



**Morley Memorial Primary School
Resources Committee Meeting
6 March 2019 at 6.15pm**

Minutes

	AGENDA ITEMS
1.	Welcome and apologies In attendance: Rachel Williams (Chair - RW) Jonathan Gorrie (JG – via phone) Nikki Brown (Head Teacher - NB) Tim Fox (School Business Manager - TF) Alison Lawrence (Clerk - AL) Apologies received and accepted from: Caroline Louth (CL) Richard Lambert (RL)
2.	Notice of Any Other Business Lettings increases – see Item 18.
3.	Declaration of interest relating to items on this agenda None.
4.	Minutes of the last meeting and matters arising a. Resources Committee meeting 7 November 2018: Governors agreed that the minutes (RC4) of the Resources Committee meeting on 7 November 2018 were a true and accurate record of that meeting. RW to sign [RC0603.4]. b. Matters arising from the last meeting: <ul style="list-style-type: none">● RC0711.4b: Report on measures taken in response to recommendations in H&S Action Plan (see item 14)● RC0711.6: Allocate link governor roles to all RC governors (ongoing)● RC0711.14: Check position re risk assessments and Friends of Morley events. TF confirmed FofM are covered under existing insurances.
5.	Correspondence

	None.
6.	<p>Finance</p> <p>The following documents had previously been circulated to governors:</p> <ul style="list-style-type: none"> ● Budget Monitoring Report (Orovia) (RC6a) ● Capital Budget Plan (RC6b) ● Cost Centres Report (RC6c) ● Pre-budget planning (RC6d) ● Benchmarking reports (RC6h and RC6i) ● Asset management plan (RC6e) ● School's Financial Value Statement (RC6f) ● Proposed school meal cost changes (RC6g) <p>Headline points:</p> <ul style="list-style-type: none"> ● Morley will receive £19,062 extra funding for 2019-2020, approximately £13,000 of which is due to higher English as an Additional Language (EAL) pupil funding. ● Under the Minimum Funding Guarantee (MFG) mechanism, the amount Morley will pay back has reduced from £62,000 in the current year to £53,000 for 2019-2020. ● Notional £106,000 has been allocated for pupils with Special Educational Needs (SEN) (breakdown awaited). ● Back office processing of financial reports is improving but Morley is unable to increase Rona Metters' hours and no longer receive any Local Authority support. Review again at the Resources Committee in May [RC0603.6a]. ● The Governors noted that the summary budget is helpful, however it was acknowledged that Governors are required to look at the detail of the budget so both are required. ● To a question from a governor, TF explained that the projected carry forward to 2019-2020 is approximately £230,000 but, in looking at 3 year projection, that carry forward is needed to cover anticipated teacher salaries increase. While, post re-development, Morley's income is expected to increase (after school club, lettings etc) so the school can budget for a higher income in 2019-2020, TF advised that teacher pension increases also need to be factored in. ● NB advised that the services and provision from the Local Authority is reducing and this is proving a challenge, for example, the school has to buy in more support for its finance functions. It is difficult to predict what additional services the school will need to pay for next year since it is a constantly changing landscape. ● To a question from a governor regarding Morley's apparently high spend on professional services, TF advised that this figure will include Premier Sport at lunchtime and NB explained that there might be an internal error with coding for such expenses. TF explained that Ann Daniels will re-examine the coding of payments for professional services.

	<ul style="list-style-type: none"> ● Governors considered whether, when focussing on the budget for 2019-2020, they should concentrate on Y1 and Y2, but take a more pragmatic view of Y3. TF agreed that it would be straightforward to look back at the figures for the last 3 years in order to inform governors how outturn costs compared with previous budgets, informing the budget-setting for 2019-2020. Governors agreed that it should be for explicit reasons that they the school intends to retain funds in reserve. ● Pre-budget planning: <ul style="list-style-type: none"> ○ Meeting on 25 March between TF, NB, CL, Ann Daniels and Ray Byford (Liz Bowen’s replacement from Local Authority), after which Ray will populate first draft of budget. ○ Rona and Ann will close down current system in early April to ascertain how current budget has worked out. ○ RW to ask CL for an update from that meeting and to report back to JG and RW [RC0603.6b]. ● Governors considered the Capital Budget Plan and Asset Management Plan (changes highlighted in yellow) together: <ul style="list-style-type: none"> ○ Someone from PCM will complete an update to the premises condition survey after Easter. ○ Governor premises inspection to be scheduled for mid-May (see item 14). ○ Server will soon be out of warranty. A governor questioned whether the school should move to cloud storage instead of a server. TF explained that the procurement on SIMS Capita will start in the summer. TF to find out how much it would cost to replace the server [RC0603.6c]. ○ Some spend (£4,000) on a classroom refresh and a refurbishment of Indigo’s classroom to be in keeping with the rest of the KS2 classrooms. ● Governors considered the School’s Financial Value Statement and agreed to approve it. Clerk to arrange for it to be signed off by Chair of Governors by 28 March 2019 [RC0603.6d]. ● Governors considered the proposed increase for school meal cost for 2019-2020. It was agreed that the school cannot subsidise school meals and that its costs have to be covered. Pupils have the option to bring in a packed lunch instead. In the catering budget, £9,000 is allocated to lunchtime supervisors, which is already budgeted for under school staff costs. Governors agreed that this could be taken out so that the budget is more reflective of actual costs. Governors agreed that a 10 pence increase per lunch should be passed on to parents to reflect the 13 pence increase in costs per lunch for the school. The school will absorb the extra 3 pence per meal increase. NB to communicate this to parents before Easter. ● Funding priorities for Friends of Morley: NB has asked staff for feedback and this will return to Resources Committee in the summer term.
7.	Spectrum fee increases

