as a result of the procurement process. The governor also suggested checking with the schools in Morley's cluster if any is due to renew its catering contract, to share procurement costs and make a more attractive prospect to catering providers.

Governors approved the appointment of the proposed consultant.

10. General Data Protection Regulations

The Chair explained that the new General Data Protection Regulations (GDPR) would apply to all institutions from 25th May 2018 and that explicit consent will be required for data that the school holds.

NB and TF explained that the school had bought into a data protection service which will provide a data protection expert to the school at a cost of £500 per year for 3 years. The person allocated to audit the school and its data protection responsibilities is called Donna. The Chair requested that Donna produce a short note on the state of the school's data protection status and any associated risks for the governors to see and requested that this item appear on a future Resources Committee agenda [RC0802.10].

11. Personnel

NB explained that Kerry Darby has accepted a headship at a new school and would be stepping down from the DHT role in April. Governors asked NB to pass on their congratulations and thanks to Kerry for all her hard work.

NB explained that this resignation had created an opportunity for a potentially different leadership structure going forward, for example, a full-time deputy head teacher with 3 days' responsibility for leadership and 2 days' teaching. It was proposed that there would be an internal appointment of an acting deputy head for the interim period between April to

September, with the position being advertised as being from September 2018 to ensure that the vacancy was open to be a full field of external candidates.

In addition, a number of teaching assistants (TAs) had recently resigned. This, too, presented an opportunity to review the staffing structure, for example, NB stated that there were certain areas where a higher learning teaching assistant (HLTA) might be more effective. This role would also take responsibility for the day-to-day management of the teaching assistants and SEND administration.

The costs of these possible staffing structure changes would be modelled and costings brought before the next meeting of the Resources Committee on 8th March [RC0802.11].

Governors agreed that it was sad to see staff leave but that it was a good opportunity to review the staffing structure.

12. Friends of Morley

Governors noted that new funding priorities needed to be established for the Friends of Morley AGM in September 2018. NB stated that a list has been put up in the staff room. She envisaged that technology would form a top priority. The Chair explained that an ambitious list was needed [RC0802.12].

13. Policy reviews and Best Value Statement

Governors agreed the draft Complaints Policy, Persistent Complaints and Harassment Policy and the Best Value Statement as previously circulated among the governors.

14. Communications

Response to parents regarding the parent survey:

PC had submitted his report on the results of the parent survey to the Chair of Governors.

Information on the school website:

NB has done a checklist on The Key. It was agreed that the clerk should make sure the governor communications page was compliant. RW volunteered to be the governor with responsibility for checking that the school was compliant and RL agreed to assist in this [RC0802.14].

15. Any other business

There was none.

The meeting concluded at 9.00pm.

Table of Actions

Ref	Item	Action	Owner	Status/deadline
RC0802.6a	6. Minutes of last meeting and matters arising	Minutes of meeting 14.11.17 to be circulated	Clerk	Done
RC0802.6b	6. Minutes of last meeting and matters arising	NB & Matt Casey to circulate proposed Spectrum cancellation policy	NB/Matt Casey/clerk	Before RC meeting 08.03.18 (documents to be circulated by 01.03.18)
RC0802.6c	6. Minutes of last meeting and matters arising	Governors to note that the Salary Review Committee has two vacancies	All governors	Ongoing
RC0802.8a	8. Finance	JG and CL to meet with TF for pre-budget planning	JG/CL/TF	23.02.18
RC0802.8b	8. Finance	Benchmarking tool from DfE to be included on next agenda	Clerk	Next meeting on 08.03.18 (documents to be circulated by 01.03.18)
RC0802.8c	8. Finance	School Financial Value Statement to be included on next agenda	Clerk/TF	Next meeting on 08.03.18 (documents to be circulated by 01.03.18)
RC0802.10	10. General Data Protection Regulations	Donna to be asked to produce a short note on the school's data protection status and any associated risks	TF	Ongoing/as soon as possible
RC0802.11	11. Personnel	Modelling costs of possible staffing structure changes to be circulated	NB/TF	Next meeting on 08.03.18 (documents to be circulated by 01.03.18)
RC0802.12	12. Friends of Morley	Establish new funding priorities	NB	As soon as possible
RC0802.14	14. Communications	Ensure information published on school website is compliant	RW/RL/Clerk	As soon as possible/ongoing