

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF  
MANOR PARK PRIMARY SCHOOL AND NURSERY  
HELD AT THE SCHOOL ON 14<sup>TH</sup> MARCH 2019**

<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>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</b>
	<b>Mrs L Simmons</b>	<b>LS</b>	<b>School Business Manager-</b>
			<i>left at 6:25 pm</i>

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. APOLOGIES**

SG did not attend the meeting. No apologies were received.

**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 25<sup>th</sup> October 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:

- School policies

It was agreed at the FGB meeting on 13.12.19 that school policies should be uploaded to Governor Hub.

**ACTION:** LS to upload policies to Governor Hub.

- Car park safety  
SC reported that there are no current concerns.
- Pupil recycling projects  
Nicola Durban has investigated this and Key Stage 2 recycling resources have been ordered.
- Critical Incident Policy  
**ACTION:** SC to review the Critical Incident Plan and Policy to ensure that the two documents align and report back to governors at the next Resources Committee meeting 20.06.19.  
**Q. Has the Critical Incident Policy been approved by governors?**  
R. Yes.

*CW arrived at 5:12 pm.*

- Action plan for more able learners in Maths  
Governors discussed this item and agreed that it is not a priority for the school at the moment. CW stated that she was interested in how more able learners were challenged in Maths in general, not just those children who are targeted to achieve GD.  
SC responded that Quality First Teaching in school ensures that all children are challenged. This is monitored and homework is also differentiated.  
**Q. Are all the teachers aware of this approach?**  
R. Yes.
- Kitchen refurbishment  
LS confirmed that the funding for the refurbishment of the school kitchen is coming from Cheshire East's capital budget. The school has to contribute £3,000 if it wants to purchase a commercial sized dishwasher and this has been accounted for in the budget. The work is scheduled to commence in summer 2019.

It was confirmed that all other actions have been met and closed as appropriate.

## 5. FINANCE

### a) Review of budget

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

### b) Budget variance report and balance sheet

Governors reviewed the budget variance report and noted that the predicted carry forward at the end of the financial year 2018-19 stands at £64,341. Work is currently underway to set the draft budget for the financial year 2019-20.

#### **Q. Has the predicted carry forward increased?**

R. Yes, it previously stood at £49,500. The school now has an in year surplus. The budget meeting which took place last week in school took account of the proposed changes to the staffing structure.

#### **Q. Is the increase in the carry forward solely attributable to the proposed changes to the staffing structure?**

R. The vast majority is but there are other contributory factors; some members of staff are leaving earlier than expected and the school received £7,000 growth

funding due to a significant rise in pupil numbers. In future years the school will also benefit from changes to the funding formula.

**Q. Does the budget model include potential redundancy costs?**

R. Yes, the costs related to the members of staff “at risk” are built in. However, someone who is not at risk may apply for voluntary redundancy and this cost is not factored in.

LS informed governors that staff salary increases have been budgeted for at the same rate as in 2018-19.

SC explained that the in year surplus/deficit is very important as it impacts on the budget position in future years. This is the first time that the school has had an in year surplus. However, the school is at the point where any further reductions in staffing would have a detrimental effect on the provision offered by the school. The key is to maintain the increase in pupil numbers.

**ACTION:** LS to upload the draft budget to Governor Hub.

**ACTION:** LS to check the date of the budget submission to the LA for 2019. The clerk informed governors that the date is 30<sup>th</sup> June 2019 but the school believe it to be by the end of the summer term 2019.

Governors reviewed the Consistent Financial reporting information and asked the following questions:

**Q. Why have energy costs increased by £4,000?**

R. A percentage increase has been factored into the budget.

**Q. Is the school confident that the supply budget will decrease?**

R. Yes. The amount for 2018-19 appears high as a teacher is released to carry out adjudication in other schools. The income received for this activity is shown elsewhere in the budget. Supply costs have reduced over the past few years.

**Q. Why has the amount allocated to learning resources decreased from £36,000 to £30,000?**

R. Income is received from the parents association (MPSA) which offsets this decrease. For example, a large amount of library books were purchased from MPSA donations.

c) Capital Funding Update

LS explained that this is a separate budget. An amount of £9,953 was received as an extra payment from the government which puts the total at £16,390.

**Q. What can this budget be spent on?**

R. The money has a life span of three years and needs to be spent by 2021. There are restrictions on its use; it must only be used for capital purposes such as funding new buildings and facilities, ICT equipment, capital repairs and refurbishment in accordance with priorities set by the school in line with the asset management plan.

The school will receive further a £6,000 DFC funding in the summer term 2019.

**Q. So the DFC and the asset management plan are linked?**

R. That is correct.

Kitchen refurbishment

LS informed governors that the kitchen refurbishment is at the planning stage and work is proposed to commence in summer 2019.

Benchmarking Data

LS carried out a Benchmarking exercise against local Cheshire East schools. The school falls mainly in the middle when compared against the other schools. It validates the reasons for the staffing restructure.

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

LS updated the MIFP and it has been previously approved by governors.

e) Review of the SFVS

The SFVS is complete and ready for submission by 31<sup>st</sup> March 2019. It has been circulated on Governor Hub and **approved** by governors.

f) Funding recommendations from other committees

There were no recommendations to receive from other committees.

g) Update on essential services

Quotes are currently being obtained for a new photocopier contract, long term sickness cover and waste contracts.

h) Pupil Premium, Sports Funding and SEN funding reports

Sports Grant

The funding of £12,000 needs to be spent by August 2019.

