



**Morley Memorial Primary School  
Resources Committee Meeting  
9th July 2019 at 7pm**

**Minutes**

**1. Apologies**

**2. Notice of Any Other Business**

**3. Declaration of interests**

To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting.

None

**4. Spectrum**

- Finances for the previous year [RC4a]
- Parents' Survey
- General provision / plans for future year

The year has been a profitable one

New space has allowed for a 1:10 rather than 1:8 ratio for staffing

Cancellation policy has reduced the amount lost through unused spaces

Fees have been increased however the increase in profits is mainly due to the issues above.

A governor queried whether the change to staffing ratio has allowed more children to attend. Yes it has.

A governor queried whether some of the profits could be used to improve the snack offer. HT would like to see the snack offer to be more in line with the other school food offers in terms of healthy eating and nutritional value.

We appear to be in a good position for staffing for next year.

A governor asked if the range of activities during holiday club could be extended. Headteacher suggest Spectrum Manager look into using 'bought in specialist days'

Feedback survey - internal toilet is not being used because it does not flush through - easily blocked. Accessible toilet also blocks. TF to add to defect list.

Survey raised a question over the use of space at ASC. Is there a need for the makeshift kitchen? Spectrum Manager's view was that the additional kitchen area was helpful so that children could prepare snacks independently. Could the kitchen be made more child friendly to meet this purpose? Headteacher and Spectrum Manager to review. Governors to visit ASC to familiarise with the facilities. whether additional resources are needed.

## 5. Minutes of the last meeting and matters arising

- To approve the minutes of the Committee meeting held on 7th May 2019 [RC5]
- To consider any matters arising from the previous meeting not covered elsewhere

### Outstanding actions arising from Resources Committee meeting on 7th May 2019

Reference	Item in Minutes	Action	Owner	Deadline
RC0711.6	4. Minutes and matters arising	Identify link Governors for individual policies	RW	For agreement with Chair of FGB
RC0603.4	4. Minutes and matters arising	Sign minutes of RC meetings 07-Nov-18	Clerk/RW	RC meeting 09-Jul-19
RC0705.4	4. Minutes and matters arising	Issue Cleantec monthly KPI reports to next RC meeting	TF	Refer paper RC9
RC0705.5	5. Premises	RW to check tenders for playground resurfacing	TF / RW	Completed 08-May-19
RC0705.6a	6. Finance	Accurate outturn report for 2018/19 to be issued	TF	RC meeting in Nov-19
RC0705.6b	6. Finance	NB to reconsider staffing structure in light of positive financial position	NB	Ongoing
RC0705.6c	6. Finance	Review of budget versus outturn costs for previous 3-5 years	TF with Governor support as required	RC meeting in Nov-19
RC0705.6d	6. Finance	School to identify any immediate areas of beneficial spend	NB / TF	Ongoing

Accurate outturns report- Governors requested last 3 year annual reports compared to budget so that they can review where trends are occurring.

## 6. Correspondence

None

## 7. Governance / Housekeeping

- Agree Terms of Reference [RC7a]
- Agenda planning for 2019/2020 [RC7b]

Governors discussed when items should occur on the agendas  
NB to meet with FOM to consider moving to a financial year cycle

- Review membership and identify skills gaps [RC7c]

Finance and HR skills would be helpful.

## 8. Finance

- Refer Headteacher's RC Governor Update Report [RC8a]
- Review Budget Monitoring Report (Orovia) [RC8b]

## 9. Cleaning contract

- Update on Cleantec performance - May & June Audit Reports [RC9]

HT reported standards of cleanliness seem to be improving as reflected in the audit

School council reported that pupils perceive the infant toilets to be not very clean, with sticky floors

## 10. Pupil Premium (PP)

- Review of Pupil Premium spending - refer Headteacher's RC Governor Update Report [RC8a]

To present a review of spending with new priorities for 2019-2020

## 11. Personnel

- Staff sickness absence and work/life balance
- Review staffing structure - refer Headteacher's RC Governor Update Report [RC8a]

Two additional TLR 3 fixed term have been added to the budget to allow for leadership of projects related to SDP, possibly leading Visible Learning Delivery Team and Computing Curriculum

## 12. Cambridgeshire County Council Licence for Capita SIMS and FMS

- Refer Headteacher's RC Governor Update Report [RC8a]

## 13. Buildings

- Feedback from Premises Inspection [RC13a]

Governors reviewed the report. An update was given on progress on the kitchen ventilation plans which will be happening over summer.

The heating meeting with MS and F&G was postponed. It will be happening 17.7.19. F&G will be reviewing the reports from RPA prior to the meeting.

- Playground resurfacing update -refer Headteacher's RC Governor Update Report [RC8a]

## 14. Health and Safety (report by exception)

- Any matters to report

## 15. GDPR (report by exception)

- Update on compliance – refer Headteacher's RC Governor Update Report [RC8a]

TF received a new version of the GDPR report. Action -TF to circulate to governors.

## 16. Policies

- Supporting pupils with medical conditions / Medicines in Schools - input requested from CCC

School ha

- Flexible Working [RC16]

**17. Any Other Business**

**18. Dates of future meetings**

- Agree (provisional) dates for 2019/20