



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF MANOR
PARK PRIMARY SCHOOL AND NURSERY HELD AT THE SCHOOL ON 20TH
JUNE 2018**

PART ONE - NON- CONFIDENTIAL BUSINESS

Governors Present:	Mr. G. Mason (GM)	Chair
	Mr. S. Cotterill (SC)	Headteacher
	Cllr. S. Gardiner (SG)	
	Mrs. C. Walley (CW)	<i>arrived at 5.20pm</i>
Also in attendance:	Mrs. S. Pomeroy	Clerk to Governors
	Mrs L. Simmons	SBM left the meeting at 6.30pm

1. APOLOGIES

The Committee agreed that the apologies for absence received from Mr Lee Williams be accepted.

2. CONFLICT OF INTEREST

There were no conflicts of interest declared with the business to be discussed at the meeting.

3. MINUTES OF THE PREVIOUS AND MATTERS ARISING

The part one minutes of the resources committee meeting held on 7th March 2018 were confirmed as a correct record, and signed by the Chair.

Governors reviewed the Action Log. It was confirmed that all actions have been completed.

4. FINANCE

Governors received the “Business Managers Report” from LS, which had been circulated on Governor Hub prior to the meeting. The report contained the following items:

- Final budget proposal
- SFVS submission
- Funding recommendations
- Essential Services and Contracts

Final budget proposal:

LS presented the three year budget plan and made the following comments:

The actual carry forward into 2018-19 stands at £47,011 which is an increase on the predicted carry forward.

The method of Nursery funding allocation has been refined. Previously, it was based on predictions of numbers and adjusted later in the year but now more information is requested in advance.

SC stated that the Nursery is becoming more popular with parents and they are sending their children to the Nursery earlier than in previous years; the 2 year old Nursery class is full for September 2018. This is having a positive impact on the budget.

CW arrived at 5.20pm.

Q. Why does funding for high needs pupils reduce from £27,400 in 2018-19 to £9,680 in 2019-20? Is this due to budget cuts?

R. No. This is linked to the number of pupils in school with Statements and ECHP's.

The predicted deficit at the end of 2018-19 has been reduced to £27,461. Expenditure has been reviewed and changes have been made in particular to the swimming and Music provision. This has resulted in reduced costs while retaining a similar quality of provision.

Governors agreed to recommend the budget to the FGB for approval. The deadline for budget submission to the LA is 30.06.18 and the meeting of the FGB is scheduled for 16.07.18. SC will upload the budget papers to Governor Hub and ask all governors to review the papers and indicate their approval on Governor Hub by 30.06.18. The Clerk had contacted the Finance Officer prior to this meeting to verify this process. The Clerk advised that in the future the school could either schedule the summer term FGB before the 30th June or delegate budget approval to the Resources Committee. The Resources committee terms of reference would need to be amended accordingly if the approval of the budget is delegated by the FGB to the committee.

Governors questioned the submission date and commented that this date was too early in the year and they would have preferred more opportunity for all governors to discuss the budget proposal at the FGB meeting.

Action: SC to upload the budget papers to Governor Hub for approval by all governors ASAP.

Action: Clerk to seek further clarification on the submission date and report back to governors.

SFVS submission:

LS reported that the SFVS was submitted by the required date but that the school has not received any feedback. She has been informed that this is due to staff shortages at the Local Authority.

Funding recommendations:

No funding recommendations have been received from committees, apart from the MUGA bid.

Q. Are there no recommendations for Funding from the Learning and Teaching committee?

R. No. Recommendations for funding come through the Senior Leadership Team and are built into the budget.

Essential services and Contracts:**Music Tuition:**

SC explained that the school will continue to offer Year 5 pupils Music tuition with "Love Music Trust" but it will be a reduced offer for the academic year 2018-19. Previously, the school had bought the services of two teachers for 1 hour per week. This will be reduced to one teacher for 45 minutes per week. The children will receive tuition on a range of brass instruments in a whole class setting. This has reduced the cost from £3,000 to £607.

Q. Do you think that this reduced provision will still provide the children with a quality experience?

R. Absolutely, the teachers will ensure that the children are ready to start the session promptly as soon as the Music teacher arrives so there will no time lost at the start of the lesson. While the decision was driven by budget constraints this is something the school may have considered doing anyway because the general view was that the £3,000 did not offer good value for money.

School meals:

The cost of a school meal currently stands at £2.20 and the school has not increased the price for the past 2 years. LS outlined a proposal to increase the price to £2.30 which would generate a potential income of £1,800 per year.