**Q. How is the school using the sports grant funding?**

R. It is being used to fund CPD for the staff, to update resources, to employ a sports coach and to facilitate team teaching.

**Q. Is the aim for all teachers to have a good knowledge of common team games and to be able to referee a match?**

R. Yes. The school is holding two twilight sessions on PE, in addition to an INSET day in the autumn term 2019. A skills audit has been carried out with staff to ascertain their confidence levels in teaching PE and areas for development.

**Q. Would it be possible to invite Knutsford Rugby Club into school to work with the children and encourage them to attend the club?**

R. Yes, Knutsford Rugby Club has done this previously.

**ACTION:** SC to invite Knutsford Rugby Club into school.

**6. PREMISES**

a) Review of the asset management plan

LS circulated the asset management plan prior to the meeting via Governor Hub. She informed governors that the following projects have been completed:

- The leak in the Rainbow room has been repaired.
- The damaged floor in the corridor has been repaired.
- A light switch has been installed in the chair storage room.
- Further equipment has been purchased for the ICT suite.
- The MUGA has been installed and the school is very pleased with it.

**Q. What would the cost be to add defined netball markings to the MUGA?**

R. This would need to be investigated. The MUGA is smaller than a standard netball court and the most appropriate area to play a full netball game is on the hard surface.

**ACTION:** Investigate the suitability of the line markings on the MUGA for competitive netball matches.

b) Priorities for maintenance and development of the school's premises, grounds and equipment

LS informed governors that the priorities are as follows:

- Purchase a commercial dishwasher for the school kitchen
- Insulate the roof
- Seal areas of the roof where it joins the old building
- Replace fascias
- Carry out a tree survey

**Q. What does the tree survey involve? It appears to be very expensive.**

R. There are a lot of trees on the school site which present a health and safety issue.

**ACTION:** LS to check at the Health and Safety audit what work is required in relation to the trees before instructing the tree survey.

Governors discussed the asset management plan and the format of the report provided by LS.

**Q. How do governors know which items are actually going to be implemented? How can governors tell what the school can afford to implement?**

R. It is sometimes difficult as the school does not always know in advance the funding it will receive. The priorities on the asset plan are linked to a budget code and are discussed at SLT meetings in terms of the order of priority.

**ACTION:** LS will revise the format of the asset management plan.

c) Approval of costs and arrangements for maintenance, repairs and redecoration within the budget allocation

LS explained to governors that the arrangements for maintenance, repairs and redecoration are listed in her report. Governors noted the report and commented that the programme of redecoration is progressing well; school is looking clean and inviting.

## 7. MUGA INSTALLATION

SC reported to governors that the installation of the MUGA went well and that the area is well-used by the children. An assembly was held on the use of the area and

the School Council was consulted. A plan was devised to alternate games of football and netball in the area and this will be reviewed at Easter 2019.

#### **8. HEALTH AND SAFETY UPDATE**

There were no major health and safety issues to report. The annual audit will take place on 01.05.19.

#### **9. GDPR UPDATE**

GM and LS confirmed that work is ongoing to produce a one year GDPR plan. Old data is being destroyed, as appropriate. LS will access an online presentation from "Safeguarding Monitor" which is safeguarding software with a built in GDPR element, including a DPO, on 18.03.19.

*LS left the meeting at 6:25 pm. Governors thanked her for the reports produced for the meeting and for all her hard work in relation to financial matters.*

#### **10. GOVERNOR MONITORING REPORTS AND SSDP PRIORITIES**

GM stated that governors are pro-active in carrying out monitoring visits and the monitoring schedule is working well. Governors were encouraged to use the monitoring report proforma to improve the quality of their reports.

#### **11. STAFF DISCIPLINE COMMITTEE**

Governors **agreed** to adopt the Cheshire East model terms of reference for a staff discipline and staff appeals committee.

Chair of the staff discipline committee

Geoff Mason

Chair of the staff appeals committee

Cathryn Walley

The committee members will be drawn from available governors, as necessary. No governor who has prior knowledge of the issue will be eligible to sit on the appeals committee.

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

The school website was reviewed recently by one of the governors (JH) and found to be compliant. JH will carry out a further review in the summer term 2019.

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

Critical Incident Policy-this was discussed under agenda item 4.

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

**ACTION:** GM to circulate the training record and update the plan in the summer term 2019.

#### **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 1.9 DfE Buying Deals for Schools

**ACTION:** SC to consider the deals on the DfE website and report back to governors at the summer term 2019 meeting of the Resources Committee.

Item 11 School's Funding Formula 2019/20

Governors are aware of the changes to the funding formula.

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 the budget and challenged variances.

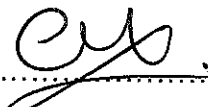
Governors scrutinised the asset management plan and considered ways in which the report could be improved.

Governors agreed to improve the quality of their monitoring reports.

**18. DATE OF NEXT MEETING**

The date of the next meeting was confirmed as Thursday 20<sup>th</sup> June 2019 at 5:00pm.

The meeting moved to the part two agenda.

.....20/6/19.....Dated ..........Chair