



**Morley Memorial Primary School
Resources Committee Meeting
3rd July 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)
Matt Casey (MC – Spectrum After School Club Manager) (until the end of Item 4)
Alison Lawrence (Clerk)

The meeting was quorate and the Clerk took minutes.

1. Apologies

There were no apologies.

2. Notice of Any Other Business

See Item 11.

3. Declaration of interests

None were declared.

4. Review of Spectrum

Finances for school year 2017-2018

MC distributed a new document setting out the finances of the wraparound care at Morley since an earlier document circulated between governors had contained some errors and omissions. This document has now been uploaded onto the governors' website.

Main points to note:

- Despite anticipated downward trend (due to reduced staffing and reduced capacity due to building works), MC is really pleased with the year.

- Spectrum has lost 8 members of staff over the period and faced challenges regarding recruitment and induction. MC has managed to recruit for short-to-medium solutions for playworkers. Will still require some supplementary staff and was intending to target sixth formers to add to the team (most likely to recruit in September).
- To a question from a governor, MC explained that Spectrum is almost up and running in new space, but it needs the outstanding issue with the phone line resolved.
- Building over summer holidays should not be too disruptive. MC aware of challenges regarding outdoor space to allow holiday club to function over the summer.
- To a question, MC explained that staff wages are increasing due to inflation and the expected 4.5 to 5% pay rise. However, income for Spectrum should increase to compensate.

Finance and general provision:

- To a question from a governor regarding feedback from parents on the wider wraparound care provision, MC explained that the self-evaluation network meeting was due to take place the following evening (i.e. 4th July). The survey has been postponed until Spectrum occupies the new building space.
- MC circulated another document, Morley Childcare SEF 2017-18 Summary (self-evaluation).
- All families on waiting list for Fridays have been offered places. A waiting list is still operating for the other days of the week, but there are fewer parents on the list than a year ago.
- To a question from a governor regarding what Spectrum would like to achieve, MC explained that he is trying new ways to generate income and increased booking for summer holiday club e.g. Zoolab.
- The new Cancellation policy will come into effect in September 2018.

Survey and feedback:

- Governors considered where in the cycle they should receive feedback from parents regarding wraparound care.
- The Spectrum survey is open to all parents, but it receives a low response rate.
- It was agreed that additional questions regarding wraparound care should be included in the main parent survey, which was due to be sent out to parents imminently.
- NB noted that they would like at ideas for promoting the breakfast club differently, e.g. to include a different focus and offer additional activities, such as a coding club.

Bad debts:

Governors briefly discussed Spectrum's bad debts and agreed that the real cost to the school was negligible. Governors agreed to write off the school's bad debts (see Item 7).

5. Minutes of the last meeting and matters arising

The minutes of the Resources Committee meeting on 3rd May 2018 had been previously circulated and governors agreed that they were a true reflection of that meeting.

Matters arising from Resources Committee meeting on 3rd July 2018:

Reference	Item in Minutes	Action	Owner	Deadline	Status
RC0305.4	Minutes	Amend to include full wording of TUPE	Clerk	Before next RC meeting	Complete
RC08.03.7	Committee membership, training and visits	Health & Safety report to be re-circulated if amended (RIDDOR reference)	TF/NB/Clerk	Ongoing	Complete – now being circulated (see Item 9)
RC0305.9	AOB	Call to Mike Pooleman	RW	As soon as possible	Complete

6. Correspondence

NB explained that she had received a complaint from a parent regarding the safety of the new playground, specifically the artificial grass. The parent had bypassed the school complaints process, which would have seen the complaint come to Governors first, and taken the complaint straight to the Local Authority, since she indicated that she does not have faith in the process. The Local Authority was due to visit the following day (4th July) to conduct a risk assessment and until that had been carried out, children had not been permitted on the grass. To a question from a governor, NB agreed to circulate the risk assessments to governors [RC03.07.6].

7. Finance update

BCR:

TF explained that he will continue to produce the BCR at the same time as producing Orovia reports. Liz Bowen from the Local Authority will advise TF when to switch completely from BCR to Orovia. A meeting with Liz Bowen was due to take place the following day (4th July).

