



CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Resources Committee held on Tuesday 1st May 2018, at 6pm

Present:	Mr Peter Warry Mrs Lynn Comer Mrs Kathleen Wood Mr Tobie Abel
In attendance:	Mrs Lisa Green (Business Manager) Ms Claire Neal (Office Manager, Bursar) Ms Nicola Jones (Deputy Headteacher) Mrs Jess Swarbrick (Governance Support Officer - Clerk)

	<u>Executive Summary</u>	
1	<u>Welcome, apologies and declarations of interest</u> Apologies were received, with consent, from Alison Dewhirst, Martyn Stoakes and Dave Brown. There were no declarations of interest.	
2	<u>Minutes of the meeting held on 6th March 2018</u> Previously distributed. Agreed.	
3	<u>Action Plan and matters arising not covered on the agenda</u> Progress against the agreed actions was noted.	
4	<u>Staffing Update</u> The Deputy Headteacher provided an update for governors on staffing. A number of confidential issues were recorded separately.	
5	<u>Early Years Update</u> The Deputy Headteacher updated governors on proposals to pilot provision for under-3s in the Nursery from September. It was noted that this would be subject to approval to go ahead from the LA	
6	<u>2018/19 Start Budget</u> Previously distributed. The Bursar presented the start budget and a number of key points were questioned and discussed. Governors agreed to recommend the start budget for approval by the full governing body	
7	<u>GDPR Update</u> The Bursar provided an update on preparations for GDPR, which would come into force from 25 th May 2018.	
8	<u>School on a Page</u> Previously distributed. Noted.	
9	<u>School Fund</u> Previously distributed. Governors noted the latest summary report on School Fund balances.	
10	<u>Premises Update</u> The Business Manager provided an update on the planned schedule of work for the summer.	
1	<u>Any Other Business</u> There was no other business to report.	
		Action
1	<u>Welcome, Apologies for Absence and Declarations of Interest</u> Apologies were received, with consent, from Alison Dewhirst, Martyn Stoakes and Dave Brown. There were no declarations of interest.	
2	<u>Minutes of the meeting held on 6th March 2018</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. The Business Manager reported that Martyn Stoakes and John Hattam had arranged a time to meet and review the options available for broadband provision before the end of the current contract in August, and whether any improvements could be made to this. It was noted that the challenge would be finding accurate like for like comparisons, due to the level of integration with CYC under the current contract, which covered more than just broadband provision. 2. With reference to insurance charges for 2018/19, the Bursar reported that the costs from the previous year had been used for the start budget, as actual costs had not been received until late in period 12. She advised that the actual figures were broadly inline with the previous year, apart from employee insurance which showed a positive of £4,000 more than expected. The Bursar advised that this figure had been queried, but no definitive answer had been provided as to why the increase had occurred. It was noted that insurance for 2018/19 would be discussed as part of the start budget under item 6. 3/4. Governors noted the updated contracts list, which had been tabled for information. It was noted that a	

