

**Morley Memorial Primary School**

**Resources Committee Meeting**

**30 June 2020**

**Minutes**

Governors in attendance: Remotely

Nikki Brown (NB) (Head Teacher), Rachel Williams (RW) (Committee Chair); (Committee Vice Chair); Jonathan Gorrie (JG); Richard Lambert (RL); and Caroline Louth (CL)

Also in attendance: Tim Fox (School Business Manager); Matt Casey (Childcare Manager)

The meeting will start at 6.00 p.m.

**1. Welcome and apologies**

All in attendance, no apologies received. The meeting was quorate.

**2. Election of New Chair**

Nominations will be presented at the Full Governing Body Meeting on 9<sup>th</sup> July 2020

**3. Notice of any other business**

None received

**4. Declarations of interest relating to items on this agenda**

None were declared.

**5. RC minutes 17 May 2020 and matters arising**

The minutes were accepted as a true record and signed\* by the Chair

## 6. Finance - Business Manager update

**BMR** -The May report was circulated in advance of the meeting giving RC the opportunity to view the latest figures. It was previously agreed that the budget would be revisited when plans regarding reopening in September become clearer. Governors asked for the summary report to be issued with the regular updates - TF to check whether that format can be produced outside of the formal budget sign off. [action]

**PCM Inspection Overview** – A copy was circulated in advance of the meeting. TF noted no red items, only amber and green. Delays in inspections were the result of COVID-19 restrictions. All entries have either been dealt with since May half term or are scheduled for the summer holidays.

**Wraparound Care Income** - TF discussed the impact on the school budget should it not be possible to operate any wraparound care provision for part or all of this financial year. The current budget assumes no income from the beginning of April to the end of August. The figures only show loss of income and do not allow for any reductions in expenditure as a result of the current situation, for example, supply teachers and after school club resources.

**Site Manager** - The site manager has been signed off until 5th July. The occupational health report suggests that it is unlikely he will be able to return to work in anything other than an administrative capacity. TF is in discussion with EPM regarding next steps.

**Premises Work** – TF is currently liaising with different trades regarding the refurbishment of Topaz class during the summer holidays. Works to replace the fence between the school and 99 Blinco Grove will commence on 22 July.

Talks are ongoing with ICT Service to schedule an operating system upgrade for the server. TF is also planning to obtain quotes for the garden area in the main playground. RW offered to contact Morgan Sindall to try and resolve issues with the Wildflower Meadow. TF to share current status and contact details with RW. [action]

**Review budget forecast report (Orovia)** – A governor pointed out a significant virement in the BMR document that has not had governor approval. TF explained that this was necessary as Cambridge County Council requires balancing of adjustments in Orovia but noted that in future RC should be consulted before any changes are made.

**Bad debts report** - none provided due to pandemic situation

**General** - There is uncertainty around the possibility of receiving any reimbursement from the LA for additional COVID-19 expenses caused such as additional cleaning materials, PPE and the hire of a cleaner who is on site every day for 4 hours.

A governor questioned the impact of some staff not returning in September and the cost of supply cover. NB stated that only one member of staff will potentially be unable to return. The current staffing structure also has some additional capacity built in. As shielding rules

have recently been relaxed by the government, the school should not have any problems with running in September.

A governor asked if any staff have been furloughed. NB explained that it would have been possible to only furlough one member of staff who is contracted to work 3 hours a week. The cost of the admin work necessary to execute the furloughing would have been more than the actual saving that furloughing this person would have generated. So, a decision was made not to furlough the member of staff in question.

To a question about general staff wellbeing, NB explained that every little step is taken to ensure staff are supported. Staff onsite who are working with children are being offered a free school meal as they are unable to leave their bubbles at lunch time. TF shared feedback that staff feel very well supported by NB.

### **Report from Spectrum**

A report was circulated ahead of the meeting. MC highlighted circumstances during lockdown; staffing numbers were limited by recruiting and availability, which reduced both the places we offered and the staff costs accordingly, when compared to 2018-19. MC expressed thanks and appreciation regarding feedback received from governor visits to Spectrum. A survey has been sent to all parents to gauge interest for a potential summer holiday club. Planning for this is going ahead as per guidance regarding social distancing and precautionary measures to avoid spread of coronavirus. MC stated resources for use in the club would need to be refreshed and is planning to offer formalised training for longer term club staff. The usual parent survey has not gone out to parents this year due to the circumstances around the pandemic climate.

### **7. Pay and Personnel**

Update on staffing structure - 2 new NQTs have been recruited and will start in September 2020, one of them will be replacing a current teacher who has a TLR. An additional TLR vacancy has risen as the current Year 2 teacher has a TLR, which has also been filled internally. This was not in the original structure.

HLTA and Finance Administrator roles will be advertised in the Autumn term.

1 teacher resignation received – this vacancy will be covered with new NQT recruitment.

NB would like to offer a current TA in the final year of her Education Studies degree an Unqualified Teacher contract and is awaiting guidance from EPM.

### **8. Communications**

Finalise Parent Survey – to be discussed at FGB on 9 July.

### **9. GDPR**

Updates – TF confirmed that all relevant emails and messages are always circulated with staff to ensure compliance throughout the school.

## **10. Policies for approval:**

Governors reviewed, discussed and approved the following policies:

- Environmental Issues – generally agreed. A governor noted that the policy refers to governors monitoring energy usage, which is not currently done. NB noted that they were still waiting for reports from the building project.
- CCTV Policy - provided by the school's Data Protection Officer, updated to provide links to current legislation. A governor asked for the location of the screen to be reviewed so that it is not visible from reception. TF noted the system was being upgraded and from the summer would be password protected.
- Recruitment and Selection Policy – NB noted that there was an outstanding query in relation to the disconnect between the policy and recruitment forms in relation to the timing of seeking references. Governors agreed the wording allowed a staff interview to proceed if a governor was not available, with governors' agreement.

## **11. Times & Dates for future meetings**

Clerk to arrange meeting dates in line with current year's dates

## **12. General**

- Agenda Planning - well developed structure now in place. RW to review before stepping down from role of Chair. [action]
- Review membership - to be discussed at FGB.
- Identify skills gaps/perform audit - subject to membership for 2020-21.
- Identify training requirements - subject to membership for 2020-21.
- Feedback from monitoring visits - none taken place

## **13. Close**

The meeting closed at 7:55pm