



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF  
MANOR PARK PRIMARY SCHOOL AND NURSERY  
HELD AT THE SCHOOL ON 25<sup>TH</sup> OCTOBER 2018**

<b>Governors Present:</b>	<b>Mr G Mason</b>	<b>GM</b>	<b>Chair</b>
	<b>Mr S Cotterill</b>	<b>SC</b>	<b>Headteacher</b>
	<b>Cllr S Gardiner</b>	<b>SG</b>	
	<b>Mrs C Walley</b>	<b>CW</b>	
	<b>Mr C Williams</b>	<b>CLW</b>	
<b>Also in attendance:</b>	<b>Mrs S Pomeroy</b>		<b>Clerk to the Governors</b>
	<b>Mrs S Jeffery</b>		<b>SJ Deputy Headteacher</b>
			<b>Associate Governor-arrived</b>
			<i>at 5:50 pm</i>
	<b>Mrs L Simmons</b>	<b>LS</b>	
			<b>School Business manager-</b>
			<i>left at 6:55 pm</i>

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. APOLOGIES**

All members of the committee were present at the meeting.

**2. CONFLICT OF INTERESTS**

SG is a member of Cheshire East Council.

**3. AOB**

No items of any other business had been submitted to the Chair or Clerk for discussion at the meeting.

**4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

The Part One minutes of the previous Resources Committee meeting held on 20<sup>th</sup> June 2018 were confirmed as a correct record and were signed by the Chair.

Governors reviewed the action log and the following matters arising were addressed:

Availability of school policies on Governor Hub

This will be discussed at the FGB meeting on 13.12.18.

**ACTION:** Clerk to add this item to the FGB agenda for the December 2018 meeting.

Free School Meals and Universal Credit

SC and LS calculated that the cost to the school would be negligible and so decided to cover the cost of free school meals for parents during the assessment period for Universal Credit.

Effectiveness of the school's internet filters

The effectiveness of the internet filters will be checked by CLW as part of the link governor monitoring visit.

Cost of school meals in neighbouring schools

LS confirmed that local schools charge the same as Manor Park for school meals.

It was confirmed that all other actions not addressed elsewhere in the meeting have been met and closed as appropriate.

## **5. ANNUAL REVIEW OF COMMITTEE TERMS OF REFERENCE**

Governors reviewed the Terms of Reference for the Resources Committee. This committee currently has the authority to receive recommendations from the headteacher for the salaries of teaching staff but does not have the authority to approve those recommendations. Further, the committee does not have the authority to approve the recommendations from the headteacher's performance management review panel. It was decided to amend the Terms of Reference to allow this committee to carry out these functions under part two of the meeting.

**ACTION:** GM to request all governors to approve the changes to the Terms of Reference via Governor Hub ASAP and to prepare a revised Terms of Reference document for approval at the autumn term 2018 FGB meeting.

The clerk advised that the establishment of a pay committee and a pay appeals committee is considered best practice in terms of governance.

**ACTION:** Clerk to add an item to the autumn term FGB agenda to discuss the establishment of a pay committee.

GM commented that the remit of this committee is very broad and governors have to commit a considerable amount of time prior to the meeting to reading papers and reports relevant to this committee.

## **6. FINANCE**

LS had circulated all the relevant papers to governors prior to the meeting.

a) Review of budget

LS presented a review of the three year budget plan. She explained that it represents a snapshot of the school's financial position and that circumstances often change, for example when new funding is allocated to the school. The school is predicting a carry forward of £49,517 at the end of the financial year 2018/19. This amount is below the 8% clawback threshold and represents a healthy carry forward. The carry forward for year 2 is predicted to be £9,461 and allows the school to set a balanced budget for the following year.

An increase in pupil numbers and careful monitoring of the budget has led to an improved financial situation. The trend in pupil numbers is up (there are 15 more children in school than at this time last year). The school has a good reputation and many new families are interested in taking up places at the school. The uptake for Nursery places is good; there is an increase in the number of 2 year olds in the Nursery and these children are then transferring into the provision for 3 year olds and eventually taking up Reception class places.

**Q. Why has the number of children in KS1 decreased?**

R. There was a large Year 2 cohort in 2017/18 and these children have now moved into KS2.

**Q. Would the school be in a better financial position if we decide to convert to an academy?**

R. No, the school would be funded in the same way and would receive the same amount of funding.

SC reported that the LA budget officer has confirmed that the school is in a good financial position.

GM thanked LS for her hard work in managing the budget.

b) Budget variance report and balance sheet

Governors reviewed the budget variance report and noted that the budget for teaching supply has been exceeded. LS explained that supply cover is not necessarily for teacher illness; it also covers times when staff needs to be released for training and staff development. The school is expecting a grant of £2,300 for Early Years adjudication to offset the supply budget. Furthermore, an amount for agency supply has been incorrectly coded to this line.

