



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF
MANOR PARK PRIMARY SCHOOL AND NURSERY
HELD AT THE SCHOOL ON 20TH JUNE 2019**

Governors Present: **Mr G Mason** **GM** **Chair**
 Mr S Cotterill **SC** **Headteacher**
 Mr C Williams **CLW**

Also in attendance: **Mrs S Pomeroy** **Clerk to the Governors**

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES

Governors agreed that the apologies received from Cathryn Walley be accepted. Stewart Gardiner did not attend the meeting. No apologies were received.

2. CONFLICT OF INTERESTS

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

3. AOB

Governors agreed to discuss the results of the Annual Parental Survey under agenda item 14.

4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The Part One minutes of the previous Resources Committee meeting held on 14th March 2019 were confirmed as a correct record and were signed by the Chair.

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

- Governor training
ACTION: SC and GM will discuss the next steps for governor training and development once GM has updated the training record in the summer holiday 2019.
- Critical Incident Plan and Policy
SC confirmed that these form part of the MIFP and were updated in March 2019.
- Line markings on the MUGA

SC confirmed that the current line markings are suitable for competitive netball matches.

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

5. FINANCE

The SBM circulated the Business Manager's report prior to the meeting via Governor Hub.

a) Review of budget

SC informed governors that the school's budget officer visited school two weeks ago and stated that the school's budget is in a strong, healthy position. The carry forward at the end of 2019-20 is predicted to be around £100,000.

Q. Will the school be in a clawback situation?

R. The school is not expecting this to be the case.

SC explained that the budget position is strong due to careful management of staffing costs, supply teaching costs and general monitoring of expenditure.

Q. Is this level of carry forward sustainable?

R. No, it will not be sustainable as the deputy headteacher is taking on a 0.4 teaching role in September 2019. This means that she will be unable to cover classes in the same way she was able to do when she had no teaching commitment. Also, it is unclear at the moment whether the government will continue to fund the teachers' pay award and pension increases beyond the forthcoming academic year.

Since the budget meeting, the school has placed an advertisement for a school business manager for 30 hours per week. This is an increase on the amount worked by the current SBM and has led to a slight increase in the projected staffing costs. The Nursery provision takes a considerable amount of administrative time and the work around academy conversion will be demanding on the SBM.

Q. Should the school be spending some of the carry forward on the children who are in school at the present time?

R. It is important to balance expenditure with the need to be prudent. It is unclear whether the school will receive the same level of government funding in future years and this could lead to the school being in a deficit budget situation.

Q. Are priorities for school development costed for the forthcoming academic year 2019-20?

R. Yes, the school plans to purchase resources for phonics, Maths and IT and these are included in the budget plan. Ideally, the school would like to commit the carry forward to a major project. However, the current Year 3 cohort is a large one and when these children leave the school there will be a negative impact on pupil numbers and consequently on income.

GM thanked SC and the SBM for their hard work on the budget and on securing a healthy budget position.

b) Budget variance report and balance sheet

SC informed governors that the high needs block funding has decreased as there are less children in school with EHCP's. The school has made further applications for EHCP's and so expects this funding to increase.

Q. Can the school predict changes in this funding?

R. Yes, the school is aware of when children with EHCP's are due to transfer to secondary school and when the funding will end. Also, children are sometimes admitted into school with an existing EHCP which is funded and the school is proactive in applying for funding for children with qualifying needs.

Q. Income from third parties appears to be large in 2018-19. Why is this?

R. This includes an amount of money which was owed to the school from the LA.

c) Final budget Plan 2019-20

Governors **recommended** the budget to the FGB for approval. The budget papers are available on Governor Hub.

ACTION: SC to request governors to approve the budget via Governor Hub and to ensure that the budget is submitted to the LA by 30.06.19.

d) Capital Funding Update

The DFC allocation for 2018-19 was £16,390.00. This included an additional one-off payment from the government of £9,953.00. The school is expecting that the allocation for 2019-20 to be around £6,000.00. The current balance of £3,376.00 needs to be spent by 31.08.19.

MPSA donated funds to purchase ICT hardware and DFC funding was used to purchase benches for the ICT suite and to repair soffits and guttering.

e) Update on essential services

Quotes are currently being obtained for the photocopying contract. The present company provides a good service.

Quotes are also being sought for staff absence insurance cover.

Q. Is the premium affected if the school needs to make a claim?

R. Yes, this would be the case in the event of a prolonged, serious absence.

Q. Is the insurance cover a necessary, worthwhile expense?

R. Yes, the insurance quickly pays for itself if the school needs to make a claim.

f) Pupil Premium, Sports Funding and SEN funding reports

Pupil Premium

SC provided a verbal report to governors: (The written report will be uploaded to Governor Hub.)

The majority of the Pupil Premium funding is allocated to staffing and there is clear evidence of a positive impact on the behaviour, attitude to learning and academic performance of Pupil Premium children. Attendance rates and engagement in after school activities are two areas where the school can evidence less impact.

Q. Should these issues be investigated further at the Pastoral Committee?

R. Yes, that is appropriate.

ACTION: Clerk to add an item to the autumn term 2019 Pastoral agenda to consider the impact of the Pupil Premium funding on attendance and engagement in after school clubs.

Q. How do the parents of Pupil Premium children want the funding to be allocated?

R. Parents generally want the school to pay for visits and curriculum enhancement activities. It can be difficult to balance this expectation with budgetary needs. The school will always subsidise more expensive items such as residential visits and all children participate in school trips. However, the school occasionally has to send out a letter stating that a visit may have to be cancelled if not enough parental contributions are received.