- To a question from a governor, TF explained that he had made an adjustment to account for the revised playground costs and Peter McKenny's fee under the building maintenance code.
- To a question from a governor regarding new members of staff in September, NB explained that the school has appointed a replacement for Amy and has advertised for a HLTA/Support staff working to lead and manage TAs and lunchtime supervisors and have already received an application [RC0307.7a].
- An additional £7,500 (approximately) has been allocated for a French teacher for one day per week. Interviews to take place on 13th July [RC0307.7b]. SS volunteered to attend as she is able to converse in French.
- To a question from a governor regarding the variable spend, TF explained that Orovia will produce a monthly update report, which will be shared to the Governor shared drive, allowing Governors to raise questions in the interim and discuss at meetings. This will be a standing item on the agenda. RW requested that TF circulate a short note to governors after his meeting with Liz, which was due to take place on the following day, 4th July [RC0307.7c].

Bad debts:

- If a debt is less than £50, the school will write it off (on the advice of the Local Authority).
- Debt collection is robust. Only one bad debt to be written off. Governors formally agreed to write it off.

Catering contract:

- Tender process to move forward under Mike Pooleman.
- Governors do not need to sign off the pre-qualification, but the detailed specification will need to be approved prior to it being issued for tender. TF to advise programme dates and factor in governor meetings when agreeing the procurement programme [RC0307.7d].

8. Buildings**Premises Inspection Monitoring visit and Premises Checklist**

The Premises Inspection governor visit report and Premises Checklist had both previously been circulated between governors. There were no questions.

Re-development update and playground resurfacing:

- To a question from a governor regarding the handover process and inspection of the completed works, TF explained that Faithful & Gould usually notes any snags and raises these with Morgan Sindall before it has come to the school's attention.
- To a question from a governor regarding the extent of replacement lighting, given energy savings from the new LED fittings, TF explained that the new areas of lighting worked. He was reviewing areas that were not part of the redevelopment project to include a budget for future lighting replacement.
- NB circulated a letter from Chris Nunn of Morgan Sindall regarding costings for the additional playground resurfacing. This is a variation requested by the school, rather than part of the building works. Morgan Sindall cannot commit to complete this as part of the project due to the addition of the works to the multi-use games area (MUGA) and would need to bring in additional staff or complete it as a separate project (with associated additional costs), which would be significantly over the allocated budget. NB will raise this at the next progress meeting. If the school is to appoint another contractor to complete the resurfacing, this might have to wait until October half-term or Easter holidays. A governor suggested NB have a further conversation with the Local Authority to pursue trying to get the resurfacing done at this stage. A further site meeting with Morgan Sindall was due to take place on the following Monday (i.e. 9th July).
- To a question from a governor, TF explained that the main works were on track for completion by the start of the autumn term.
- Contractor reports with full details are available to governors on the Google Drive.

9. Health and Safety

The updated and revised Health & Safety report from the Local Authority and Health & Safety action plan have now been circulated to governors. Governors had no comments to make on the report.

To implement the action plan, the Caretaker (Stuart) is visiting every room. It has been noted that a refresher ladder training for Stuart is required, however the Local Authority only offer this course in March. TF is checking when the next local training session might be.

To a question from a governor, NB agreed that she would update the action plan and issue it to the Resources Committee with the details of key actions to be completed so that governors have evidence that the Health and Safety action plan points are being followed up on [RC0307.9].

First Aid and Fire Training are noted on the Single Central Register (SCR).

No other Health & Safety issues to report.

10. Parental Survey

Governors noted that the school has accumulated 3 years' worth of data from the parental survey responses. There is generally a good response rate.

PC agreed to finalise the parental survey and make it go out live on Parentmail by Friday of that week (6th July). This can be sent out via Parentmail on the next two Fridays of term to give parents sufficient opportunity to respond. PC to add two questions regarding provision of wraparound care (what is the demand and whether current users of the wraparound care are happy with it) [RC0307.10]. Next year's survey to include (a) question(s) on building works.

