



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF
MANOR PARK NURSERY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 22nd NOVEMBER 2017**

Governors Present: **Mr S Cotterill** **SC** **Headteacher**
 Mr G Mason **GM**
 Mr S Gardiner **SG**

Also in attendance: **Ms C Creager** **Clerk to Governors**
 Mrs L Simmons **SBM**

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p>APOLOGIES</p> <p>Apologies were received and accepted for Alistair Andrew, Cathryn Walley, and Lee (Clinton) Williams.</p> <p>In the absence of CW, SG was elected chair for the meeting.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>No potential conflict was declared.</p>	
3	<p>PART ONE MINUTES AND MATTERS ARISING</p> <ul style="list-style-type: none"> The part one minutes of the meeting held on 26 June 2017 were confirmed as a correct record subject to amendment at Item 5 that benchmarking will be included in the 2018 (not 2017) spring term agenda. <p>Progress against actions: <u>Item 3</u></p> <ul style="list-style-type: none"> The link for the school's Facebook page is on the school's website. SBM To ensure an item for Breakfast Club is on the Autumn Term agenda. <i>Clerk will put on FGB agenda.</i> To arrange a meeting with the H&S Governor, Caretaker and Headteacher in the Autumn Term. SC/SG. 	<p>Clerk</p> <p>Clerk</p>

	<p><i>Meeting took place 13.11.2017</i></p> <ul style="list-style-type: none"> To ensure the Asset Management Register is updated by Autumn Term. SBM/SC. <i>Update in progress, as agreed at the meeting of 13.11.17.</i> To ensure that CLW creates a Financial Capabilities tab on the Skills Matrix. <i>To check this at the FGB with CLW.</i> To provide CLW with a template matrix. SBM/CLW for FGB <i>Clerk to follow up this action with CLW prior to FGB</i> To ensure that Modern Governor training is part of the governor training plan. CLW <i>Clerk to follow up this action with CLW prior to FGB</i> <p><u>Item 6</u></p> <ul style="list-style-type: none"> To rag rate the statement of priorities, provide costs and ensure alignment to the budget. SBM. <i>This is complete</i> To provide the SBM with a value for money template graph. AA had an example from work – outstanding. <i>Check with AA if he can do this before FGB</i> <p><u>Item 7</u></p> <ul style="list-style-type: none"> To ensure that the staff training procedures are reviewed. <i>Now happens on a termly basis. SC</i> To ensure there is a procedure in place to monitor staff training gaps and when a training session needs to be renewed. <i>This is talked about at SLT meetings and there is a CPD graph ; a procedure is still in process. SC</i> To ensure there is an item on the Autumn agenda to re-visit the training issue including budget. <i>This is in hand and relates to staff actively looking for training appropriate to their needs.</i> <p><u>Item 8</u></p> <ul style="list-style-type: none"> To meet on the morning of 7th July and agree the monitoring schedule. CW/GM/SC. <i>This was done.</i> To ensure there is an item on the FGB agenda to approve the monitoring schedule. Clerk <i>This was approved at the summer FGB.</i> <p><u>Item 12</u> To ensure the dates of next year’s meetings are circulated to the FGB. <i>Completed. Clerk</i></p> <p>Actions:</p> <ul style="list-style-type: none"> Governors to ensure that monitoring reports are forwarded to the HT 10 working days in advance of the meeting (by 4th December). To ensure there is a monitoring of CPD procedure to be agreed and formalised – Lynn and Simon before next meeting. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All</p> <p>SC/LS</p>
4	FINANCE	
4.1	Review of Budget – Three year plan	

LS had met with the Cheshire East finance officer. In autumn LS assumes a 'worse case scenario' e.g. in staffing a 1% increase in costs is assumed.

Governors discussed the pay rises that are laid down in the STPCD and the differentiation of the 1% and 2%. This school has a high number of long-serving staff. SC advised that recommendations made to governors are on the basis of fairness to all staff.

Q: How many staff are at the top of their payscale?

A, SC: There would have been 2 members of staff on M6. So there is a recommendation that they get 2% but we recommend that everyone gets 1%. This has been built into the budget.

It was noted this percentage increase is not related to PM.

The actual spend will be reviewed in the spring term budget; at this time, the 3 year budget shows projections.

Governors noted that the 3 year budget plan shows that in the second year the budget will balance albeit with many variables to take into account. The third year position is not a concern at this time; there is a new funding formula coming in and there is a high possibility of an increase in pupils numbers.

SC and SBM had gone through the budget line by line and reduced areas of expenditure; it is very tight and staff are on board with the measures. Staffing changes anticipated in Y1 if they occur will impact positively on staffing costs.

