

Minutes of the Morley Memorial Resources Committee

3 May 2016

Attendance: Caroline Louth (CL)
Guy Turner (GT)
Nikki Brown (Head)
Philip Colligan (PC) (Chair)
Sarah Smalley (SSm)
Sarah Seed (SS)
Tim Fox (TF) (School Business Manager)
(Items 6, 9, 10-12)
Emma Linney (Clerk)

Apologies:

Venue: School

	Notes	Actions
	The Chair used his discretion to alter the order of the agenda items. However, for ease of the reader, these minutes will follow the order of the agenda.	
1.	Apologies None.	
2.	AOB SS: Friends of Morley update.	
3.	Declarations of interest None.	

Minutes of the Morley Memorial Resources Committee

3 May 2016

4.	<p>Minutes of previous meeting 15 March 2016 (circulated) and matters arising</p> <p><u>Item 10 – Freedom of Information policy (pp.6)</u> – The Clerk confirmed that the e-safety policy was part of the ICT Acceptable Use policy.</p> <p>The minutes were agreed as a true record and signed by the Chair.</p>	<p>Clerk – upload minutes to school website</p>
5.	<p>Committee membership and training</p> <p><u>Membership:</u> Two prospective candidates were due to be considered at the FGB meeting on 12 May. Both candidates would potentially sit on the Resources Committee. This news was welcomed.</p> <p><u>Training</u> PC would be attending the school’s financing and budgeting course this term. The Head and Deputy Head had attended a half-day course on sickness absence management and employment law, which they had found useful.</p>	
6.	<p>Finance</p> <p><u>School budget 2016/17 (full budget including 3 year forecast and commentary circulated):</u> TF presented the draft budget, which included the proposed budget for the year and the three year forecast. He also circulated revised ABM catering figures, which included the final figure for LA funding received that day. The adjusted total expenditure for Catering would therefore be £109,293 and the revised three year cumulative surplus was £24,000. The Committee agreed that this was acceptable given that the budget included conservative assumptions about expenditure.</p> <p>The Committee welcomed the addition of a school development plan code, which would allow Governors to monitor additional expenditure on school development plan priorities.</p>	

Minutes of the Morley Memorial Resources Committee

3 May 2016

A GB asked whether inflation and increased salary costs had been included in the budget. The Head explained that there was no assumption about general inflation, but it was assumed that current staff would move up the pay scale by 1 pay point. The budget would be kept under review as changes were made to staffing.

The Committee approved the school budget for the financial year 2016 /2017 with a total spend of £1,804,333.

Capital budget plan (circulated): TF highlighted key points. It was noted that the substantial sum of money raised by the Friends of Morley for the playground redevelopment project had not yet been received by the school and was therefore not included in the capital budget plan.

Financial audit report (circulated): The Committee reviewed the report of the County Council auditor in detail. The Committee noted that many of the points had in fact been dealt with appropriately, but that the documentation had not been in the format required by the auditor.

The Committee agreed a detailed list of actions in response to the points raised by the auditor and agreed that the plan would come back to future meetings of the Committee until all actions had been completed. In the first instance a number of key documents would go to FGB on 12 May for ratification, including the budget. TF would review the internal financial procedures and bring these to the FGB in July. The Committee asked TF to prepare the Critical Incident Plan and Business Continuity Plan for review at the next RC meeting.

Benchmarking report card from the DfE and the Education Funding Agency (circulated): The Committee noted the benchmarking report card, but felt that the types of school Morley had been compared with meant that it was difficult to draw meaningful conclusions.

SFVS update: The Head advised that two questions had been missed from the Standard when discussed and signed at the last meeting, and asked the Clerk to minute the addition of the following two questions:

Q8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria:

RC terms of reference and County Council scheme for Financing schools, Contract Regulations for Schools and Financial Regulations for Schools to FGB 12 May. Internal Finance Procedures to FGB 14 July.

Critical Incident Plan and Business Continuity Plan to next RC meeting.

