

# Minutes of the Morley Memorial Resources Committee

25 March 2014

Attendance: Becky McInerney (BM)  
 Caroline Louth (CL)  
 Emma Linney (EL) (Clerk)  
 Helen Devlin (HD) (also Treasurer, FoM)  
 Kate Allan (KA)  
 Michael Catchpool (MC) (Head)  
 Nicky Odgers (NO)  
 Philip Colligan (PC) (Chair)  
 Sarah Seed (SS)  
 Tim Fox (TF) (School Business Manager)

Apologies: Andrew Sweasey (AS)

	Notes	Actions
1.	<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>- Apologies for absence were noted from AS.</li> <li>- KA announced her resignation from the GB. PC and NO thanked her for her hard work and commitment during her time as a governor.</li> </ul>	
2.	<p><b>Declaration of interests</b></p> <ul style="list-style-type: none"> <li>- There were no declarations of interests.</li> </ul>	
3.	<p><b>Minutes of meeting 11<sup>th</sup> February (circulated) and matters arising</b></p> <ul style="list-style-type: none"> <li>- The minutes were agreed as a true record.</li> <li>- TF confirmed that the sports funding had been continued for a further year to 2015-16 (p2).</li> <li>- CL noted that it was not possible to quantify the possible savings of moving from two sites to one (p2).</li> <li>- TF thought it probable that Cambridge Kids Club was VAT registered, and that this would account for its significantly higher rates (p5).</li> <li>- EL and TF will produce a structure chart (p6).</li> </ul>	
4.	<b>AOB</b>	

	<p><b>Funding priorities to be communicated to the Friends of Morley</b></p> <ul style="list-style-type: none"> <li>- The Committee agreed that 90% of funds raised by the Friends of Morley should be ring-fenced for the outdoor learning environment redevelopment project.</li> <li>- In order to decide where to allocate the remaining 10%, HD asked the Head/TF to provide a list of regular annual spends, e.g. Athletics, the Christmas lunch and parties.</li> <li>- The Committee also asked the Head to provide a 'wish list' in order to help steer fundraising efforts. HD noted that this would also assist the FoM if a donor asked to fund something specific. The list would need to be updated regularly, and would be extended once the work on the outdoor learning environment had been completed.</li> </ul> <p><b>Committee report to FGB 31<sup>st</sup> March</b></p> <ul style="list-style-type: none"> <li>- PC to update the FGB on the holiday club, building, and outdoor learning environment redevelopment.</li> </ul>	<p>Head – to develop a list of priorities for the Friends of Morley and email to PC and SS.</p>
5a	<p><b>Plan for annual inspection of premises and grounds</b></p> <ul style="list-style-type: none"> <li>- PC, SS and TF agreed to conduct this year's inspection, with AS. The Clerk will arrange this for the summer term.</li> </ul>	<p>Clerk – organise premises visit</p>
5b	<p><b>Update on plans for proposed building redevelopment</b></p> <ul style="list-style-type: none"> <li>- TF provided an update. PC asked for a written update to be provided before future meetings where possible.</li> <li>- The County Council had not scheduled the public consultation or stated when it intended to submit plans to the City Council planning department, and it therefore looked unlikely that planning permission would be granted before the end of June/early July.</li> <li>- Current advice is that while the caged ball sports area and relocation of the bike shed are unlikely to require planning permission, work should not start on either of these projects until planning permission has been granted for the main project.</li> <li>- HD asked that plans and costings for both are provided so that FoM can start to research grants.</li> <li>- All agreed that ideally the bike shed work would be completed over the summer holidays.</li> <li>- A GB raised the issue of secure scooter parking. TF will look into this.</li> </ul>	<p>TF – provide HD with plans and costings. TF – consider secure scooter</p>