Q: We are not expecting significant increases in premises costs?

A: No

Q: We have no outstanding debtors?

A: Apart from awaiting the £14,000 reimbursement from the LA, no. SC confirmed that CE has advised it will honour the payment; a copy of the email in which the payment was agreed has been found and was good supporting evidence.

SC drew governors attention to the school's expenditure on special needs support, shown in the staffing figures; there are 5 children with EHCPs. The school receives £30k in funding but it costs the schools £66k for direct teaching support and there are other associated costs. Technically, 2 of the children have needs that mean they should be in a specialist resource centre. In conversation with the LA Special Needs team, SC's view that this is down to capacity rather than need was confirmed.

Governors considered that the shortfall in the budget reflects the amount the school is finding over and above the funding received.

Q: A governor asked, what is the responsibility of the school in supplementing the funding to meet need?

SC responded that he was making governors aware of the situation because of the impact on staffing costs. The school provides its special needs children with a very good education; however, the question is whether they are getting the specialist provision they are entitled to.

There are a considerable number of children on the SEN register.

Action: SC to advise governors at the FGB meeting what the respective

	<p>responsibilities of the LA and school are in relation to children are identified as requiring specialist provision; do the LA and GB have commitments relation to these children over and above that of other children? Should the school be getting additional support/funding to support it in meeting the children's needs? Are there things the school should be providing and is not?</p> <p>4.2 Budget Variance Report and Balance Sheet This had been reviewed; it is not an appropriate period in the cycle to review it line by line.</p> <p>4.3 Capital Funding Update DFC account stands at £8593 which is being earmarked for the Multi Use Games Area (MUGA).</p> <p>A sports and PE expenditure report (circulated) was reviewed relating to £7,639 in sports funding.</p> <p>Q: The funding bid with Aviva – where are we with that? A: I understand the vote is close; there is some hope we will get between £5k and £10k. We have done a lot of work on this, encouraging people to vote. We think we will end up third in group; we cannot say what this means in terms of funding.</p> <p>Q: We also have money earmarked from next year from the Town Council? A: Yes, they have pledged £6k. With sources of funding including School Fund, we have sufficient to undertake the MUGA in the spring term but preferably, we will have external funding as it will mean we can use internal funding to support other areas of development.</p> <p>School Fund: The current balance is £50,412. This has been earmarked for a number of projects including to fund the reading resources e.g. accelerated reader, the MUGA and development of the allotments.</p> <p>4.4 To review the Manual of Internal Procedures. This is being updated, to be reviewed in January.</p> <p>4.5 To receive and review any funding recommendations from other committees. None received.</p> <p>4.6 To receive an update on essential services, review of contracts, benchmarking against schools in a similar context to ensure value for money Benchmarking information had been provided but this will be reviewed in the spring term when the Chair of the committee is in attendance.</p> <p>The 3 major value for money things were;</p> <ol style="list-style-type: none"> 1. The trim trail 2. Playground markings 3. Staff absence cover. This was a continuation of the existing cover and at slightly more cost than alternative providers; it represents good value as cover includes pre-existing conditions. The SENCO 	SC
--	---	----

	<p>has been added to cover, as previously it did not cover non-teaching teachers.</p> <p>Contracts that have been renewed since the last meeting.</p> <ul style="list-style-type: none"> • Music provision, with the same provider. <p>Q: This is well received? Y: Yes, the children’s feedback is that they enjoy music and the tutor speaks highly of their commitment to the provision.</p> <ul style="list-style-type: none"> • School meal provision with CE, at £2.20 for every meal provided. There is universal free schools meals. <p>Q: Do all children entitled to it stay for FSM? A: We had 21 children entitled to it who hadn’t taken up the provision.</p> <p>LS advised that the schools Ever 6 income will slowly decline but hopefully will build it up again as the school promotes take up. The school gives out an information pack to all families when the children are in Nursery. Whether the children take up the meals or not, the school will then receive the Pupil Premium funding the child is entitled to. The school will apply on the child’s behalf once the family completes the form.</p> <p>The contract for boiler maintenance has been changed to a different contractor, with lower prices and lower call out charges.</p> <p>Q: How is the IT contractor working out? A: We have had odd problems with the phone but initial issues are improving. We need to review and check the level of satisfaction with the service being provided.</p>	
<p>5</p> <p>5.1</p>	<p>PREMISES</p> <p>Asset management plan The premises action plan had been completed following a tour of the school site; SG had reviewed it with SC and the Site Manager. The areas requiring improvement were rag rated according to the priorities given them. SG’s monitoring report will come to the FGB.</p> <p>A total of £9k had been put aside by the SBM for the UPC fascias to the front and back of the building.</p>	
<p>6</p>	<p>HEALTH AND SAFETY UPDATE</p> <p>Most of the actions from the H&S report have been taken; governors had today received the action plan which was reviewed at the summer term meeting, now including notes on progress against the actions.</p> <p>Action: to double check that all outstanding items on the template have been completed by the next resources meeting.</p> <p>Q: Do we know where the nearest defibulator is?</p> <p>Governors noted that there had been one at the Fire Station, now not in</p>	<p>LS/SC?</p>

