



**Morley Memorial Primary School  
Resources Committee Meeting  
3<sup>rd</sup> May 2018 at 7pm**

**Minutes**

**In attendance:**

Rachel Williams (RW - Chair)  
Sarah Smalley (SS)  
Caroline Louth (CL)  
Philip Colligan (PC)

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**

It was noted that all members of the Full Governing Body had been invited to the meeting since the Budget for 2018-2019 was to be discussed and approved.

**2. Notice of Any Other Business**

Catering contract – question as to whether to enter into joint tender process with other local primary schools.

**3. Declaration of interests**

None were declared.

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

The minutes of the Resources Committee meeting on 8<sup>th</sup> March 2018 had been previously circulated and governors agreed that they were a true reflection of that meeting. A governor requested that the definition of TUPE (p. 4) be included in full in the minutes.

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

<b>Ref</b>	<b>Item</b>	<b>Action</b>	<b>Owner</b>	<b>Status/deadline</b>
<b>RC0803.4</b>	Minutes and matters arising	Note of pre-budget meeting on 23.02.28 to be circulated	RW	Complete
<b>RC0803.5a</b>	Buildings	Monthly contractor reports to be circulated	NB/Clerk	Complete
<b>RC0803.5b</b>	Buildings	Date for annual premises inspection to be set	RW/TF/CL/RL	Confirmed for 18 <sup>th</sup> May 2018 9am
<b>RC0803.7</b>	Committee membership, training and visits	Health & Safety report to be re-circulated if amended (RIDDOR reference)	TF/NB/Clerk	Ongoing
<b>RC0803.8a</b>	Finance	Budget numbers to be circulated after TF meeting with Liz Bowen 25.04.18	TF/Clerk	Complete
<b>RC0803.8b</b>	Finance	TF to find out re benchmarking data release	TF	Complete - January
<b>RC0803.8c</b>	Finance	Revise SFVS	TF/Clerk/NO	Complete
<b>RC0803.15</b>	AOB	Consider 5pm meetings	All governors	Ongoing

Minutes of Resources Committee meetings held on 10<sup>th</sup> October 2017, 14<sup>th</sup> November 2017 and 8<sup>th</sup> February 2018 (previously circulated and approved) were signed by PC.

## **5. Correspondence regarding Building Works**

### **Approval of playground re-surfacing works:**

Morgan Sindall's breakdown of the design costs for the playground drainage design works and re-surfacing had been previously circulated to governors, amounting to £3,343,29. Governors noted that this figure was approximately double the original estimate. TF explained that Faithful & Gould felt that Morgan Sindall were providing a reasonable quote. Governors agreed to approve the instruction to Morgan Sindall to proceed with the resurfacing works.

### **Parquet flooring**

Correspondence explaining why the existing parquet flooring cannot be retained had been previously circulated to governors:

- Morgan Sindall will only guarantee the flooring work if it is carried out in accordance with contract
- Morgan Sindall does not have specialist parquet flooring expertise The contract agreed with CCC and Morgan Sindall does not include retaining parquet flooring
- Adding refurbishment of existing parquet flooring to the scope of contract would negatively impact on cost and the 6 week schedule of refurbishment which would not be finished before the start of the September term

To a question that this was an issue which should have been raised at the start of the contract, NB explained it had been assumed that Morgan Sindall would simply carpet over the parquet in the areas of refurbishment. Some parquet flooring might be auctioned off to raise funds for something else after the building works are complete. It was noted that two classrooms may still have some original parquet flooring once the works are completed.

## **6. Budget for 2018-2019**

The following documents had been previously circulated to governors:

- Note of pre-budget planning visit from RW
- Budget notes for Governors 25.04.18
- Budget Summary
- Capital Budget Plan 2018-19 v2 17.04.18
- Budget Forecast by CFR Codes Level
- Budget Forecast by Cost Centres with Ledger Codes
- Budget Forecast by Ledger Codes Level

It was noted that governors had attended approximately 9 hours of budget-setting meetings with TF and Liz Bowen from the Local Authority prior to the presentation of the Budget 2018-2019. Particular thanks were given to CL and JG for their time and effort.

