



CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Resources Committee

Held at the school on Tuesday 10th October 2017 at 6.00pm

Present: Dave Brown (Headteacher) Lynn Comer
Peter Warry (Chair) Martyn Stoakes
Kathleen Wood

In Attendance: Tobie Abel (Prospective Co-Opted Governor)
Claire Neal (Bursar and Office Manager)
Lisa Green (Business Manager)
Jess Swarbrick (Clerk – Governance Support Officer)

	<u>Executive Summary</u>
1.	Election of Committee Chair and Vice-Chair Peter Warry was unanimously elected as chair of the committee. Alison Dewhirst was unanimously elected as vice-chair of the committee.
2.	Welcome, Apologies for Absence and Declarations of Interest Apologies were received, with consent, from Alison Dewhirst. Fraser Forsyth was absent. There were no declarations of interest.
3.	Minutes of the meeting held on 20th June 2017 Previously distributed. The minutes were agreed
4.	Action Plan and Matters Arising Progress against each action point was noted (please see main minutes for details). There were no matters arising.
5.	Committee Terms of Reference Previously distributed. Agreed.
6.	Staffing Update Governors noted the supply monitoring report, which had been previously distributed. A brief update was provided on the Deputy Headteacher recruitment process, interviews for which would be held on Friday 13 th October.
7.	Monitoring Report The Bursar presented the monitoring report for Period 5, which had been previously distributed.
8.	Apprenticeship Levy Update The Business Manager provided an update on funding for training through the apprenticeship levy, and also the two new apprentices who had started in school in September. A paper on this update had been previously distributed for information.
9.	Cleaning Update The Business Manager provided a verbal update on investigative work around bringing the cleaning provision in-house.
10.	Catering Update The Business Manager provided a verbal update on uptake of school meals, particularly in Year 3. It was noted that more detail on this would be provided at the next meeting.
11.	Final Audit Report Previously distributed. Governors noted progress against the actions raised.
12.	School on a Page Previously distributed. Noted.
13.	Pay and Appraisal Policies Previously distributed. Governors agreed to recommend both policies for approval by the full governing body at their next meeting.
14.	E-Safety Policy Previously distributed. The requested amendments from the previous meetings had been made. Governors approved the policy unanimously.
15.	Staff Code of Conduct and Staff Handbook Previously distributed. Noted.
16.	Premises Update The Business Manager provided a verbal update of work undertaken under the summer. Governors agreed to have a walk round the school after the meeting to view the changes.
17.	Any Other Business Governors briefly discussed what action was being taken to prepare for the changes to data protection legislation, which would come into force in May 2018. The Business Manager advised that work was underway to look at what support was available for this, and a further update would be provided at the next meeting.
18.	Date and time of next meeting Tuesday 14 th November 2017 at 6.00pm

1.	<u>Election of Committee Chair and Vice-Chair</u> Peter Warry was unanimously elected as chair of the committee for a term of one year. Proposed: Lynn Comer; Seconded: Martyn Stoakes. Alison Dewhirst was unanimously elected as vice-chair of the committee for a term of one year. Proposed: Lynn Comer; Seconded: Kath Wood.	
2.	<u>Welcome, Apologies for Absence and Declarations of Interest</u> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Alison Dewhirst. Fraser Forsyth was absent. There were no declarations of interest.	

