



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF
MANOR PARK PRIMARY SCHOOL AND NURSERY
HELD AT THE SCHOOL ON 24TH OCTOBER 2019**

Governors Present:	Mr G Mason	GM	Chair
	Mr S Cotterill	SC	Headteacher
	Mr R Woollam	RW	left the meeting at 6:45 pm
	Mr C Williams	CLW	
Also in attendance:	Mrs S Pomeroy		Clerk to the Governors
	Mrs K Crosland		KC
	Mr M Harrison		School Business manager
			Deputy Headteacher,
			Navigation Road-left after item 4

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES

Governors **agreed** that the apologies received from Cathryn Walley and Sarah Jeffery be accepted. Stewart Gardiner was not present at the meeting and 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

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

4. PRESENTATION FROM DEPUTY HEADTEACHER NAVIGATION ROAD PRIMARY SCHOOL, ALTRINCHAM

Mark Harrison, deputy headteacher at Navigation Road Primary School, Altrincham, explained to governors that part of his work for the National Professional Qualification for Headship required him to lead a project in a different school. He chose Manor Park as the school operates in a different context to his own which is larger (2 form entry) and has only 8% of children eligible for Pupil Premium.

Aims of the Project

The main aims of the project were for Mark Harrison to work alongside the school, learn from the headteacher and develop middle leadership in school.

What happened

The English and maths subject leaders at Manor Park visited Navigation Road where they were able to carry out book scrutiny, observe lessons and practise giving feedback to teachers. They were also able to meet with the Maths and English subject leaders at Navigation Road who are more experienced in their roles.

Mark Harrison also had the opportunity to meet with SC and the SLT at Manor Park to discuss CPD and curriculum development.

Benefits of the project

The Maths and English subject leaders at Manor Park grew in confidence over the period of the project. They were able to practise skills and discuss ideas with more experienced colleagues. Mark Harrison pointed out that subject leadership is a key part of the new OFSTED framework but that teachers often have limited capacity to devote to this aspect of their work. The project enabled the subject leaders to move from managing their subjects to leading them.

Governors **thanked** Mark Harrison for the presentation and **commented** that it has been a mutually beneficial collaboration.

Q. Would the school consider a similar project in the future?

R. Yes, another NPQH candidate would be welcome to work with the school.

Mark Harrison **thanked** SC for the opportunity to work in the school and develop his own leadership skills. He would be happy to continue the link with the school.

Mark Harrison left the meeting.

5. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The Part One minutes of the previous Resources Committee meeting held on 20th June 2019 were confirmed as a correct record, signed by the Chair and retained by the school.

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

Governor development

It was agreed that governors be asked to produce a written report following monitoring visits and to present the report at a specific meeting.

ACTION: Clerk to add to the agenda as a standing item under governor training and monitoring.

Sports containers

- It had been hoped that Barclays Bank would provide volunteers to paint the sports containers.

ACTION: SC to follow up with Barclays Bank.

Kitchen refurbishment

Governors discussed the timing of the proposed kitchen refurbishment. It was suggested that the work could take place during the Easter holiday 2020 but concern was expressed that the work would not be completed when the school re-opens after the holiday. The alternative suggestion was for the work to be completed during the summer holiday 2020.

ACTION: SC to discuss further the timing of the kitchen refurbishment.

Abusive/offensive communication from parents

SC reviewed the Complaints Policy and the Social Networking Policy and this issue is not covered by either policy.

ACTION: SC to review which policy this issue should be covered by and whether a separate Communications Policy is required.

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

6. ANNUAL REVIEW OF COMMITTEE TERMS OF REFERENCE

Governors reviewed the Terms of Reference for the Resources Committee which were revised and agreed at the autumn term 2018 FGB meeting. Governors approved the Terms of Reference.

ACTION: GM to locate the agreed document and sign.