Q. How does the school deal with the demands of parents?

R. The school explains how the funding is allocated to meet the needs of Pupil Premium children.

Sports Premium funding

SC informed governors that a considerable amount of work has taken place in school around the Sports Premium Funding; the PE lead teacher has been proactive in leading developments. New equipment and resources have been ordered and staff development has taken place in the form of twilight training sessions and opportunities to observe best practice. The PE lead teacher consulted teachers on the areas they needed training in and the expectation is now that the teachers will put the training into practice. The remainder of this year's funding will be spent on resources which have been requested by the children.

The Sports funding used to be able to be spent on capital projects such as a running track and the focus has now moved onto CPD for staff. Governors commented that this is a good holistic approach to the long term improvement of sports delivery in school.

SEN funding

SC informed governors that this is included in the budget reports which are available on Governor Hub and that the majority of funding is allocated to support TA's salaries.

Q. Does the school provide the correct number of hours for children with EHCP's?

R. Yes, the school is very careful to do this. Parents are aware of how much support their child should receive.

Q. Is the support provided for children clearly documented in their EHCP?

R. Yes.

6. PREMISES

- a) Review of the asset management plan

The SBM circulated the asset management plan prior to the meeting via Governor Hub. SC reported that the painting plan for the redecoration of the school is progressing well and that the school has received many comments from visitors on the appearance and cleanliness of the building.

b) Statement of priorities for maintenance and development of the school's premises, grounds and equipment.

The SBM revised the format of the report and the priorities are clearly listed for governors to consider. The school would like to further develop the spinney and allotment area at an estimated cost of £10,000. This would involve enlarging the allotment area and installing more fencing to make the area safe and secure. It will form a great resource for the children.

ACTION: CLW to contact a local RHS gardener to request his input into the project.

SC shared a long term vision with governors for the school to provide an additional classroom/arts studio near the spinney which would provide first class arts provision. SC has visited other schools where this type of classroom environment has facilitated impressive standards of work. It would also raise the profile of the school in the local area.

Q. Does this link to the priorities for school development?

R. Yes, it links to the priority to broaden the curriculum and to provide enhanced experiences for the children.

Q. Would it be problematic if the school builds an extra classroom and then pupil numbers decrease in the future?

R. This would not be an ordinary classroom. It would specifically be used for arts provision and would form an attractive addition to the school.

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

These are listed in the report from the SBM.

Governors discussed the painting of the sports containers and agreed to ask for volunteers to paint them at the beginning of the autumn term 2019.

ACTION: SC to ask for parents to volunteer the sports containers in the autumn term 2019.

d) Update on the kitchen refurbishment.

The school has not received a firm date from CE for the commencement of the kitchen refurbishment; it was originally scheduled for the summer holiday 2019.

Q. Has the school received confirmation that CE will carry out the work?

R. The school has received confirmation that it is in the next round of the refurbishment programme and is confident that the work will take place.

ACTION: SBM to contact CE for an update and report back to governors at the FGB meeting in July 2019.

7. HEALTH AND SAFETY UPDATE

SC informed governors that the annual Health and Safety review took place in May 2019. It was very positive and no actions were identified for the school.

8. GDPR UPDATE

The SBM negotiated a three year contract with safeguarding.com who provide templates and a support role for all areas relating to GDPR, in addition to acting as the school's named DPO.

The one year GDPR plan is still under consideration by GM and LS.

9. GOVERNOR MONITORING REPORTS AND SSDP PRIORITIES

SC informed governors that the governor monitoring schedule is working well and all planned monitoring activities have taken place. A review of school performance data will take place at the Learning and Teaching committee on 26.06.19.

10. SCHOOL WEBSITE

The school website has been reviewed and is compliant with current requirements.

11. SCHOOL POLICIES

a) Critical Incident Policy and Plan

This was discussed under agenda item 4.

b) Data Protection Policy

Governors reviewed and **approved** the Data Protection Policy. SC informed governors that this policy will be supplied in future by safeguarding.com and will need to be reviewed again by governors to ensure that it meets the school's needs.

12. TRAINING FOR GOVERNORS

This was discussed under agenda item 4.

13. 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. School Governance and Liaison Update
- Item 2. School's Audit Programme
- Item 4. Free Advertising for Schools for Teaching Vacancies
- Item 5. The Cheshire East "Free School Meals and Pupil Premium Campaign"
- Item 6. Maintained Schools' Apprenticeship Levy Update

Governors discussed the following items:

Item 4

The school has registered with the Teaching Vacancies website.

Item 5

The school is pro-active in encouraging parents to apply for FSM. The topic always forms part of the meeting for new starters.

Item 6

The school made enquires about accessing the apprenticeship levy funding but did not receive any response.

Governors noted the report.

14. AOB

Parental Survey results

The annual parental survey was carried out recently and the results were very positive. 40 responses were received.

Q. What will the school do as a result of the survey?

R. The school will respond to the ideas and comments from parents. The survey will be discussed with the SLT and with the staff and an anonymised version of the survey will be issued to parents. It is important that the school deals with any issues arising from the survey, although this can be difficult when the school receives conflicting comments such as on the amount of homework set. Some parents want more and some think there is already too much.

15. 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 recommended the budget to the FGB for approval.
- Governors scrutinised the asset management plan and considered how the school can move forward.
- Governors considered the long term effect on pupils' health and well-being of the way in which the sport grant is allocated.
- Governors sought assurances that the school allocates its SEN funding to meet the needs of the children.
- GDPR compliancy was reviewed.
- Governors considered plans for the long term provision of quality arts provision for the children.

16. DATE OF NEXT MEETING

ACTION: SC to set the meeting dates for approval at the FGB meeting in July 2019.

The meeting moved to the part two agenda.

..... 24/10/19. Dated  Chair