**Q. How does the insurance for staff absence/illness work?**

R. The insurance scheme is a good one. It pays out after 5 days of absence and also covers illness due to stress.

LS informed governors that TA salaries appear to be overspent but that there is a coding issue which explains the variance.

*SJ arrived at 5:50 pm.*

LS noted that overall there is little variance from the predicted expenditure as the budget is tightly monitored.

c) Capital Funding Update

The devolved formula capital (DFC) allocation for 2018-19 is £6,437 and £4,400 has been allocated to new computer equipment. 14 new computers and a new workbench will be installed in the ICT suite. This equipment has been funded partly by DFC and by the parents association (MPSA).

Cheshire East Catering has offered to fund a refurbishment of the school kitchen at an approximate cost of £45,000. The school has been asked to contribute

approximately £4,000 to this project. The school had originally asked for the cooker canopy to be replaced but this bid was rejected.

**Q. Will the school be tied to retaining the services of Cheshire East Catering in the future?**

R. No.

**Q. When will this refurbishment take place?**

R. It could possibly be during the Easter holiday 2019 but is more likely to take place during the summer of 2019.

**Q. Does the school have to pay for the refurbishment and then claim the money back?**

R. No, Cheshire East Catering will fund the work directly. There will only be an issue with the funding if the school requests extra items such as a commercial dishwasher.

Governors requested that the SBM clarify the arrangements for the funding of the kitchen refurbishment.

**ACTION:** SBM to contact Cheshire East Catering to clarify the funding arrangements for the kitchen refurbishment.

**Q. Will relevant risk assessments be carried out prior to the kitchen refurbishment?**

R. Cheshire East Catering will manage the whole process including the required risk assessments. The work is most likely to be carried out during the summer holiday when no children will be on site.

LS informed governors that the government has released funding to allow schools to extend their Nursery provision.

**Q. Can the school access this funding if the Nursery is not full?**

R. This is unclear. There are currently 16 children in Nursery and the capacity is 30. The school is planning to hold an open day to attract and recruit more children to the nursery and in the long-term this will lead to increased pupil numbers in school. The school will submit a bid for funding with the help of Mark Thornton, Project Advisor for the Early Years and Childcare Team, at Cheshire East.

d) Review of the Manual of Internal Procedures (MIFP)

LS has updated the MIFP and prepared a draft document for governors which was circulated prior to the meeting. The following items were highlighted:

**Appendix 1.6a** – “Statement of Internal Control” date changed - to be reviewed, updated and signed by the Governing Board.

**Appendix 1.6a** – Section 5

LS is due to retire as School Business Manager in September 2019 and succession training for Mrs Karen Cobham had been identified in order for her to move into the role. However, Mrs Cobham has now indicated that she does not want to be considered for this role and the headteacher and SBM need to consider a proposal for the future office structure.

**Appendix 2.1a** Financial management competencies required by the governors responsible for finance need to be reviewed and updated by the governing board.

**Appendix 4.3a** The “Best Value Statement 2017-18” needs to be dated and signed by the Chair of Governors and Headteacher.

#### **17.8 Car Insurance**

All staff require their car insurance policy to cover them for business use and some insurance companies make an extra charge for this. The school could purchase an insurance policy for around £250 per year which would cover staff for business use. LS and SC are investigating the implications of doing this as it could be classed as a perk to staff and will report back to governors.

#### e) Funding recommendations from other committees

There were no recommendations to receive from other committees.

#### f) Essential services, review of contracts, benchmarking

- Long term sickness cover has been renewed with School Safe. Two other quotes were obtained prior to renewal with School Safe.
- Gas and electricity is currently supplied by Cheshire East through West Mercia. The 3 year contract due is for renewal in March 2019. LS has compared prices with other suppliers and West Mercia is still the cheapest, even allowing for price increases. The majority of schools in Cheshire East have signed up for this deal and it represents good value for money

**Q. Is the school being encouraged to investigate energy generation methods such as solar panels or wind turbines?**

R. This is not possible as the school buildings are owned by Cheshire East and there would be an issue with repairs if the roof or the solar panels were damaged.

- The waste collection contract with Suez Contract expires in April 2019. Alternative quotes have been sought, alongside reviews of the quality of the service. LS will continue to review the provision prior to renewal.

**Q. Is the school looking into recycling projects?**

R. This has not been done to date but could provide an interesting project in which the children could be involved.

**ACTION:** SC to investigate recycling projects and ECO awards for the pupils.

LS had circulated benchmarking reports to governors prior to the meeting and governors discussed these reports.