7. FINANCE

The SBM's Report to Governors 24.10.19 was circulated to governors prior to the meeting by KC. The report contained the following items and covered items 7a) to 7 e) on the agenda.

School Fund

KC informed governors that the Unofficial School Fund has now been audited and Cheshire East hold the certificate. The accounts should have been audited earlier and in future they will be done before the end of the summer term.

Q. Does the school have a system in place to ensure that the accounts will be audited in time in future?

R. Yes, this this will be the case going forward.

KC further informed governors that the balance of the Unofficial School Fund is greater than that allowed by Cheshire East. This is in part due to historical Nursery fee debts which are being paid by Direct Debit into the school fund account. The school fund cannot be spent on any items subject to VAT and must be used for the benefit of all pupils.

Q. Can Cheshire East clawback money from the Unofficial School Fund?

R. No, this fund is not under their control.

Q. What would be the position of an academy trust on the Unofficial School Fund balance?

R. This is not clear at the moment.

ACTION: SC to include school fund balance in future academy discussions.

Q. Why are there debts relating to Nursery fees?

R. Parents pay for any Nursery provision taken up which is over and above their free entitlement. These debts have accrued over time and are being paid back on a weekly or monthly basis. A new system was established over a year ago to prevent parents from building up debts relating to Nursery fees in the future.

Q. What is the position in other school relating to the size of the School Fund balance?

R. In some schools, governors set a limit for the size of the balance to be held in this account.

Governors discussed allocating some of the School Fund balance to projects such as the allotment or Spinney development which will benefit all pupils.

School Budget

The school's budget officer visited the school on 10.10.19 to review the budget. The re-structure of staffing in 2018-19 has had a beneficial impact on the budget and the school is predicting a carry forward of £131,385 at the end of 2019-20. The school would like to employ a SEN TA for 18 hours per week from January 2020 for two terms. This has been included in the budget figures presented.

Q. What would be the benefit of employing an additional TA?

R. The TA will deliver speech and language provision and 1:1 support for Maths, Reading and phonics.

Q. Can the school maintain the current class arrangement?

R. Yes, the 3 year plan has been set to allow for the current Year 4 cohort to be taught as two classes through to Year 6. However, governors need to be aware that there will then be a potential redundancy situation. SC confirmed that he has taken advice from the Cheshire East HR service and the school may need to undergo a staffing review at this point.

Q. Is the school expecting the shortfall in year 3 of the budget plan to materialise?

R. No, the school does not have a clear picture yet of income and expenditure for year 3 of the plan. Experience has shown that the year 3 predictions are rarely accurate.

Q. Is the budget setting position similar in academies?

R. It is broadly similar; schools are allocated funding in the same way but receive monthly instalments and are required to monitor the budget on a monthly basis.

Sports Grant

KC informed governors that an amount of £9,741 remains unspent from the 2018-19 allocation and may be subject to clawback by the DfE.

Q. Should governors have done more to monitor the spending of the Sports Grant?

R. Governors reviewed the sports grant action plan which was fully costed and therefore the school was expecting that the money would have been spent by the end of the academic year 2018-19. It may be that items on the plan were ineligible for sports grant funding. This needs further investigation.

ACTION: SBM to investigate the spending of the 2018-19 sports grant and to report back to governors.

The Sports Grant allocation for 2019-20 is likely to be £17,720; this is an indicative figure and has yet to be confirmed.

Q. Why can the school not spend the sports grant on swimming tuition?

R. This is because the grant cannot be spent on activities which form part of the National Curriculum.

Devolved Formula Capital (DFC)

KC confirmed that the school has the following DFC funds:

£427 to be spent by August 2021

£6406 to be spent by August 2022

Insurance of money in school

KC stated that the school is aiming to become cashless by January 2020. The school is not insured to hold cash in school and handling cash is an inefficient use of office staff time. The use of the current Schoolcomms/Gateway system for electronic on-line payments is being investigated.