	<p>service. School Council had discussed having a defibrillator at the school and with St Vincents Catholic Primary school, jointly raising money for it.</p> <p>Q: There is training that goes with it? A: Yes, and if the school is closed it's a call to the police and they give the code to open it up and there are instructions for how to use it..</p> <p><i>LS left the meeting.</i></p>	
<p>7</p> <p>7.1</p>	<p>GOVERNORS KEY ACTIONS/SSDP/SEF</p> <p>Every element of resource monitoring on the Governor monitoring schedule had been completed to planned time:</p> <ol style="list-style-type: none"> 1. SG had monitored H&S audit and asset plan 2. GM had been into monitor and support new PE lead, Katie Jennings re allocation of PE grant 3. SC and ND went to the Town Council together to present the school's bid for funding. <p>Pupil Premium</p> <ol style="list-style-type: none"> a. Governors received the Report on use of Pupil Premium funding 2016-17. b. Governors received the Pupil Premium Strategy Planning Outline 2017-18. 	
<p>8</p>	<p>LOCAL AUTHORITY SUPPORT</p> <p>Governors received the letter to SC from Mrs Forster, Director of Children's Services, confirming further targeted support for the school from the LA in 2017-18; this decision was based on a summary of results for 2016-17.</p> <p>There was recognition of improvement in 2017 and the following key objectives were identified going forward:</p> <ul style="list-style-type: none"> • Continued focus on pupil progress • Strategies to improve attendance need to be considered • Annual review paperwork to be more detailed, outcome-focused and concise <p>SC had contacted MB to question what the last point referred to. MB thought it referred to SEND paperwork; SC had spoken to the schools SENCO and there had never been a conversation around any shortcomings in the paperwork; SC is awaiting a call back from the SEND team.</p> <p>Action: SC will ask Mrs Forster on her visit to the school to explain the context around the third objective; i.e. what paperwork is being referred to?</p>	<p>SC</p>
<p>9</p>	<p>SCHOOL POLICIES</p> <p>The following policies had been circulated;</p> <ul style="list-style-type: none"> • Accessibility 	

	<ul style="list-style-type: none"> • Pay Policy for School Teaching Staff • Staff Disciplinary Procedures • Staff Dismissal Policy <p>Action: Clerk to circulate for approval at the FGB meeting.</p>	Clerk
10	<p>TO IDENTIFY ANY GOVERNOR TRAINING NEEDS</p> <p>It was agreed that GovernorHub will support governors in their work and to recommend purchase of the resource to the FGB. Action: to be discussed at the FGB.</p>	FGB
11	<p>DIRECTORS REPORT</p> <p>Item 19 – GDPR. General Data Protection Regulation.</p> <ul style="list-style-type: none"> • SC circulated to governors the information he had been sent by the clerk. • LS will be the DPO. • SC is going on training. • GM was appointed as link governor for GDPR: he had been DPO in his employment and his experience was felt to be invaluable. 	
12	<p>ANY OTHER BUSINESS</p> <p>There was no other business.</p>	
13	<p>IMPACT STATEMENT</p> <p>How has the Board of Governors helped move the school forward in this meeting?</p> <p>The 3 core strategic functions defined by the DfE are:</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction; <ul style="list-style-type: none"> • Governors have taken strategic decisions in accordance with the ethos of the school: • Made an agreement to purchase Governor Hub which will support the training and organisation of the FGB. • Asked for clarification of the responsibilities of the LA and the school relating to financial and other support for SEND children identified as requiring special provision. • Appointing a link governor for GDPR. 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; 	

	<ul style="list-style-type: none"> • Governors have actively monitored school activity during the term and are reporting back to the FGB. <p>3. Overseeing the financial performance of the school and making sure its money is well spent.</p> <p>The committee had reviewed the three year budget plan and the current budget position with the school business manager and headteacher.</p>	
12	<p>MEETINGS</p> <p>It was confirmed that the next resources committee meeting would be held at the School on 7th March 2018 at 5pm.</p> <p>Action: Clerk to contact Lesley Dalzell before the next FGB (she is to be coopted and therefore invited to attend and receive documents for it).</p>	Clerk

The meeting moved to Part Two.

.....Chair

.....Dated

.....Dated