3.	<p><u>Minutes of the meeting held on 20th June 2017</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
4.	<p><u>Action Plan and Matters Arising not covered by the Agenda</u> With reference to the Action Plan:</p> <ol style="list-style-type: none"> 1. To be taken under item 8. The Business Manager confirmed that the costs associated with apprenticeships would be included in the revised budget. 2. The Business Manager provided an update on the proposals to fit LED lighting in school. She explained that work had been planned for the summer, but advice had been received from the LA before the holidays to not go ahead, pending a full feasibility study on the building, including wiring. The Headteacher advised that this had caused some frustration, given the amount of investigative work which had already been undertaken, and the fact that the LA had not raised the possible barrier of wiring in the school before that point. Governors asked whether there was a timescale for resolution on this matter. Lisa advised that the feasibility study would consider the roof, wiring, kitchen and windows, following which a plan would be put together for maintenance and repair. The timescale for the work would depend on the level of funding which would be provided by the LA. 3. Governors had requested information at the previous meeting on the costs involved in ensuring cleaning staff received the Real Living Wage (RLW) rather than the National Living Wage (NLW). The Chair reported that to move cleaners from NLW to RLW would equate to around £260 per month. However, this change also raised an issue regarding the differential between the senior cleaner and other staff. To maintain this differential by increasing the senior cleaner’s hourly rate, would equate to around £475 per month extra. Governors agreed there was an issue of philosophy versus budget economy, as the school had pledged itself to be a living wage employer. It was suggested that a wider review of the contract as a whole was required, with a potential to bring the cleaning staff in house. The Headteacher advised that The Business Manager had begun some initial investigative work on this, and would provide a further update under item 9. <p>There were no matters arising.</p>	
5.	<p><u>Committee Terms of Reference</u> Previously distributed. Governors agreed the minor amendment to the terms of reference, which provided the committee with delegated authority to approve the start budget. Governors agreed to recommend the updated terms of reference to the full governing body for approval.</p>	
6.	<p><u>Staffing Update</u> Supply monitoring information had been previously distributed. The Headteacher noted that supply costs were currently running considerably under budget, as the school had been trying to use internal cover where possible. He advised that this presented not only a financial advantage but also assurance in the quality and consistency of the cover.</p> <p>The Headteacher advised that during the recent due diligence finance meeting with Pathfinder, the MAT Finance Director had referenced the supply monitoring document and noted how useful it was. Governors agreed it was a very helpful document, and thanked The Bursar for her work in compiling and maintaining this information.</p> <p>The Headteacher reported that a new teacher had been expected to start from September in Year 5, to cover the 0.4 job share in that year group. However, due to personal circumstances, this start date had been postponed in the first instance to after half term. The Headteacher advised that this work was currently being covered internally.</p> <p>It was noted that Deputy Headteacher interviews would take place on Friday 13th October, with an expected request for ratification of appointment at the next full governing body meeting on 17th October.</p> <p>The Headteacher also provided an update on developments around a school dog. He advised that considerable work had been done over the summer to identify an appropriate breeder and the right type of dog, and this had now been chosen. The Headteacher advised that the dog would be ready to collect in mid-November, whilst at the same time two members of staff, Helen MacDonald and Lisa Green, would be attending a training course through Dogs Helping Kids in Devon. It was noted that as soon as this course was completed, the dog would be able to come to school.</p> <p>The Headteacher advised that the school would be working before this point to make sure that all correct protocols and information were in place. Governors agreed there were likely to be some concerns about the</p>	

