



**Morley Memorial Primary School
Resources Committee Meeting
7th November 2018 at 7pm**

Minutes

Governors in attendance:

Rachel Williams (RW – Chair)
Caroline Louth (CL)
Richard Lambert (RL)

Nikki Brown (NB – Head Teacher)
Sarah Smalley (SS)

Also in attendance:

Tim Fox (School Business Manager)
Alison Lawrence (Clerk)

The meeting was quorate and the Clerk took minutes.

1. Apologies

Apologies were received and accepted from Jonathan Gorrie (JG) and Philip Colligan (PC).

2. Notice of Any Other Business

There was none.

3. Declaration of interests

There were none.

4. Minutes of the last meeting and matters arising

Minutes of last Resources Committee meeting on 3rd July 2018 had previously been circulated and governors were happy that they were a true and accurate reflection of that meeting. Clerk to arrange for RW to sign [RC0711.4a].

Governors considered matters arising from that meeting that were not to be covered elsewhere in the meeting:

Table of Actions and matters arising from RC meeting 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	No copy of the report received from LA (Sarah Knott). Play equipment deemed to be safe following H&S assessment. Item closed.
RC0307.7a	Finance	Update on recruitment of HLTA/Support Staff Coordinator	NB	Ongoing	Applicant has been offered position and has accepted. Due to start in December. Item closed.
RC0307.7b	Finance	Update on recruitment of French teacher	NB	Ongoing	Complete. New French teacher in place (Madame Jarry).
RC0307.7c	Finance	Note of meeting with Liz Bowen on 4 th July to be circulated	TF	As soon as possible	Next meeting with Liz Bowen due mid-late November.
RC0307.7d	Finance	Advise on dates of catering contract procurement	TF	As soon as possible	Deadline for bids 21.11.18. Shortlist on 22.11.18 and tenders presented on 29.11.18. Contract due to start 01.04.19. Item closed.
RC0307.9	Health & Safety	Complete H&S Action Plan and bring back to RC	NB	Next RC meeting	Outstanding. TF to report back on measures taken in response to recommendations [RC0711.4b]. TF to send to Clerk.
RC0307.10	Parental Survey	Add two questions and send it out to parents	PC	As soon as possible	Complete (see Item 15)
RC0307.11a	Any Other Business	Update on cleaning contract problems	TF	Ongoing	See Item 10.
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	Outstanding. TF to update schedule by next RC meeting in March 2019.
RC0307.12	Dates of future meetings 2018-2019	Agenda plan for next year	RW/Clerk	As soon as possible	To be confirmed via email. Provisional dates of 5 th /6 th /7 th March next meeting. Governors to email Clerk/RW with availability [RC0711.4c]. More work on policy renewal distribution.

5. Elect Chair and Vice-Chair

SS nominated RW to continue as Chair and this was seconded by NB. RW indicated that she was happy to continue to serve as Chair. RW nominated CL to act as Vice-Chair and this was seconded by NB and agreed by the remaining governors.

6. Link governor roles to be allocated (after ratified at FGB)

RW explained the proposal was for each governor to take a link role for the review and renewal of policies. NB pointed out that many policies which came before the Resources Committee were either HR policies supplied by EPM (outsourced HR function) or the LGSS. RW indicated that she would try to group the policies and allocate to link governors on the Resources Committee [**RC0711.6**]. It was agreed that the allocation of link governor roles would be discussed within the issue of succession planning at the Full Governing Body meeting on 22nd November 2018.

7. Correspondence

There was none.

8. Finance update

Budget Forecast Report (BMR):

The BMR (new name for the BCR) for September 2018 had previously been circulated to governors and TF explained that due to an unexpected shortage of finance personnel in the school office, these were the first figures since June. The school has had to employ a freelance consultant, Rona Metters, to troubleshoot with the finance function.

TF explained that since moving to Orrovia, the BMR was in a new format but that some items had been mis-posted. He did not propose to comment on the figures at present and was due

to meet with Liz Bowen from the Local Authority during the week commencing 19th November to run through the staff salaries.

To a question from a governor as to whether the school should employ more than one person who could process invoices etc, TF explained that previously the school had been able to seek support with finance from the Local Authority in an emergency, but that this support was no longer available. In future, the Deputy Office Manager would need some finance experience.

To a question as to whether this function could be “shared” by other schools in Morley’s cluster, NB explained that this issue had previously been considered but that due to complications in defining the parties to the employment contract/responsibilities for pay etc., the cluster schools had rejected the idea of sharing an employee responsible for basic accounting functions. NB explained that Morley’s current position was exacerbated by the fact the it did not have sufficient funding and administrative hours to allow it to train multiple people to do administrative tasks such as invoicing and she indicated that, in the future, Morley had requested that the Deputy Office Manager’s employment contract contained a notice period of 3 months in the hope that an acute staff shortage would not arise again.

Going forward, TF agreed to email the BMR to the Resources Committee on a regular basis.