Q. What do other schools in the local area charge?

R. It varies. Some charge up to £2.50.

Governors discussed the proposal and resolved that the LS should investigate what other schools charge and report back to governors before a decision would be made to increase the cost to parents.

Q. Are any local schools using providers other than Cheshire East for school meals?

R. The school can explore other options and providers.

Q. What happens about children with allergies?

R. The school has a good system to ensure that kitchen staff are aware of allergies. Children with allergies are offered a suitable variety of meals so they do not select an inappropriate meal.

Action: LS to investigate what local schools charge for school meals and report back to governors.

Benchmarking

This is carried out in the autumn term when the relevant data becomes available on the DfE website.

ChESS (Cheshire East Services for Schools)

The SBM confirmed the services the school has purchased from Cheshire East. Governors questioned the cost and quality of some of the services. It was acknowledged that the school has relied on support from the Local Authority over the past few years but it could now be time to investigate alternative providers to ensure value for money. SC stated that for every Cheshire East service there is an alternative provider.

Action: SC and GM to investigate alternative providers to Cheshire East for the services which they currently buy back in order to make a recommendation to Governors in 2019.

School Breakfast Club

The breakfast club provision ceased at half term (25th May 2018) as previously agreed. SC reported that both parents and staff understood the need for the provision to cease and there had been no subsequent negative feedback received from parents.

Q. Do some children attend the before and after school provision at nearby St Vincent's Primary School?

R. Yes. We have also been approached by Budeez "Out of School Club" which operates from a central Knutsford location so we are offering Budeez and St Vincent's to parents as two options for before and after school provision.

Governors noted that the advantage of children attending the provision at St Vincent's Primary school is that they can still attend an after school club at Manor Park because the staff are able to accompany them to St. Vincent's when the club finishes.

5. DfE GUIDANCE FOR FREE SCHOOL MEALS (FSM)

Governors considered the Revised DfE Guidance for FSMs and the action for the assessment for Universal Credit.

Q. How many children would this affect and what would be the cost to school?

R. We need to investigate this. The school may not be able to recover the cost of providing a school meal in this circumstance.

Governors noted that the cost impact was likely to be negligible and they would not want children to suffer if their parents could not afford a school meal.

Action: SC and LS to investigate the potential cost of providing free school meals to families during the assessment period for Universal Credit and to make a recommendation to the FGB.

6. PREMISES

Governors received a report on Premises from LS which contained the following items:

- Asset Plan
- Maintenance and repairs
- Asset register

LS outlined the priorities for the maintenance and updating of the school premises. The total cost of the proposed works amounts to £68,250.00

Q. Looking at the broader issues, the cost of these works is £68,000. Does the school have sufficient funds and if not, how will the work be prioritised?

R. Health and Safety or Safeguarding issues are prioritised, followed by items which are in the School Development Plan (SDP). Essential work is carried out and also justifies the priorities. The preference is to invest in resources for pupils and IT. The school needs to balance new purchases with maintenance.

Access to the school site:

There was a discussion around the installation of an electronic pedestrian gate to the school which would enable the school to have more control over people entering the site. Governors raised the issue of closing the school car park during the school day. SC stated that there have been instances of staff cars being damaged. Access is required for the neighbouring Children's Centre and this means that it is difficult to close the gates to the car park.

Action: SC to contact the Children's Centre to request their Car Park Policy. To consider closing the car park gates during the school day.

Electronic signing- in system:

Governors discussed the electronic signing in system for visitors and considered that it could be advantageous for Safeguarding purposes and with the links to the DBS. However, it is an expensive system and governors agreed that visitors prefer personal rather than automated contact when they arrive at the school.

Q. What would happen if such an electronic system failed?

R. We would revert to the current system.

LS presented the two year rolling programme for the re-decoration of the school. Governors noted that as a result of the work the school appears very smart and professional, particularly in the newly decorated areas. SC informed governors that the site maintenance officer is doing a good job in carrying out the re-decoration work and this is also proving positive for the budget.

Asset Management Register:

LS presented the report to governors.

Q. Have no items been disposed of since 2016?

R. That is correct. There are some old laptops which could be modified to browse the internet.

7. HEALTH AND SAFETY

The annual Health and Safety review took place on 26.04.18. SC reported that there were no actions resulting from the visit. SC expressed thanks to all involved for their hard work.

Governors requested that health and safety and safeguarding be further strengthened in school by checking that the firewalls on the internet are effective. A report should be generated on attempts to access restricted sites. There was a discussion about how to safely test the system.