	<ul style="list-style-type: none"> <li>- The Committee agreed that the next communication with parents would include the dates of the public consultation and planning application, alongside answers to the questions raised at the parents' open evening in February.</li> </ul>	<p>parking. PC – provide Head with Q&amp;As from parents' open evening.</p>
5c	<p><b>Update on plans for redevelopment of outdoor learning environment</b></p> <ul style="list-style-type: none"> <li>- Children, parents and GBs were given the opportunity last autumn to have their say in what a redeveloped outdoor space might look like. TF circulated his analysis of this, which has been verbally communicated to Eastern Facilities. The Head reported that the initial plans provided by EF were far from adequate and the Head has asked for more detailed plans by the start of the summer term.</li> <li>- The Committee expressed concern that there wasn't an agreed written brief that the designers were working to and that this created a risk that the proposals wouldn't address the school's ambitions.</li> <li>- The Head expressed concern that the brief seemed to have shifted from the provision of a new trim trail and some shade, to a new 'outdoor learning environment' and reiterated the importance of play in the school's outdoor space.</li> <li>- It was agreed that the school needed to have a clear brief for what it wanted from the outdoor space.</li> <li>- It was also agreed that the plans and costs should be communicated to the FoM as soon as possible in order to begin the process of fundraising and applying for grants. HD noted that the regular giving scheme would be actively promoted to parents at the same time.</li> <li>- A GB asked for reassurance that the new playing surface in the rear playground would be wheelchair accessible. TF confirmed that the type of surface had not yet been chosen, and that it may or may not be artificial grass, but that he would of course ensure it provided full accessibility.</li> </ul>	<p>Head – to provide a clear brief for what the school wants from the outdoor space and to provide FOM with plans and costs once available.</p>
5d.	<p><b>Update on the holiday club</b></p> <ul style="list-style-type: none"> <li>- TF provided an update. The Head met with Matt Casey after the last meeting of the Resources Committee to discuss and agree plans in more detail. The Club has now been advertised for Easter and May half term, and while there had been some interest, neither was fully booked yet.</li> <li>- TF advised that Matt enquired as to the possibility of opening the Club to non-Morley children of primary school age. The Committee decided that for Easter at least, attendees should be current Morley pupils, but that this policy would be reviewed after the Easter holidays with reference to booking numbers for May.</li> </ul>	

<p>6.</p>	<p><b>Budget planning</b></p> <ul style="list-style-type: none"> <li>- TF circulated notes on the draft budget and described it as ‘prudent’.</li> <li>- There was a discussion about the number of children with or requiring SEN statements who may start in September, and the implications for the budget. It was noted that this was difficult to plan for without knowing how many hours of support each child may need. In addition, the SEN policy was changing in September and the full financial implications of this were unknown.</li> <li>- There was a discussion about the ‘fairer funding for schools’ announcement. It was understood that this might mean an additional £80,000 in the school’s budget for 2015/16.</li> <li>- The Committee suggested the Head update parents on the recent announcement.</li> <li>- The budget would be finalised next month, and signed off at the next meeting on 6<sup>th</sup> May.</li> <li>- TF and NO left the meeting.</li> </ul>	<p>Head – update parents on fairer funding.</p>
<p>7.</p>	<p><b>Policy reviews (circulated)</b></p> <ul style="list-style-type: none"> <li>- Disciplinary Procedures (other than leadership group) – Tim Fox to be added to the defined senior leadership team (1.3).</li> <li>- Disciplinary Procedures (leadership group) – no comments or amendments.</li> <li>- Safer Employment – templates would be supplied by the school’s personnel provider (point 4.2.3)</li> <li>- Recruitment and Selection – the Head noted that the only categories of staff he would appoint without a GB present would be supply teachers and mid-day supervisors (point 2.4).</li> <li>- The policies were ratified subject to the notes above, and will be reviewed again in two years time except for Safer Employment, which EPM advised should be reviewed annually.</li> </ul>	
<p>8.</p>	<p><b>Communication with parents</b></p> <ul style="list-style-type: none"> <li>- As noted above, the next communication will be around the dates of the public consultation and planning application, plus the Q&amp;A write up.</li> <li>- Morley Matters to be carried forward to the next meeting.</li> </ul>	<p>C/f Morley Matters to next meeting</p>
<p>9.</p>	<p><b>Training and development</b></p> <ul style="list-style-type: none"> <li>- The Clerk had emailed a list of training courses and dates but it was noted that most of them</li> </ul>	

	involved travel outside Cambridge.	
10.	<b>Date of next meetings</b> - 6 <sup>th</sup> May (budget sign off – all please attend), 24 <sup>th</sup> June	

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