Teachers’ Pay Award and Staffing Budget:

The Whole School Pay Policy 2018-2019 had previously been circulated to governors.

Governors noted that the latest annual School Teachers’ Pay and Conditions Document (STPCD) contained a recommendation from the DfE for an uplift of 3.5% to those on the main payscale, 2% to those on the upper ranges and 1.5% to those on the leadership payscale. NB explained that the DfE had announced a grant to give schools additional funding to cover the pay increases (assuming that the schools had already budgeted for a 1% pay rise).

NB circulated a document to governors explaining the effect of the STPCD and Teachers’ Pay Award. On the current (as yet unfinalised) pay grant, the pay increases for the year 2018-2019 would be covered by the pay grant (this assumes pay is backdated to 1st September 2018).

NB noted that other governing bodies had the freedom to set their own pay increases including whether to award increases above the STPCD. A governor asked to see the impact of uplifts up to 3.5% modelled on the Orrovia system in order to decide whether or not a 3.5% uplift to all teachers could be achieved within existing budgets. Governors also noted that there was no guarantee that the pay grant awarded to schools to cover the additional pay increases would be available beyond the current proposed 2-year period. Governors wished to consider the uplift against the school’s 3-year forecast.

NB highlighted the ongoing challenges with staff recruitment and retention, which may influence governors’ decision on whether to apply the 3.5% uplift to all teachers.

Governors agreed to accept the basic recommended uplift as a minimum but indicated that it would like to consider whether it was possible to apply the 3.5% uplift to all teachers since it felt that in the current climate and in this location a 2% and 1.5% payrise seemed inadequate. TF agreed to model the salary figures reflecting a 3.5% payrise for all teachers [RC0711.8a]. Governors emphasised the balance between having a healthy carry forward and appropriate staff salaries.

To a question from a governor, NB agreed that the school could look at having a statement regarding the National Living Wage in the future.

Governors looked in further detail at the areas highlighted in the Whole School Pay policy and agreed all the amendments highlighted by NB. NB agreed to re-distribute an amended version of the policy with the 2018 payscale [RC0711.8b].

Financial implications of the School Development Plan (SDP):

NB indicated that the SDP was drafted and ready to go before the Full Governing Body on 22nd November. She indicated that some savings could be made in supply teacher costs due to the recruitment of an HLTA and a governor questioned whether some of the savings could be applied to paying someone to update and improve the school website.

9. Catering

A spreadsheet showing the catering finances for the year 2017-2018 had previously been circulated to governors. There were no significant points of note.

The tender process for the catering contract had already been discussed under Item 4 (matters arising from Resources Committee meeting on 3rd July 2018). In brief:

- Deadline for bids on 21st November 2018
- Shortlisting on 22nd November 2018
- Shortlisted tenders to be presented on 29th November 2018
- Contract due to start on 1st April 2019

10. Cleaning contract

TF had previously circulated a document to governors setting out the financial position following Cleantec's proposal to increase its hours. TF explained that Cleantec had suffered a staffing difficulty but that teachers had complained about the standard of the cleaning.

To a question from a governor as to whether the increase in hours proposed by Cleantec was proportionate to the increase in space to be cleaned following completion of the building re-development, TF explained that there was approximately 40-50 square metres more (roughly equivalent to one classroom), in addition to many new carpets in corridors (rather than parquet flooring) which had resulted in the extra work. In summary, Cleantec had originally asked for 65 hours per week in their tender, which the school reduced to 60 based on information from the incumbent company. A governor questioned whether it was appropriate to spend an extra £3,500 per year on cleaning when there had been a poor standard of service from Cleantec. TF noted that the additional hours would leave Cleantec with no excuse not to improve performance. Governors noted that some improvement in the cleaning had been seen recently.

After some discussion, governors agreed to adjust the contract to reflect the additional hours requested by Cleantec and to continue to monitor performance.

11. Pupil Premium (PP)

A document setting out the updated amounts for the 2018-2019 strategy statement, together with a review of the impact of PP spending in the year 2017-2018, had previously been

circulated to governors. This was largely the same as for the previous year. NB explained that PP funding and tracking was not an exact science since it was difficult to isolate completely the impact of PP funding.

12. Personnel

Governors noted that there no changes to the staffing structure and that the performance management meetings had taken place and the Performance Management Committee had accepted the Head Teacher's pay recommendations on behalf of the Full Governing Body.

13. Buildings

Governors noted that Morgan Sindall was due to complete by 16th November.

TF explained that the playground re-surfacing had not yet taken place and that he was in the process of asking for a third quote for the works. Early indications are that the cost will be higher than anticipated due to additional works to improve the sub base.

14. Health and Safety

NB indicated that there were no health and safety matters to report.

To a question from the governor regarding insurance cover and whether the Friends of Morley carry out risk assessments for events and meetings that they hold in the school, TF agreed to double-check [RC0711.14].

