



**Morley Memorial Primary School  
Resources Committee Meeting  
Thursday 8<sup>th</sup> March 2018 at 7 pm**

**Minutes**

**In attendance:**

Rachel Williams (RW - Chair)

Sarah Smalley (SS)

Caroline Louth (CL)

Nikki Brown (NB – Head Teacher)

Jonathan Gorrie (JG)

Richard Lambert (RL)

**Also attending:**

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 Philip Colligan (PC).

**2. Notice of Any Other Business**

None.

**3. Declarations of Interest**

None were declared.

**4. Minutes of the last meeting and matters arising**

The minutes of the Resources Committee meeting on 14<sup>th</sup> November 2017 and 8<sup>th</sup> February 2018 had been previously circulated and governors agreed that they were a true reflection of those meetings.

**Matters arising from Resources Committee meeting on 8<sup>th</sup> February 2018:**

- **RC0802.6a:** Complete, waiting to be signed off by PC.
- **RC0802.6b:** see item 9 (Spectrum cancellation policy).
- **RC0802.6c:** two vacancies on the Salary Review Committee noted and to be brought to the next FGB meeting in May. The Chair of Governors would normally consider any appeals so should not sit on this committee.

- **RC0802.8a:** RW and CL met with TF for a pre-budget planning meeting. RW to prepare a note of the meeting [**RC0803.4**].
- **RC0802.8b:** see item 8 (benchmarking).
- **RC0802.8c:** see item 8 (SFVS).
- **RC0802.10:** see item 11 (GDPR) and ongoing.
- **RC0802.11:** brought before the FGB 22.02.18 and ongoing.
- **RC0802.12:** Friends of Morley funding priorities ongoing.
- **RC0802.14:** see item 14 (school website audit has already been carried out by NB on 24.01.18, NB to send link to RL and Clerk (action complete)).

## 5. Buildings

### Update on the re-development:

NB and TF updated governors as to the progress of the building work. Items discussed included:

- Activity hall is in progress and due to be completed 29 March: part of the £20,000 in capital budget plan will be used towards furniture for the activity hall.
- A monthly catch-up meeting with Morgan Sindall was planned for 9<sup>th</sup> March 2018.
- Due to concerns of over-running with the refurbishment over the summer, plans are being made to minimise the risk of over-run so that the reception classes will be ready by September.
- NB agreed to circulate the Morgan Sindall monthly reports to governors [**RC0803.5a**].
- Local Authority has acknowledged the need for power-assisted external doors to the Reception classes to allow children to access outdoor provision safely and easily.
- School is planning for an increased budget in respect of IT, possibly using funds from Friends of Morley – school to decide how to spend the IT budget including interactive whiteboards / TV screens and wi-fi.
- NB wished to note an issue of contention with Local Authority is the removal of the original parquet flooring from the Victorian classrooms, which will not meet building regulations (non-slip) and which Morgan Sindall will not guarantee. NB has tried very hard to keep the parquet flooring. A governor suggested that the issues is raised with the Council, as the Client for the project, to check if the parquet flooring could be retained and therefore taken out of Morgan Sindall's contract.

### Annual premises inspection:

RW to contact TF to set a date for this to happen [**RC0803.5b**]. CL and RL volunteered to attend.

## 6. Playground equipment:

NB has ordered the play equipment from Copper Beech which will be installed over the Easter bank holiday weekend (30<sup>th</sup> March to 3<sup>rd</sup> April 2018). Governors had previously approved (Resources Committee meeting on 8<sup>th</sup> February 2018) the expenditure from this year's budget.

## **7. Committee membership, training and visits**

- RL has completed a number of online NGA training courses.
- Health & Safety report from visit on 23<sup>rd</sup> January 2018 had previously been circulated. The action plan was incorrect so TF has asked the inspector to amend and re-send. RW requested that the amended report be re-circulated once it has been received [RC0803.7].
- It was agreed that health and safety should be a separate standing item on the Resources Committee agenda.

## **8. Finance**

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

The BCR report from January 2018 had previously been circulated. The February 2018 BCR report is almost ready and there is only a £5,000 change from January.

- TF to populate Orovia accounting system to make sure all of the staffing costs copy across accurately (Orovia is pre-populated with funding).
- First budget-setting meeting with Local Authority is set for 21<sup>st</sup> March 2018.
- Governors thanked TF for the analysis of the budget carry forward, which was very helpful.
- To a question, there was a discussion between governors and NB regarding Morley's carry forward of approximately £180,000 (once committed capital spend is taken into account). NB is reluctant to commit further expenditure given increasing staffing costs.
- TF due to meet the LA (Liz Bowen) on 25<sup>th</sup> April 2018 and will circulate budget estimates to Resources Committee governors after that date [RC0803.8].
- To a question regarding the budget forecast, NB agreed that the budget could show a deficit going forward but include a narrative that explains in reality the likelihood is that the figure will be better than expected. Governors agreed a cautious approach to the budget setting until funding and salary increases are confirmed.