Minutes of the Morley Memorial Resources Committee

3 May 2016

	<p>Answer: Yes, the school pay policy is based on the EPM model policy.</p> <p>Q9. Has the use of professional independent advice informed part of the pay decision process in relation to the Headteacher: Answer: Yes, LA advisor brought in to participate in Headteacher appraisal.</p> <p>The Committee agreed with the responses to the two additional questions.</p> <p><u>School lunch costs 2016/17</u>: TF advised that the contract with the current caterer had a further year to run and that no increase in costs per meal to parents was required. The Committee agreed.</p>	
7.	<p>Pay and Personnel (update circulated)</p> <p><u>Staff absence</u>: The Head reported that relationships with EPM had improved since the last meeting. The training she had attended in sickness absence management had been very useful. She noted that there was still a disparity in sickness absence between teaching staff and Teaching Assistants. Informal attendance reviews were being held, and included discussions around staff wellbeing. The impact of persistent absence was on the smooth running of the school due to the requirement to swap staff around rather than pay for agency staff, which budgets did not allow. It was also impacting continuity of provision for children who were receiving intervention strategies.</p> <p>The Head was pleased to report that sickness absence data for Teaching staff remained below the national average. Comparison data was not available for non-teaching staff. The GB asked the Head to continue to implement the sickness absence management policy, to ask for guidance from EPM where needed and to continue to report sickness absence to the Committee on a termly basis.</p> <p><u>Recruitment and staffing</u>: The Head was pleased to report that the recent round of recruitment had been successful and that three experienced teachers had been appointed. In addition two play workers had at last been appointed to the breakfast/after school clubs.</p>	

Minutes of the Morley Memorial Resources Committee

3 May 2016

	<p>She noted that there were higher than average numbers of children with additional support requirements entering Reception in September and that this would have budgetary implications.</p>	
8.	<p>Premises (update circulated)</p> <p><u>Building redevelopment:</u> The Head provided the Committee with an update. The planning application had not yet been submitted but was imminent and the advice from the Council was that the delay would not jeopardise the planned start date of October 2017.</p> <p><u>Cycle storage:</u> TF was obtaining quotes for the work to move some of the bike racks from the rear to the front of the building. The Head was keen for the work to be undertaken during May Half term. The cost was thought to be in the region of £11,000 and it was noted that sign off would be required at FGB. Plans for the work would need to be communicated to parents once a contractor had been appointed and a start date agreed.</p> <p><u>Playground redevelopment:</u> There was a discussion about when this work could start. It was agreed that work on the tender document should start soon in order to be ready to approach firms once planning approval had been obtained.</p>	<p>Clerk: Bike work expenditure to FGB.</p>
9.	<p>Parental questionnaire (last year's survey results circulated)</p> <p>PC led a discussion on options for this year's survey including a review of actions taken in response to last year's responses. Parents had been given initial feedback in the Autumn term but had not received any further communication and it was agreed that a summary would be provided when this year's survey was circulated. The Committee felt it was important that actions were taken where possible to ensure surveying parents was a valid exercise. The GB agreed to keep to the same number of questions in the survey this year. The Head was keen to include a question on the breadth of the curriculum this time; whether parents feel it is being delivered and whether this varies by year group. It was felt that the question on homework could be removed in light of changes to the homework policy following last year's survey.</p>	<p>PC: Look for version without full comments. Send last year's analysis to the Head.</p> <p>Learning Committee: discuss questions and whether to ask any new ones this time.</p>

Minutes of the Morley Memorial Resources Committee

3 May 2016

10.	<p>Policy reviews (all circulated)</p> <p><u>Charging for school activities:</u> TF reported that no changes were required to the policy. The policy was agreed and would be reviewed again in 2 years.</p>	Clerk: upload revised policies to GB website and school website were appropriate.
12.	<p>Agree feedback to full governing body and messages for governor news</p> <p>Feedback would include budget sign off and a recruitment update, plus the building redevelopment.</p>	
13.	<p>AOB</p> <p><u>Friends of Morley:</u> SS advised that the FoM had been in touch to ask for an update on the playground redevelopment work. The FoM would find it easier to fundraise further with a better idea of schedule, plans and costs. They had asked that a GB attend the next Committee meeting with an update. SS volunteered to do this. They had also requested an updated ‘funding priorities’ list. The Head confirmed that she had ordered some additional play equipment recently. The Committee discussed whether a ‘ticker tape’ could be added to the homepage of the school website to show progress towards the fundraising target. It was agreed that the Head would write a brief update for FoM.</p>	<p>Clerk: Send funding priorities list to the Head to update and bring to next meeting.</p> <p>Head: Briefing on playground work for FoM.</p> <p>SS: attend next FoM committee meeting.</p>
	<p>Date of next meeting: After half term. Clerk to arrange</p>	

All decisions pay due regard to the school's equality policy and the Equality Act 2010

Abbreviations: KS – key stage, PP – pupil premium, SFVS – schools financial value standard, BCR – budgetary control report, AH – Assistant Head, MPS – main pay scale.