	<p>review of all contracts would be included on the agenda for the autumn term.</p> <p>5. Governors confirmed that they had received a copy of the health & safety audit report from the Business Manager.</p> <p>There were no other matters arising.</p>	
<p>4</p>	<p><u>Staffing Update</u> The Deputy Headteacher and Business Manager provided an update on staffing.</p> <p><u>Cleaning</u> The Business Manager reported that the TUPE process for cleaning staff was now complete, and this service was now fully in-house. She advised that the move across had gone smoothly overall. However, it was noted that the first salary payment had raised some issues with basic tax being applied, but assurance had been provided to staff that this was a result of the changeover of payroll and would be returned to them.</p> <p><u>Receptionist</u> The Business Manager reported that a new Receptionist had been appointed, and would be starting work after the May half term.</p> <p>It was noted that consideration had been given to the possibility of hiring two people, one with the specific task of administrative work in relation to SEND and EHCP applications. The Business Manager advised, however, that the current budget meant that the school was not yet in a position to be able to afford these additional hours, though this was a proposal that could be revisited in the future.</p> <p><u>Teaching Staff</u> The Deputy Headteacher reported that a recruitment process was currently underway for two teachers, in addition to the newly appointed student teacher, who would be joining school as an NQT in September. She advised that the school was looking for experienced teachers for these two roles, and had shortlisted eight from a very strong field of applicants. It was noted that the Headteacher was visiting all shortlisted candidates to observe them teaching in their current schools.</p> <p><u>Apprenticeships</u> The Deputy Headteacher reported that the two apprentices currently working in school had developed really well over the year, and the school would be looking to support them in their continued training from September. In addition, the Deputy Headteacher advised that the school would like to offer a further two apprenticeship spaces from September, and would be putting forward expressions of interest for these to the next CYC Panel meeting on 11th May. The Business Manager advised that the school would be looking at a more formal process to identify the next candidates, rather than the targeted approach which had been taken in the previous year.</p> <p><i>[CN and LG left the meeting at 6.20pm]</i></p> <p><u>Confidential Staffing Updates</u> <i>The following discussions have been recorded as a separate, confidential minute.</i></p> <p><i>[CN and LG re-joined the meeting at 6.30pm]</i></p>	
<p>5</p>	<p><u>Early Years Update</u> The Business Manager and Deputy Headteacher provided an update on potential for under-3s provision in Nursery. The Business Manager reported that the plan was to take on four children under 3 for 15 hours per week in September 2018 as a pilot, to see how the process ran. She advised that the main difference in terms of age would be that the children would be starting in the term before they turned 3, rather than coming in at 3 years old. The Business Manager further advised that the school was not looking to take provision from elsewhere, but would be targeting the most need families. It was noted that if the pilot was successful, the school would look at expanding the provision in the future.</p> <p>Governors asked how many children would be needed to cover the cost of the required member of staff. The Business Manager advised that four children (with a ratio of 1:4) would cover the cost of a TA, who would be overseen by the EYFS leader. She added that the provision would not be separate, but part of the wider EYFS unit.</p>	

	<p>The Business Manager advised that if governors were in favour of the proposal, this would be put forward to CYC. She explained that the LA could still challenge the proposal, with their main concern potentially being the amount of provision already in the area, and whether the school would be taking this away from other providers. The Business Manager advised that the school had consulted with local childminders, who were very much in favour of the proposals, with a view that the school was best placed for the providing the care required. It was noted that the school would be specifically targeting children who were not already accessing provision, or were likely to be.</p> <p>Governors asked whether any additional facilities were required for under-3s. The Business Manager advised that the way that the unit was currently set up provided a natural space for rest/sleeping if required. She added that as the provision would only be for 15 hours, it was expected that minimal change would be needed.</p> <p>Governors agreed that they were happy for the school to pursue this proposal.</p>	
6	<p><u>2018/19 Start Budget</u></p> <p>The Bursar presented the 2018/19 start budget, which had been previously distributed. She reported that the final outturn figure for 2017/18 was higher than expected, with a cumulative carry forward of £54,044.</p> <p>The Bursar advised that delegated funding for 2018/19 did not currently seem to match the increase in pupil numbers, and some percentage increase would be expected in the revised budget in the autumn term. However, it was not possible at this point to report on what this adjustment would be.</p> <p>The following points were noted regarding the start budget summary:</p> <p>S08 Donations and Private Funds The Bursar reported that £8,000 had been included in the budget, to cover requests for use of the School Fund. She advised that the Headteacher would be submitting a request to governors for a number of items at the next meeting. The Chair noted that it was important to recognise the difference between committed and non-committed balances within the School Fund, when looking at the overall figure available.</p> <p>S09 Teaching Staff Costs The Bursar reported that the cost of two teachers working on a supply basis to the end of the summer term had been absorbed within E01, which had a knock-on in reducing the supply costs.</p> <p>It was noted that E26, agency supply, was mostly covering the cost of a Nursery teacher who was working on supply to the end of the summer term. The Bursar reported that it was expected there would be sufficient capacity within staffing to cover any supply needs internally from September.</p> <p>E03 Education Support Staff It was noted that this had increased due to a movement in levels of qualification for some TAs, though there were no major issues to report here.</p> <p>E04 Premises Staff It was noted that this had increased significantly, due to bringing the cleaning staff in-house. The Bursar advised that this was offset by a reduction at E14, Cleaning and Caretaking.</p> <p>E07 Other Staff Costs It was noted that this code included the cost of the two current apprentices as well as the two additional planned for September.</p> <p>E11 Staff Related Insurance The Bursar advised that the decision had been taken not to insure against staff absence for 2018/19. She advised that the income received this year had only just covered the expenditure taking out the policy. In addition, trends showed that absence in school was improving.</p> <p>E12 Buildings Maintenance & Improvements The Bursar reported that this had been reduced inline with expenditure. She advised that last year's outturn had been higher than expected, in the main due to the timing of the costs for Clifton Arena coming in. It was noted that additional expenditure had been included in the budget for making good any work completed over the summer.</p> <p>E15 Water & Sewerage and E16 Energy The Bursar reported that there was still no explanation as to why</p>	