Action: SC to investigate how to check that the school's internet filters are effective and to report on their effectiveness in future safeguarding reports to governors.

8. GDPR UPDATE

SC provided governors with an update on GDPR compliancy.

GM is the link governor for GDPR.

Action: Clerk to send the GDPR proforma checklist to GM.

SC explained that when the GDPR requirements were first announced, schools were inundated with commercial schemes at various costs. The school decided that they could work on the GPDR requirements without external support. GM and LS have held an initial meeting to consider the data held by the school and the processing of data. The school is confident that it complies with the Cheshire East policy for data retention and there is a robust system in place.

A Privacy Policy has been issued to staff and pupils.

The school has paid the fee to register with the Information Commissioner's Office (ICO).

The school has contacted agencies with whom they share data and received their data policies.

Paper records in school are stored in the archive room. Any records which fall outside of the retention period have been securely destroyed.

LS is reviewing records on the admin server and deleting records which are over seven years old.

SC will circulate a document at either the FGB meeting on 16.07.18 or in the autumn term 2018 called "Security Breach Prevention Management Plan."

LS and GM will continue to work together to produce a one year plan for GDPR.

Action: LS and GM to produce a one year plan for GDPR.

LS left the meeting at 6.30 pm.

9. GOVERNORS KEY ACTIONS AND SSDP/SEF

There were no actions to report.

10. SCHOOL POLICIES

Governors **approved** the Data Protection Policy.

SC explained that this is a generic policy and will form part of the induction for staff and governors.

Q. How does the school train staff and governors on Data Protection?

R. The school ensures that staff read the appropriate policy and data protection will form part of the annual safeguarding training. Also, it will be ensured that staff and governors are aware of specific issues such as the difference between sensitive and personal data.

Q. Do governors want all school policies to be available to them on Governor Hub?

R. This should be an item for discussion at the FGB meeting on 16.07.18.

Action: Clerk to add this item to the FGB agenda under “Policies.”

11. SCHOOL WEBSITE

SC regularly reviews the school website and is confident that it is compliant with statutory requirements.

12. TRAINING FOR GOVERNORS

GM is the training link governor and provided the following verbal update:

- A governing board training plan has been produced and circulated to all governors. Some governor responses are still awaited. A new induction pack for governors has been developed.
- Some governors have completed the modern governor e-learning courses.
- Governor training will be discussed further at the FGB meeting on 16.07.18.

Q. When will the autumn term 2018 governor training schedule be available?

Action: Clerk to circulate the new training schedule as soon as it becomes available in the autumn term 2018.

13. DIRECTOR’S REPORT

The Director’s Report for the Summer Term 2018 contained the following matters:

Message from the Director of Children’s Services

1. School Governance and Liaison update.
2. New Education Travel Policies and Sustainable Modes of Travel.
3. Virtual School Update.
4. Revised DfE Guidance for Free School Meals.
5. Make the Mile Campaign.
6. Elective Home Education Consultation.
7. Safeguarding Children in Education Settings Primary School Safeguarding Conferences.
8. 'Timely Support for Children and Families' Document.
9. Signs of Safety.
10. Local Children's Safeguarding Board.
11. National Children's Day UK.

- 12. Changes to Bus Services.
- 13. Governing Board Documents - Storage/ Retention/Good Practice Guidelines

The clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:

Item 4 (Revised DfE Guidance for Free School Meals) was covered as a separate agenda item at this meeting.

Item 1 (School Governance and Liaison update) will be discussed at the FGB meeting on 16.07.18.

All other items have been noted at relevant committee meetings.

14. AOB

There were no items of any other business.

15. IMPACT STATEMENT

How has the Committee helped move the school forward in this meeting?

- **Ensuring clarity of vision, ethos and strategic direction.**
Governors have strengthened the safeguarding procedures in school by requesting a report on the effectiveness of the internet filters.
A monitoring link visit for Health and Safety has been completed to ensure standards are maintained and compliant.
- **Overseeing the financial performance of the organisation and making sure its money is well spent.**
Governors have reviewed and submitted a positive budget for approval by the full governing board.
Governors have questioned how items are prioritised in the Premises plan to ensure maximum benefit to the pupils.
Governors have challenged the Music provision and been assured that the amended Music provision will continue to offer a good experience to pupils.

16. DATE OF NEXT MEETING

SC will draft a schedule of meetings for the academic year 2018-19 to be circulated to governors at the FGB meeting on 16.07.18.

The meeting moved to the Part 2 agenda.

..... **Chair**

..... **Date**