	Documents RC7a, RC7b and RC7c had previously been circulated to governors regarding the proposed increase to Spectrum's fees and governors noted that they had previously agreed to approve such increases by email on 9 February 2019.
8.	Catering TF confirmed that the catering contract with the new provider (Pabulum) had just been signed following the tender process. New contract to go live on 23 April and cooks will be trained over the holidays.
9.	Cleaning contract Performance has improved since governors agreed to increase the contractual hours of the cleaners but not to the extent required by the school. TF to have a meeting with Suzanne Couch on 22 March and will report back [RC0603.9].
10.	Pupil Premium Document RC10 (Pupil Premium spending) had previously been circulated to governors. Governors noted that this had been discussed in detail at the Full Governing Body meeting on 4 March 2019.
11.	Personnel a. Performance Management summary To be considered at the Resources Committee meeting in the autumn term. b. Staff sickness absence 2017-2018 and work/life balance Document RC11b had previously been circulated to governors. Governors noted low staff absence levels. NB explained that although the school did not have a wellbeing policy, setting aside time for fun/team-building activities was integral to teachers' school life. c. Review staffing structure Governors noted that there was an additional NQT in the staff structure to replace Katy Kowalska and Beth McGreer's classroom time. NB explained that there was an increasing need for support hours for children with high levels of need, but without the necessary funding which is causing pressure on resources. In addition, the ongoing challenges around recruitment and retention of teaching assistants was noted.
12.	Update on Cambridgeshire County Council Licence for Capita SIMS and FMS TF confirmed that Morley had signed up for a further year with Capita SIMS and FMS but will look to start procurement next term for a provision of services that will run for 3 years and which will cover the whole school under the same provider. Quotes from SIMS and other providers will be obtained and the new contract will start from April 2020.
13.	Buildings

	<p>a. Re-development – snagging issues Governors noted that issues with heating and the electrics were ongoing. Boiler is still not working properly – TF waiting for report from Bower Fuller.</p> <p>b. Premises inspection: RW and TF to schedule for the week before May half-term [RC0603.13].</p>
14.	<p>Health and safety</p> <p>a. Report on measures taken in response to recommendations in H&S Action Plan (see H&S Audit Report dated 30 January 2018 previously circulated in July 2018 – document RC14): NB and TF to send this to RW so that governors can close the issue [RC0603.14].</p> <p>b. Any other matters to report (by exception): None.</p>
15.	<p>Parental Survey for summer 2019</p> <p>To carry forward to the agenda for the Resources Committee meeting in the summer term.</p>
16.	<p>GDPR</p> <p>Update on compliance report to governors: Document RC16 (report from TF) had previously been circulated to governors. Donna Flynn to visit the school on 19 March, a report from which will be circulated to governors at the Full Governing Body meeting on 9 May [RC0603.16].</p>
17.	<p>Policies</p> <p>Documents RC6e, RC17a, RC17b, RC17c, RC17d, RC17e and the draft Communications Code (no reference number) had previously been circulated to governors.</p> <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> ● Asset Management Plan ● Internal Financial Procedures ● Communications Code ● Staff Bullying and Harassment ● Management of Staff Sickness Absence ● Extra-curricular and After School Activities ● Learning walks protocol and lesson observations
18.	<p>Any Other Business</p>

	<p>TF explained that Morley lettings have increased by 50 pence per hour, though there is discretion in respect to charities using the premises. TF to circulate a simple email to Resources Committee governors [RC0603.18].</p>
<p>19.</p>	<p>Dates of future meetings</p> <p>Subsequent to the meeting, it was confirmed that the next Resources Committee meeting to set the budget for 2019-2020 would take place on Tuesday 7 May. This meeting is to be open to all governors.</p> <p>The Full Governing Body meeting to ratify the budget will take place on Thursday 9 May.</p> <p>The meeting finished at 8.25pm.</p>

Table of Actions from Resources Committee meeting on 6 March 2019

Ref	Item in Minutes	Action	Owner	Deadline
RC0603.4	4. Minutes and matters arising	Sign minutes of RC meeting 07.11.18	Clerk/RW	RC meeting 07.05.19
RC0603.6a	6. Finance	Update on back office financial procedures to go on agenda	Clerk/RW	RC meeting 07.05.19
RC0603.6b	6. Finance	Update RW and JG after pre-budget meeting on 25.03.19	CL/RW/JG	As soon as possible after 15.03.19
RC0603.6c	6. Finance	Ascertain cost of replacement server	TF	RC meeting 07.05.19
RC0603.6d	6. Finance	Chair of Governors to sign School's Financial Value Statement	PC/TF/Clerk	Complete
RC0603.9	9. Cleaning contract	Report back from meeting with Suzanne Couch (Cleantec)	TF	RC meeting 07.05.19
RC0603.13	13. Buildings	Schedule date for premises inspection	TF/RW	Week commencing 20.05.19
RC0603.14	14. Health and Safety	Send report on measures taken in response to H&S Action Plan to RW	NB/TF	As soon as possible
RC0603.16	16. GDPR	Present Donna Flynn's report to FGB	TF/Donna Flynn	FGB meeting 09.05.19
RC0603.18	18. Any Other Business	Send simple email to RC governors setting out lettings increases	TF	As soon as possible