



CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Resources Committee

Held at the school on Tuesday 17th January 2017 at 6.30pm

[meeting started at 7.00pm]

Present: Peter Warry (Chair) Alison Dewhurst
Dave Brown (Headteacher) Martyn Stoakes
Fraser Forsyth [to 8.00pm] Lynn Comer

In Attendance: Jackie Holmes (School Business Manager)
Claire Neal (Bursar)
Jess Swarbrick (Clerk – Governor Support Officer)

	<u>Executive Summary</u>
1.	Welcome, Apologies and Declarations All committee members were present. There were no declarations of interest.
2.	Minutes of the previous meeting held on 8th November 2016 The minutes were agreed and signed by the Chair.
3.	Action Plan / Matters Arising Progress against each action point was noted (please see main minutes for details). There were no matters arising.
4.	Premises Update The Headteacher advised that the site manager had resigned over the Christmas period. Interim arrangements were in place and there were plans to review the post before making another appointment.
5.	Health & Safety Update An updated health & safety checklist had been circulated prior to the meeting. Martyn Stoakes explained the intention to ensure this was reviewed on an annual basis at committee level.
6.	Staffing Update The Headteacher provided an update on staffing issues. A summary budget analysis of supply cover costs had been previously distributed for information. It was noted that the school had worked hard to bring this back in line during the autumn term, and no anticipated charges were expected for January 2017.
8.	Minibus Update The Headteacher reported that the minibus was now in place, and checks and guidelines were being put in place for its use.
7.	Monitoring Report Period 9 The Chair and Bursar presented the monitoring report for period 9 which had been previously distributed with explanatory notes. No significant concerns were highlighted.
9.	Internal Audit Governors considered the draft internal audit report, which had been previously distributed. A number of priority 3 actions had been raised, and the School Business Manager provided assurance that these would all be addressed by February half term.
10.	School Fund Summary accounts to 31/12/16 had been circulated prior to the meeting. The Chair proposed a system of restricted and unrestricted funds, to ensure that any grants received were ring fenced for their intended purpose. Governors supported this proposal.
11-14.	Policy Review The following policies were approved: Adoption Leave Policy & Procedure; Disciplinary Policy; Fire Safety Policy; CYC Communications Policy
15.	Information Governance Themed Audit The Headteacher agreed to look into this item in more detail and report back to governors.
16.	Any Other Business There was no other business to report.
17.	Date and Time of Next Meeting Tuesday 7 th March 2017 at 6.00pm

1.	<u>Welcome, Apologies and Declarations of Interest</u> The meeting was preceded by a training session on Financial Controls, led by Veritau. All committee members were present. There were no declarations of interest.	
2.	<u>Minutes of the meeting held on 8th November 2016</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.	
3.	<u>Action Plan and Matters Arising</u> With reference to the Action Plan: 1. Completed. 2. Completed. 3. Completed. The Chair reported that the Pay Committee had discussed ways of looking at performance management for higher level teaching assistants (HLTAs) in future years. An agreement had been made in principle for TAs with whole school responsibilities to be brought into a version of performance management and pay review going forward. The Headteacher advised that he would	