11. Any other business

Update on Friends of Morley (FoM) list of priorities:

- 32 Chrome books purchase by September (approximately £8,700)
- Replacement of laptop trolley
- Building money will be used to get ICT infrastructure right (e.g. interactive boards throughout school and a move to Google Classroom from September rather than Office 365/Outlook).

Osiris Education:

- NB to provide feedback to FGB meeting on Monday (i.e. 9th July). Bespoke package now available which is better for Morley as a single school.

Cleaning contract update:

- Few recruitment issues with cleaning company so having regular meetings with company, who have been running the contract since April 2018.
- TF to continue to pursue solution to quality / performance issues [RC0307.11a].

Photocopying contract:

- Framework agreement due for renewal. Current provider is Konica. Lease finished in May and TF has been chasing for new quote since February.

- Total annual expenditure on photocopying is approximately £4,500 including paper.
- Three-year lease is approximately £12,000.
- To a question from a governor, NB explained governors might need to approve the renewal of the contract.
- TF agreed to send governors an email with the terms and conditions of the contract so that governors could formally minute their approval by email [RC0307.11b].

Catering contract:

CL volunteered to sit on the tender process.

Governors asked TF to produce a schedule of when contracts are due for renewal so that this can be built into the agenda planner, in the same way as a policy renewal schedule [RC0307.11c].

12. Dates of meetings in 2018-2019

Governors to consider meeting dates for year 2018-2019 to agree at following week's FGB.

RW explained that the number of RC meetings had crept up to 5 plus the budget sign-off meeting. She suggested one a term plus the budget sign-off in May i.e. 4 in total.

A governor (PC) explained that this had been tried before but it had proved overly burdensome on some meetings. NB explained that the school is tied to updates for HR policies, which need to be approved by the last week in September.

A governor asked whether it was possible to approve policies due for renewal by email if the substance had been approved the previous year. Governors considered whether each policy should be assigned to a governor.

Issues that affect the dates:

- BCR for August won't be available till late September (most likely 9th/10th September). TF not certain of timescale for the Orovia finance and reporting system.
- EPM human resources policies need to be signed off by the end of September. Could these be agreed by email?
- Terms of Reference and Standing Orders to go into the summer term meeting agenda.
- Pay Agreement usually early in September – will receive notification from Local Authority when this has been agreed. Will this be too late to agree at a November meeting, as well as moving into the next Performance Management cycle (October – October).
- Meeting targeted for the 1st or 2nd week after half-term, subject to policies being able to be agreed by circulation.
- Governors requested that the draft agenda for the next meeting is included with each meeting's agenda.

RW and Clerk to agree an agenda planner for the following year and suggest dates to governors [RC0307.12].

The meeting ended at 9.05pm

Table of Actions from RC 6 on 3rd July 2018

Reference	Item in Minutes	Action	Owner	Deadline	Status
RC03.07.6	Correspondence	Circulate H&S risk assessments after visit regarding play equipment	NB	As soon as possible	
RC0307.7a	Finance	Update on recruitment of HLTA/Support Staff Coordinator	NB	Ongoing	
RC0307.7b	Finance	Update on recruitment of French teacher	NB	Ongoing	Interview on 13 th July
RC0307.7c	Finance	Note of meeting with Liz Bowen on 4 th July to be circulated	TF	As soon as possible	
RC0307.7d	Finance	Advise on dates of catering contract procurement	TF	As soon as possible	
RC0307.9	Health & Safety	Complete H&S Action Plan and bring back to RC	NB	Next RC meeting	
RC0307.10	Parental Survey	Add two questions and send it out to parents	PC	As soon as possible	Complete
RC0307.11a	Any Other Business	Update on cleaning contract problems	TF	Ongoing	
RC0307.11b	Any Other Business	Photocopier contract renewal circulate specifications to governors	TF	As soon as possible	Complete
RC0307.11c	Any Other Business	Create schedule of contract renewal dates for governors	TF	Next RC meeting	
RC0307.12	Dates of future meetings 2018-2019	Agenda plan for next year	RW/Clerk	As soon as possible	