15. Parental Survey Feedback

The feedback from the parental survey in July 2018 had previously been circulated to governors. Governors discussed the following issues arising:

- It was clear that a lack of competitive sport and limited outdoor activities were an issue for parents. To a question, NB explained that the school had not yet been able to recruit a specialist sports coach but that it was spending its sports premium on staff and resources. The school hoped to implement the "mile a day" initiative.
- A number of parents felt that 10-minute parent consultations were insufficient. NB highlighted that the school went above and beyond its minimum obligations to report back to parents. One option NB had considered was to close the school after lunch on parents' evening in order to schedule longer consultations. There were clear disadvantages for parents with this in terms of childcare arrangements. NB noted that the school had never turned down a request from a parent to discuss their child.
- Many positive comments noted and satisfaction levels were generally high.
- There were some negative comments regarding the visibility of the governing body and it was noted that these should be raised at the Full Governing Body on 22nd November.
- There were some constructive comments regarding the after-school care provision by Spectrum and NB would follow these up with Matt Casey.
- There were a number of comments and suggestions regarding school to parent communications. NB explained that the main source of communications was the school newsletter (including dates for diary), the website and Parentmail. NB accepted that the website had failings that needed to be addressed.

- Governors noted that next year, there should be a note on the survey to request that parents did not name individual members of the teaching staff.
- A governor suggested that, in future, the governing body section of the website could include a response to comments page (e.g. “you asked for this, we have done this” etc.).

16. GDPR

TF confirmed that the school continued to work towards compliance.

17. Policies

Draft policies, with proposed amendments highlighted, had previously been circulated to governors. Governors discussed and agreed to formally implement the following policies:

- Charging and remissions;
- First Aid;
- Teachers’ Pay (see discussion within Item 8);
- Data Protection;
- Health and Safety (also now covered Risk Assessment);
- Freedom of Information;
- Governors’ allowances (schemes for paying);
- Grievance Procedures;
- Code of Conduct for all Adults in School;
- Statement of Procedures for dealing with allegations of abuse against staff;
- Critical Incident and Business Continuity plan;
- Lettings policy; and
- CCTV policy.

Within the discussions, it was noted:

- Under the Data Protection policy, there was an issue with essential medical information being displayed in public e.g. names/photographs of pupils with nut allergies who use EPIpens. Governors considered that staff need to know and be clear about the identities of these pupils and that pupil safety was paramount rather than following the Data Protection Act to the letter. NB to ensure the photographs cannot easily be seen from Reception.
- Under the CCTV policy, TF confirmed that files were retained for one month.
- Under the Health and Safety and Lettings policies, a governor suggested that referenced to smoking on site should also include e-cigarettes. TF to amend [RC0711.17a].
- Under the Critical Incident and Business Continuity Plan, a governor suggested that it should be explicit that staff should prepare to not speak to the media and to refer media requests to the communications office at the Local Authority. NB to amend [RC0711.17b].

18. Cambridgeshire County Council Licence for Capita SIMS and FMS

Governors noted that the school had been asked at short notice by the Local Authority to conduct a new procurement for services that were currently being provided by Capita for SIMS and FMS. The current service provision was due to run until 31st March 2019 and notice to terminate to Capita would be required by 31st December 2018. TF explained that the school would need to obtain 3 written quotes and conduct the procurement itself. One proposal was

to sign up with Capita for a further year, or for 3 years and include a one-year break clause. Further details would be provided to the Full Governing Body on 22nd November 2018 [RC0711.18].

19. Any Other Business

There was no other business.

20. Dates of future meetings

- Full Governing Body: Thursday 22nd November 2018 at 7pm
- Resources Committee: 5th/6th/7th March 2019. RW requested that governors email the Clerk with their availability for one of those dates as soon as possible.

Table of Actions arising from Resources Committee meeting on 7th November 2018

Reference	Item in Minutes	Action	Owner	Deadline
RC0711.4a	4. Minutes and matters arising	Sign minutes of RC meeting 03.07.18	Clerk/RW	RC meeting March 2019
RC0711.4b	4. Minutes and matters arising	Report on measures taken in response to recommendations in H&S Action Plan	TF	RC meeting March 2019
RC0711.4c	4. Minutes and matters arising	Email Clerk with availability for RC meeting on either 5/6/7 th March 2019	All RC governors	As soon as possible
RC0711.6	6. Link governor roles	Allocate link governor roles to all RC governors	RW	As soon as possible
RC0711.8a	8. Finance	Model a 3.5% uplift to all teachers and circulate to RC governors	TF	As soon as possible. To be discussed at FGB 22.11.18. Needs to be circulated 7 days before.
RC0711.8b	8. Finance	Issue amended version of Whole School Pay policy reflecting 2018 payscale	NB	Complete
RC0711.14	14. Health & Safety	Check position re risk assessments and Friends of Morley events	TF	RC meeting March 2019
RC0711.17a	18. Policies	Include e-cigarettes in H&S and Lettings policies	TF	As soon as possible

RC0711.17b	18. Policies	Amend Critical Incident policy re media requests	NB	As soon as possible
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