SC commented that there has been a change of staff in the school office following the retirement of the previous SBM and various issues have come to light which are being resolved.

Q. Are operating procedures for the school office in place?

R. Yes, they are contained in the Manual of Internal Operating Procedures and the SBM is currently updating this document.

SFVS

The school has received a rating of "good" for the SFVS submission in 2019.

Q. Are there any action points which need to be addressed to improve the rating?

R. Yes, further detail needs of governor meetings needs to be included in the submission and an action plan produced.

Census

KC informed governors that three children joined the school after census day on 3rd October 2019. 252 pupils were recorded on roll, an increase from the figure of 191 when SC joined the school in 2015/16? Mobility continues to be an issue for the school; new admissions often present with issues such as EAL, SEND and pastoral needs.

Summer Jobs

KC informed governors that the following work was carried out over the summer holiday 2019:

- Painting Y2/EYFS toilets/KS1 toilets/Staff toilets
- Dining hall floor strip and polish
- Asbestos survey
- Kitchen clean down
- Fans cleaned throughout school
- Classroom deep cleans
- Spinney – new entrance created
- Spinney – clear undergrown (Ivy treatment is still underway)
- Fire Risk Assessment – some actions for the school were identified
- Height of playground maze reduced
- Removal of goal posts from field

Contracts

KC has identified an issue with locating the paperwork relating to contracts. Contracts are regularly reviewed but a copy of the signed contract has not routinely been kept by the school. KC is currently reviewing all contracts to ensure that the most current contracts are held on file.

New contracts have been negotiated for the photocopier and long term sickness insurance.

Photocopier

Quotes were obtained from three companies and it was decided to remain with the current company (B&M) as a deal was offered with potential savings of £2,140 per year.

Long Term Sickness Insurance

Quotes were obtained from four companies and the existing provider offered the best value for money. Two claims have already been made in the academic year 2019-20, yielding £1,700 back for school to cover supply costs.

GDPR

KC has identified some issues relating to GDPR within school:

- The signing in book in the school entrance does not meet GDPR requirements.
- SIMS is sometimes left open on classroom computers.

Q. Does the school need to undertake an external review of GDPR?

R. Not at the moment. The issues identified can be easily resolved. The SBM will consult on best practice with other schools and will contact Cheshire East to see whether their online training is still available. The school also has a DPO who will be able to offer support.

8. PREMISES

This item was deferred to the next meeting.

ACTION: SBM to locate the Premises plan and bring to the spring term 2020 meeting of the Resources committee.

9. HEALTH AND SAFETY UPDATE

The SBM informed governors that the annual Health and Safety inspection will take place in February or March 2020. The site manager's appraisal will be linked to the inspection to ensure that relevant issues are resolved.

10. GDPR UPDATE

This was covered under agenda item 7.

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 regularly checked by SC. KC informed governors that new guidance is available from the DfE on what schools should publish online.

ACTION: KC to circulate the new DfE document to governors.

13. SCHOOL POLICIES

Governors reviewed and **approved** the following policies:

Teachers' Pay Policy

Teachers' Appraisal Policy

Whistleblowing Policy

14. TRAINING FOR GOVERNORS

Governors were asked to complete one training course per year linked to their governor role once they have undergone the induction training. The importance of safeguarding training for governors was stressed.

ACTION: SC to contact the SCiES team to enquire about training for governors.

15. DIRECTOR'S REPORT

The Director's autumn term 2019 report was circulated to governors prior to the meeting. The clerk highlighted to governors a number of items which were relevant to the committee and 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 scrutinised contracts to ensure value for money.

Governors refined the system for governor monitoring and feedback.

Actions were identified to meet GDPR requirements.

18. DATE OF NEXT MEETING

The date of the next meeting was confirmed as Thursday 13th February, 2020 at 5:00pm.

The meeting moved to the part two agenda.

.....13/2/20.....Dated..........Chair