	<p>provide an overview of the current staffing structure for the next meeting, along with some proposals regarding some restructure adjustments for support staff.</p> <p>4. Completed. It was noted that the SFVS had been approved by the full governing body in November 2016. Governors once again raised some concern regarding confidence in financial systems provided by the LA. It was noted that it had been minuted in the past that the system was not always fit for purpose, though there was no mechanism to record this concern within the SFVS report submitted to the LA.</p> <p>There were no matters arising.</p>	
4.	<p><u>Premises Update</u></p> <p>The Headteacher advised governors that the site manager had resigned over the Christmas period, and that general maintenance cover was being provided in the short term by a site manager from another local school, on an invoice basis. The Headteacher advised that this provided an opportunity to review the post, in order to ensure that it was cost effective to the school. He explained that it was likely that future recruitment would be for at 10 hours per week, which was less than the previous post.</p>	
5.	<p><u>Health & Safety Update</u></p> <p>The Headteacher reported that he had met with Martyn Stoakes as health and safety governor, and had carried out a health and safety check at the start of term. A copy of this updated checklist had been circulated prior to the meeting.</p> <p>Governors asked what mechanisms were in place to cover the health and safety responsibilities of the site manager whilst this post was vacant. The Headteacher advised that the school caretaker and the School Business Manager were working to ensure that any regular checks continued to be carried out.</p> <p>Governors thanked Martyn for the checklist, and agreed that it was very clear and easy to read. A suggestion was made, however, that additional information would be helpful on the impact and follow up from reported accidents and first aid incidents, to provide assurance that these had been dealt with appropriately.</p> <p>Martyn reported that this checklist would be reviewed on an annual basis, and the report presented to this committee.</p>	
6.	<p><u>Staffing Update</u></p> <p>A summary budget analysis of supply costs had been previously distributed. The Headteacher advised that the school had worked hard throughout the autumn term in bringing supply costs back in line. The Bursar further advised that there were no anticipated supply charges for January 2017.</p> <p>The Headteacher provided a verbal update on other staffing matters. He reported that one of the Year 4 teachers had been absent since the start of term, and was currently signed off until the end of January. The Headteacher advised that this role was currently being covered by HLTAs internally. He explained that there was a financial benefit to this, but there was also a need to ensure that pupils were getting the highest quality provision, and he was confident that this was happening. The Headteacher advised that the situation was being monitored closely, and the Deputy Headteacher was working with the HLTA leading this cover to ensure all appropriate planning and provision was in place. Governors asked at what point a decision was likely to be made about getting long-term supply to cover this post. The Headteacher advised that this was under consideration on a daily basis. He stated that if high quality supply cover could be guaranteed, the school would bring this in immediately, as long as there was assurance that this would be as good as the provision already in place through the team of HLTAs.</p> <p>Governors noted the following additional staffing updates:</p> <ul style="list-style-type: none"> * A member of the teaching staff had now returned to school following maternity leave, and would be working in EYFS, as well as providing PPA and leadership cover in Year 3. * A member of the MSA team was on long-term sick leave, and it was not expected that they would return in the foreseeable future. * One of the TA3 staff would be retiring at February half term. * The School Business Manager, Jackie Holmes, would be leaving the school at the end of the summer term. <p>The Headteacher noted that discussions were already underway about a review of office roles and a way forward from September 2017.</p>	
8.	<p><u>Minibus Update</u></p> <p>The Headteacher reported that the minibus had now arrived at school. He noted that the insurance had turned out to be slightly higher than expected, due to a change in valuations since the original quote was provided.</p> <p>It was noted that the School Business Manager was overseeing the guidance and safety checks involved in the</p>	

	<p>use of the vehicle, and ensuring systems were in place for this. The Headteacher also reported that two members of staff were booked onto a D1 course to allow them to drive the vehicle. He advised that the course was extensive and thorough, starting with a full medical which would have to be passed before progressing any further.</p>	
<p>7.</p>	<p><u>Monitoring Report Period 9</u> The Bursar and Chair presented the monitoring report for period 9, which had been previously distributed along with explanatory notes.</p> <p>The Chair noted that there had been a significant issue with the report which was sent out to governors, as teaching staff costs had not been available to include at the time of circulation. He advised that these were now in place, and were on track at around 75% of the total budget. The Chair noted that the delay in obtaining these figures once again highlighted continued issues with the financial system. He questioned why the figures were not available to schools until mid-January, when payroll would have been run at the LA in December.</p> <p>The Bursar also reported ongoing issues with the finance system, noting that there were two days in the previous week when she was unable to access it at all. Governors suggested that a clear record should be kept of all these issues, to evidence the continued concerns of the school.</p> <p>With reference to I13 in the notes, governors asked about the confidence of receiving the expected donation of £2,500 towards the Abbey Farm trip. The Bursar advised that a successful bid had been submitted for this funding, and it would be received in period 10.</p> <p>The Chair noted that there was a potential issue about grants for specific non-curricular purposes which may not be spent in-year, and where these should be held. He suggested that there was a case for using the School Fund for this purpose, but ensuring a separate area for restricted funds. It was noted that this would be discussed in further detail under item 10.</p> <p>With reference to extended schools activities, the Chair noted that there was a need to look at this in more detail to check income against costs. In particular regarding the Breakfast and After School Clubs, the Chair noted that it was important to ensure that where costs were going up, these were mapped against direct income. It was noted that governors had focused on cross-subsidies for catering, but there was also a need to look at subsidies for other areas as well. Governors needed to ensure that expenditure was on core provision, not on subsidising the school's extended offer.</p> <p>Lynn Comer advised that proposals relating to the new national funding formula had been sent out via the Governance Service, with comments invited from stakeholders to the DfE by the end of March 2017. Lynn further noted that this would be an item for discussion at the termly Governance Workshop on 18th January. Alison Dewhirst advised that she would provide a list of the key points which may be useful for governors to read and understand along with the summary.</p>	<p>AD</p>
<p>9.</p>	<p><u>Internal Audit</u> The draft internal audit report had been previously distributed. It was noted that Veritau had led the governors in a training session on financial controls prior to the meeting. Governors noted that it was felt this training could have been more tailored to their specific needs, with clearer links more relevant to the recent internal audit.</p> <p>It was noted that the audit had provided a number of priority three recommendations, though there were no major issues or concerns raised. Governors agreed that the audit had the benefit of focusing on the requirements to have all checks and systems in place, and highlighted any areas which may have been missed. The School Business Manager advised that responses to all the recommendations were being addressed, and were likely to be in place by February half term.</p> <p>Governors discussed each of the recommendations, and a number of points were raised.</p> <p>In response to the issue of delegated authority, a query was raised regarding what this referred to. It was noted that the school's Budget Management Policy included a delegated scheme of authority, as a method of exercising good fiscal control. However, governors queried the finding that a member of the governing body was an authorised signatory for making payments. The School Business Manager agreed to look into this as part of the response to the report.</p> <p>With reference to debtors, it was noted that this issue had been discussed extensively at previous committee meetings. Governors noted that evidence could be provided about what had already been done to address this.</p> <p>With reference to return to work interviews, the School Business Manager reported that a new self-assessment</p>	