	<p>new arrival, and the school needed to be sensitive to the way information was shared with parents and pupils.</p>	
<p>7.</p>	<p><u>Monitoring Report Period 5</u> The Bursar presented the monitoring report for period 5, which had been previously distributed. The following points were noted.</p> <p>INCOME S05 Delegated Funding – some reduction in SEN funding due to pupil movements. It was noted that this would be looked at in more detail with the revised budget. S06 Other Central Funding – Pupil Premium was inline with the start budget. Teacher training fees were also included in this code, with a number of teaching students currently in school.</p> <p>The Bursar reported that the budget included around £5,000 for the Clifton Resident’s Grant which the school had been successful in bidding for in previous years, but had not yet been confirmed.</p> <p>Regarding contributions for school visits, The Bursar reported that there had been an increased focus on ensuring these were collected.</p> <p>EXPENDITURE S09-S10 Salaries were currently in line with expectations at this point. E05 It was noted that this was higher than expected due to back pay which was owed to the previous Office Manager on her departure in July. E09 Training and development – higher than budgeted due to a lot of CPD costs coming through this, including courses for counselling, SENCO and minibus training. The Bursar advised that this would be reviewed during the revised budget. E12 Buildings and maintenance costs were currently showing to be quite high. The Bursar reported that a lot of the work undertaken over the summer was still included here, but had been recoded into capital expenditure for period 9, bringing this more or less back in line. E16 Energy – it was noted that there were some Children’s Centre recharges still to come back in to this code. It was noted that charges for gas were a cause for concern, with costs already higher at this point than the whole of the previous year. The Bursar advised that she would be looking at why there was such a significant increase here. Governors also raised a question about E15, water and sewerage, which was showing an overspend against budget. The Bursar advised again that this needed further investigation to look at why costs were so high. E20 It was noted that the invoice for ICT services would come out in period 8, and showed a small saving.</p> <p>A question was raised regarding the reduction in SEN funding, and whether this would be reflected in expenditure on SEN. The Bursar advised that although the number of children with EHCPs (Education and Health Care Plans) had reduced, which affected the amount of funding received, there were still children with varying levels of SEN in school. She added that the majority of the specific SEN funding went towards support staff costs, and there may be some variance in TA hours as a result of this reduction in funding.</p> <p>A question was raised regarding expected pupil numbers for September 2018 and beyond. The Headteacher advised that the school had seen an upward trajectory in terms of numbers, and this was expected to continue. He added that numbers in Nursery were also expected to grow, particularly with the introduction of 30 hour provision.</p>	
<p>8.</p>	<p><u>Apprenticeship Levy Update</u> The Business Manager presented an update on the apprenticeship levy, and referred to the report which had been previously distributed.</p> <p>She advised that the two school leaver apprentices who had started in September were doing very well, working in school four days per week with one day attending training at West Offices. Lisa reported that feedback so far had been very positive.</p> <p>In addition to this, three TAs were undertaking a Level 3 course, two members of staff were taking a swimming coaching course and The Bursar would be starting a business management qualification.</p> <p>Lisa advised that all Expression of Interest requests submitted before the summer had been met with a positive response from the decision panel, despite the total funding representing a significant amount of the pot. The Headteacher added that the feeling of the panel was that the school was being very proactive, as the majority of other local schools had not yet engaged with this. Governors thanked Lisa for her work in developing and submitting the applications.</p>	

9.	<p><u>Cleaning Update</u> The Business Manager reported that she had begun a piece of work to investigate the possibility of bringing the cleaning services in house, rather than contracting them out. Governors agreed that as with the catering provision, it would be useful to look at whether this could be managed better internally, which would also enable more control of the costs involved.</p> <p>Lisa advised that further work was required to put a business case together, and a further update with projected figures would be provided at a future meeting.</p> <p>The Headteacher advised that the school wanted to move forward with this in some format fairly quickly, and this was linked in part to the decision around the Real Living Wage.</p> <p>Governors asked whether there were any notice periods to be aware of under the current contract. Lisa advised that the school was currently on a rolling contract, which could mean a period as short as one month’s notice, though the exact exit terms would need to be investigated further.</p>	
10.	<p><u>Catering Update</u> The Business Manager reported that income for school meals had been steadily rising, though it was difficult to determine at this point whether this was due to an increased push on debtors and chasing historical debt, or because of the increased meal price to £2.40.</p> <p>The Business Manager advised that there had been a drop in the uptake of school meals from those children in Year 3 who had previously had access to Universal Infant Free School Meals. Governors noted that this was not surprising, but agreed it was important to encourage as many of those children as possible to stay with hot meals.</p> <p>Governors asked whether there was a sense of a better retention rate this year for Year 3 than in previous years. The Business Manager advised that further work was needed to analyse the figures on this question.</p> <p>Governors asked whether, in terms of the current year’s uptake, the school was confident that it would continue to cover the day to day operation of the business. The Business Manager advised that the current indication was that uptake would be similar to last year, with enough income to cover the operational side. She added that there was no prediction of significant profits due to the rising cost of supplies.</p> <p>It was agreed that a further update with more detailed analysis would be provided at the next committee meeting in November.</p>	
11.	<p><u>Final Audit Report</u> Governors noted the final audit report, which had been previously distributed. The Business Manager confirmed that she had taken on any outstanding actions not completed by the previous Office Manager before the summer.</p> <p>Governors asked whether the school would receive a further document to confirm that these actions had been completed. The Business Manager agreed to raise this query with the auditors.</p> <p>A further question was raised regarding the annual inventory check, and whether this should be carried out by someone who did not directly work with whoever maintained the inventory, in order to be fully independent. The Business Manager agreed to clarify this with the auditors.</p> <p>Subject to the two queries raised above, governors agreed they were satisfied that all required actions had now been completed.</p>	<p>LG</p> <p>LG</p>
12.	<p><u>School on a Page</u> Governors noted the latest information which had been previously distributed.</p>	
13.	<p><u>Pay and Appraisal Policies</u> Previously distributed. It was noted that the Appraisal Policy was unchanged from the previous year. Governors noted that the Pay Policy included the following amendment: 2% uplift on the mainscale, 1% on upper pay scale, 1% SEN and TLR allowances.</p> <p>Governors agreed to recommend both policies for approval by the full governing body at their meeting on 17th October.</p>	