### **Benchmarking report – Morley vs Queen Edith's:**

- TF reported that he had used the beta version of the benchmarking tool from the DofE's website but this was not particularly user-friendly. Queen Edith's had been chosen since it is a similar-sized school with 2 form entry and similar demographic. It is part of a federated structure and therefore shares non-teaching staffing costs with Queen Emma and has a higher proportion of FSM.
- Governors explored the benchmarking information and the discussion focussed on the difference in TAs (13 or 10FTE at Morley / 27 or 17.5 FTE at QEs), when the number of teaching staff was broadly comparable. The additional pupil premium funding could not account for this difference.
- Governors noted that it was reassuring that there were no other obvious gaps between the two schools which could not be explained by the differences in demographics and organisation structures.

### **School Financial Value Statement:**

This document had been previously circulated to governors. Governors agreed to recommend that the Chair of the Governing Body sign the statement subject to the following comments:

- item 5: there is a check on conflicts of interest before every meeting.
- item 14: does the school have to use more than one benchmarking comparison. TF to find out when the data will be updated on the DofE website and it can be added to the Resources Committee agenda at a more useful time [RC0803.8b].
- TF to amend and Clerk to arrange for Chair of Governing Body signs before the end of March [RC0803.8c].

## **9. After school club cancellation policy change**

Wording regarding the change to the Spectrum cancellation policy had been previously circulated to governors. Governors agreed to the wording and thanked NB and Matt Casey for their work on this.

## **10. School meal costs**

This will come to the Resources Committee in July 2018.

## **11. General Data Protection Regulations**

Slides regarding the scope of the new GDPR regulations had been previously circulated to governors.

- Data protection consultant (Donna) to put together a checklist for the schools she is responsible for.
- Currently looking at Morley's policies.
- Staff to be trained on 21<sup>st</sup> March 2018.
- ICT service will look at encryption of school computers.
- Role of governors to check the school's compliance with the regulations.
- To a question, TF agreed to notify governors of anything which causes him concern in this regard.

## **12. Personnel**

### **Staff absence data for Autumn term 2017:**

- Figures show better than average sickness absence which demonstrates an effective sickness absence management approach.

### **Staffing issues:**

- New pupil well-being lead has been appointed to work 2 days per week. Their 1<sup>st</sup> week had been spent meeting and getting to know the children and the 2<sup>nd</sup> week would focus on understanding what resources are available. Activities with the children would focus on team building and resilience and dealing with anxiety and stress.
- To a question, TF confirmed that hardly any of the previous cleaning staff had transferred across on the award of the new cleaning contract under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE).

### 13. Friends of Morley

NB has asked staff to add to the wish-list of funding priorities for the Friends of Morley. Investment in IT projects was an area that Governors thought should be encouraged.

### 13. Policy reviews

Governors agreed the following policies, which had been previously circulated:

- Recruitment Selection Policy and Procedure (subject to removal of square brackets)
- Appraisal Policy
- Capability Policy
- Disciplinary Policy (subject to NB amending it to 10 working days in paragraph 8.2)

### 15. Communications

#### Information on the school website:

NB has conducted a website audit using a checklist on The Key.

### 15. Any other business

- Budget sign-off meeting scheduled for Thursday 3<sup>rd</sup> May 2018 at 7pm.
- NB asked governors to consider holding some meetings at 5pm as a matter of staff wellbeing. Governors agreed the importance of staff welfare and discussed the challenges of recruiting governors with a range of skills and experience while limiting options to people not working, working locally or able to take time off work. Governors to discuss with the wider Governing Body [RC0803.15].

The meeting concluded at 9.00pm.

**Table of Actions**

Ref	Item	Action	Owner	Status/deadline
RC0803.4	Minutes and matters arising	Note of pre-budget meeting on 23.02.28 to be circulated	RW	Complete
RC0803.5a	Buildings	Monthly contractor reports to be circulated	NB/Clerk	Complete
RC0803.5b	Buildings	Date for annual premises inspection to be set	RW/TF/CL/RL	18 <sup>th</sup> May 2018 9am

<b>RC0803.7</b>	Committee membership, training and visits	Revised Health & Safety report to be re-circulated once received	TF/Clerk	Ongoing
<b>RC0803.8a</b>	Finance	Budget numbers to be circulated after TF meeting with Liz 25.04.18	TF/Clerk	Complete
<b>RC0803.8b</b>	Finance	TF to find out re benchmarking data release	TF	Complete
<b>RC0803.8c</b>	Finance	Revise SFVS	TF/Clerk/NO	Complete
<b>RC0803.15</b>	AOB	Consider 5pm meetings	All governors	Ongoing