	<p>form had now been devised to cover the main criteria for trigger points, which would provide a clearer evidence trail.</p> <p>Governors noted that on the whole the findings of the internal audit were good, with no major issues or concerns. It was agreed that in future it would be useful to have more governor involvement in the audit process, and the opportunity to attend the feedback session with auditors.</p> <p><i>[Fraser Forsyth left the meeting at 8.00pm]</i></p>	
10.	<p><u>School Fund</u> A summary of the balance sheet as of 31st December 2016 had been previously distributed.</p> <p>The Headteacher asked governors to consider an investment of £250 towards Forest School provision, and the purchase of new equipment including wellies and waterproofs. Governors unanimously approved this request.</p> <p>The Chair reported that Lisa Green had been applying for grants, with a view to using the income from Snack Shack along with grant funding for food-related activities including the development of the allotments and eventually the creation of an outside kitchen. The Chair raised a question about where these funds should be held, as they would be designated for a specific purpose and should be ring-fenced. He suggested separating the School Fund account into “restricted” and “unrestricted” funds, ensuring that grants for non-core curricular activities were ring-fenced. Governors supported this suggestion, and the Chair agreed to provide a simple model spreadsheet which could be used for this purpose.</p>	PW
	<p><u>Policy Review</u> All policies had been previously distributed.</p>	
11.	<p><u>Adoption Leave Policy & Procedure</u> LA model policy. Noted and approved.</p>	
12.	<p><u>Disciplinary Policy</u> LA model policy, with accompanying guidelines and toolkit. Noted and approved.</p>	
13.	<p><u>Fire Safety Policy</u> Updated to reflect building refurbishments. The School Business Manager agreed to request an updated map from the LA to reflect structural changes.</p> <p>It was noted that the definition of “FSO” should be clarified under point 1.</p> <p>Subject to these amendments, the policy was approved.</p>	
14.	<p><u>CYC Communications Policy</u> LA model policy. Noted and approved.</p>	
15.	<p><u>Information Governance Themed Audit</u> The Headteacher reported that all schools had been contacted by Maxine Squire regarding an audit of information governance. He agreed to look into this in more detail and report back at the next meeting. The Clerk advised that two briefing sessions had been arranged for school staff on information governance, and agreed to forward these dates to the Headteacher.</p>	
16.	<p><u>Any Other Business</u> There was no other business to report.</p>	
17.	<p><u>Date and time of future meetings</u></p> <ul style="list-style-type: none"> - Tuesday 7th March 2017 at 6.00pm - Tuesday 2nd May 2017 at 6.00pm - Tuesday 20th June 2017 at 6.00pm 	

The meeting closed at 8.20pm.

*“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”.*

Mr Peter Warry
Chair

Date

Clifton Green Primary School
Action Plan following the meeting of the Resources Committee
held on Tuesday 17th January 2017

	Action	Item	Responsibility	Timescale
1.	Circulate key points from national funding formula proposal	8	Alison Dewhirst	31/01/17
2.	Provide a simple model spreadsheet for School Fund account to the Bursar	10	Peter Warry	31/01/17

Items for next agenda

- Increase in school meal costs 2017
- Staffing Structure overview
- Internal Audit responses/final report
- Information Governance Audit