**Q. Are the other schools in these reports similar to this school?**

R. Yes, they are similar in terms of size, percentage of FSM etc.

Governors questioned the reliability of the data and the value of the benchmarking exercise. LS explained that the schools featured in the benchmarking data are

located in different local authorities and may not be coding expenditure in the same way as Cheshire East schools and this may explain some of the apparent discrepancies. LS suggested that she could carry out a benchmarking exercise with Cheshire East schools as she was confident that the coding would be carried out consistently within the authority and should lead to more accurate data.

**ACTION:** LS to carry out a benchmarking exercise against Cheshire East schools and report back to governors.

#### Feedback from the SFVS submission

LS informed governors that the school has achieved the highest rating of Good for the SFVS submission 2017/18. This was an improvement on the previous year when the school achieved a Satisfactory rating.

### **7. PREMISES**

LS had circulated the relevant documents prior to the meeting and highlighted the following items:

- The roof in the Rainbow Room has been repaired.
- The damaged carpet in the KS2 area has been repaired.
- The control panel on the boiler has been replaced at a cost of £2,000. The boiler can now be programmed on automatic settings and should result in savings on fuel.
- The water fan heater has been repaired at a cost of £350.
- The sports equipment containers will be painted with parent help. The paint will cost £200.
- The next capital project is to install insulation in the Rainbow Room and Nursery.

**Q. Does the budget allow the school to complete all the items on the premises wish list?**

R. The school has to prioritise items and balance curriculum requirements with health and safety issues.

**Q. Is it a possibility that some of the minor items at the bottom of the list will not be completed?**

R. The list is reviewed towards the end of the financial year and funds will be allocated to completing the smaller items.

### **8. MUGA INSTALLATION**

SC provided governors with an update on the MUGA installation; the finance is in place and the planning permission has been granted. Work is expected to commence during February half term 2019 and is predicted to last for just over a week. An event will be held to celebrate the opening of the MUGA.

### **9. HEALTH AND SAFETY UPDATE**

An issue has been identified with the fire escape route from the school hall, which goes through the school car park. The car park is also used by visitors to the Children's Centre and this poses a potential hazard for young children. The escape route has therefore been changed to exit via the main entrance. SC has had

conversations with the Children's Centre regarding their car park policy and will follow up on this issue.

**ACTION:** SC to continue discussions with the Children's Centre regarding safety in the car park.

*LS left the meeting at 6:55 pm.*

#### **10. GDPR UPDATE**

The role of DPO is a complex one and requires expertise in data law and management. The school had previously decided to assign the role of DPO to the SBM and is now investigating the possibility of outsourcing this role. Several schools in the local area use "Safeguarding.com" for this purpose. For £300 they provide templates and a supporting role for all areas covered by GDPR, in addition to acting as the school's named DPO, liaising between the school and the Information Commissioner's Office if the school encounters any data breach issues.

GM and LS have arranged to meet later in the autumn term 2018 to review the GDPR action plan.

#### **11. GOVERNOR MONITORING REPORTS & SSDP UPDATES**

The governor monitoring schedule has been prepared for the academic year 2018/19. There were no reports to receive at this meeting.

#### **12. SCHOOL WEBSITE**

The school website is checked regularly by SC who noted that the governor information section needs updating. Governors stated that it is a valuable exercise for a governor to also review the website.

**ACTION:** GM to invite JH to carry out a review of the school's website.

#### **13. SCHOOL POLICIES**

Critical Incident Plan

The plan was not available for governors to review at this meeting.

**ACTION:** SC to locate the Critical Incident Plan for approval at the next meeting.

Governors reviewed and approved the following policies:

Teachers' Pay Policy

Teachers' Appraisal Policy

#### **14. TRAINING FOR GOVERNORS**

CLW reported that he has applied for two courses but has not received a response from the School Governance team. He will contact them again for confirmation of a place.

GM stated that governors have enrolled on approximately fifteen courses.

#### **15. DIRECTOR'S REPORT**

The Director's report was circulated to governors prior to the meeting. The clerk highlighted to governors a number of items which were relevant to the committee:

Item 9: Free School Meals and Universal Credit

Governors were asked to consider ways to maximise the available revenue from this source. SC stated that the school is very pro-active in encouraging parents to claim for FSM.

Item 11: School Teachers' Pay Award 2018

The school has taken account of this in drawing up the Pay Policy.

Governors noted the report.

**16. AOB**

No items of any other business were tabled for discussion.

**17. IMPACT STATEMENT**

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

- **Overseeing the financial performance of the organisation and making sure its money is well spent**

Governors reviewed and amended the Terms of Reference for this committee.

Governors reviewed the budget and challenged variances.

Governors questioned the benchmarking data and asked for further information.

Governors reviewed and approved policies.

**18. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as Thursday 14<sup>th</sup> March 2019 at 5:00pm.

The meeting moved to the part two agenda.

.....14/3/19.....Dated .....CMS.....Chair