### **Points to note:**

1. Revenue Financial Forecast is looking healthier, due mostly to Minimum Funding Guarantee (MFG) transition to the National Funding Formula (NFF). On advice from Liz Bowen, the MFG has reduced from approximately £62k to £21k. In 2 years' time, all schools will be subject to the NFF, so on advice from Liz Bowen, the allocation has been phased downwards. It was noted that this is not a contingency fund.
2. Basis per pupil funding has increased by £97,490, mainly as a result of the 416 pupils on roll at the census date for funding purposes. Pupil numbers are budgeted for 410 to be realistic and err on the side of caution.
3. A governor noted that the school has a significant carry forward, but the school is currently spending more than its income, which justifies the healthy carry forward. TF confirmed that the numbers are realistic but not unnecessarily prudent. To a question regarding some examples of this, TF explained that in previous years, there was a budget for 2 midday supervisors, but this year there is just one allocated since the school has found it difficult to recruit to this role. This is the same for the Higher Learning Teaching Assistant. TF has tried to project forward realistic figures for gas

and electricity, for example. Grounds maintenance contract has remained static, but this will need to be re-visited imminently once the new playground goes “live”.

4. The internal appointment of the new Deputy Head Teacher impacts on the budget. TF noted that Liz Bowen has adjusted the DHT payscale from L9 to L10 which equates to an extra £984 per annum for staff salaries (the figures in the documents circulated to governors will need to be adjusted to reflect this). Figures for staff salaries could still change if any members of staff hand in their notice this term.
5. To a question on income, TF explained that the lettings figures were flat. Once the new activity hall is up and running, the school might try to expand its after school club provision after Christmas and increase income. This will reduce some lettings income but the bulk of lettings will remain.
6. Note that Orrovia has not populated Year 3 for staffing salaries, so in some cost headings the 2020/21 figures will increase slightly. This is a technical glitch which will be addressed with the Local Authority.
7. To a question as how there could be such a big swing from a deficit of about -£50k to a credit of approximately £250k, TF explained that there is a bigger carry forward, the transition from Minimum Funding Guarantee to National Funding Formula has resulted in a downward allocation, and the fact that there are more pupils on the roll (this time last year, there were 399). NB explained that last year the school lost higher paid teachers who have been replaced by NQTs (on lower salaries) and that there will always be variability with staffing costs. This budget is based on the current staff going forward.
8. To a question regarding “checkpoints” along the year to check how the budget is working in practice (e.g. if there is an underspend in one area, could this be re-allocated), NB explained that there is often an informal re-allocation (for example, this year since DT is a priority in the School Development Plan, some underspend for the RE curriculum was allocated to the DT curriculum budget).
9. To a question regarding support to ensure teachers can effectively spend their budgets, NB explained that teachers do not receive specific training as to how to spend their curriculum budgets since these amounts are small. However, there is nothing that teachers have asked for which has not been purchased.
10. There are ongoing discussions with Friends of Morley as to what they will find easier to raise money for e.g. library furniture or IT equipment.

Governors thanked TF for all his work on preparing the Budget and formally agreed to approve the Budget for 2018-2019, subject to one final change for additional costs for DHT salary. It was noted that all members of the Full Governing Body had been invited to attend tonight’s meeting to discuss and approve the Budget.

## **7. Health and Safety**

There were no items to report.

## 8. To approve a replacement signatory for cheques

Governors agreed to minute that Kerry Darby would be removed from the list of staff able to act as a signatory for cheques and to replace with Katy Kowalska and Beth McGreer (see banking mandate form).

## 9. Any other business – Catering Contract

Previously, TF had asked Mike Pooleman (consultant for catering contract renewal process) if any other schools would be interested in joining forces with Morley in respect of the tender process. Four or five other schools had expressed an interest. As such, the consultant's fees would reduce from £3,000 to £1,200. Governors discussed the advantages and disadvantages of pooling together with the other schools in the process.

- Consultancy fee saving of £1,800 but the gains from lower catering costs are marginal
- Morley the biggest client in the process – might not be good value
- The other schools involved are in a hurry to appoint a new caterer but Morley is not and the timeline has been significantly accelerated, which does not benefit Morley

### Addendum:

RW spoke to Mike Pooleman the following day and later confirmed by email to governors that there were no obvious benefits to Morley to join forces with the other schools. By email, the Resources Committee agreed that Morley should proceed with its own catering contract renewal process (no governors disagreed).

## 10. Dates of future meetings

Full Governing Body: Thursday 10<sup>th</sup> May at 7pm – budget sign off

Resources Committee: Tuesday 3<sup>rd</sup> July at 7pm

The meeting ended at 8.35pm.

### Table of Actions

RC0305.4	Minutes	Amend to include full wording of TUPE	Clerk	As soon as possible
RC08.03.7	Committee membership, training and visits	Health & Safety report to be re-circulated if amended (RIDDOR reference)	TF/NB/Clerk	Ongoing
RC0305.9	AOB	Call to Mike Pooleman	RW	Complete