14.	<p><u>E-Safety Policy</u> Previously distributed. It was noted that this policy had been discussed at the previous meeting and a number of amendments had been requested. The Business Manager confirmed that all changes had now been made, and the policy was now consistent with the Staff Code of Conduct.</p> <p>Governors approved the policy unanimously.</p> <p>Governors noted in particular item 3.2 of the policy:</p> <p>“the governing body is responsible for ensuring that there are appropriate filtering and monitoring systems in place to safeguard pupils”.</p>	
15.	<p><u>Staff Code of Conduct and Staff Handbook</u> Previously distributed. It was noted that the Staff Code of Conduct had been discussed at the previous meeting and a number of amendments had been requested, which were now complete.</p> <p>Governors also noted the Staff Handbook, which had been circulated for information. The Headteacher advised that all new members of staff received both documents as part of their induction. The Business Manager advised that she was starting to use a Compliance Manager tool through the School Bus which tracked when staff had read and agreed to these and other statutory policies.</p> <p>It was agreed that it would be helpful to use this system for governors as well, particularly in relation to the regular review of safeguarding and child protection guidance. The Business Manager agreed to raise this item at the full governing body meeting on 17th October.</p>	
16.	<p><u>Premises Update</u> The Business Manager reported that the new smaller boiler was almost complete, though it was awaiting a decision from the LA on the installation of an earth wire.</p> <p>The Business Manager advised that the other boiler in school had also been cleaned out, and should now work more efficiently now. However, it was still very old, and continued to have issues with the thermostat.</p> <p>In terms of other maintenance work over the summer, the Business Manager reported that the kitchenette in the Hornbeam classroom had now been changed to a wet play area. Other areas of the school had been painted, and new carpet put down.</p> <p>Governors agreed to have a walk round following the meeting, to look at the changes which had been made.</p>	
17.	<p><u>Any Other Business</u> The Business Manager advised that she had started to look into software to ensure compliance with new data protection changes which would come into force in May 2018. She advised that the LA were also developing their own systems to help support schools. The Business Manager advised that the school could either buy this support in through the LA or arrange it independently, once it was know in more detail what the LA were offering. It was agreed that a further update would be provided on this at the next committee meeting.</p>	
18.	<p><u>Future Meeting Dates</u> Tuesday 14th November 2017, 6pm Tuesday 6th March 2018, 6pm Tuesday 1st May 2018, 6pm Tuesday 19th June 2018, 6pm</p>	

The meeting closed at 7.40pm

Mr Peter Warry
Chair

Date

*“A school where children not only have high achievement, but experience opportunities to enrich their lives.
A school that has family and community at its heart”.*

**Clifton Green Primary School
Action Plan following the meeting of the Resources Committee
held on Tuesday 10th October 2017**

	Action	Item	Responsibility	Timescale
1.	Raise outstanding queries with internal auditors	11	Lisa Green	14/11/17

Items for next agenda

- Revised Budget
- Cleaning Update
- Catering Update – spreadsheet
- Minibus Update
- Benchmarking: identification of areas for focus (Autumn 2017)
- Data Protection compliance update