	<p>water costs had been higher than expected this year, and inspections had not found any leaks. It was noted that the situation continued to be monitored closely. The Bursar advised that she had raised a query with the LA regarding higher than expected gas charges, and asked for further information on standard and variable rates, though this had not yet been received. She added that the school would continue to carefully monitor readings, taking these monthly rather than quarterly from now on to look for any potential peaks and troughs.</p> <p>E19 Non-ICT Learning Resources The Bursar reported that all staff had submitted a list of essentials, desirables and luxuries required in terms of learning resources. She advised that she and the Headteacher had reviewed these lists and provided what was felt to be fair, in line with school priorities. It was agreed that this was a sensible way to keep track of spending in each subject area.</p> <p>E22 Administration Supplies The Business Manager reported that this was higher than the previous year, due to the investment in a software communication platform, which was expected to reduce expenditure in other areas such as photocopying and printing of letters. It was also noted that the cost of lockers for Years 2, 3 and 4, which had been agreed on a rolling programme, was also included within this budget code.</p> <p>Governors noted that one of the key sensitivity areas in terms of expenditure was utilities, and that fact that the budget was set at £16,000 less than had been paid out the previous year. It was recognised that the reasons for this higher expenditure last year were still unknown and continued to be investigated, but governors agreed that this area required careful monitoring.</p> <p>It was further noted that supply was also a key area, namely whether the assumption that this could be covered by staff in-house was correct. The Chair noted that a situation could occur where this was not possible, meaning that additional supply was required which wasn't currently budgeted for.</p> <p>Governors recognised that the budget was very tight, and would require careful monitoring. Governors also agreed the need to continue to hold the Headteacher and school to account, and look at where savings could be made in year.</p> <p>The Chair noted that indications showed that the new national funding formula would benefit the school when it was introduced in 2019, although actual figures were not available at this point.</p> <p>Governors noted the summary outline and agreed to recommend the 2018/19 Start Budget for approval by the Full Governing Body.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Revenue income:</td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 30%;">2,092,297</td> </tr> <tr> <td>Revenue expenditure:</td> <td style="text-align: right;">£</td> <td>2,135,640</td> </tr> <tr> <td>In year balance:</td> <td style="text-align: right;">£</td> <td>(43,343)</td> </tr> <tr> <td>Balance brought forward:</td> <td style="text-align: right;">£</td> <td>54,044</td> </tr> <tr> <td>Cumulative carried forward:</td> <td style="text-align: right;">£</td> <td>10,701</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Capital income:</td> <td style="text-align: right;">£</td> <td>8,551</td> </tr> <tr> <td>Capital expenditure:</td> <td style="text-align: right;">£</td> <td>15,400</td> </tr> <tr> <td>In year balance:</td> <td style="text-align: right;">£</td> <td>(6,849)</td> </tr> <tr> <td>Balance brought forward</td> <td style="text-align: right;">£</td> <td>8,835</td> </tr> <tr> <td>Cumulative carried forward:</td> <td style="text-align: right;">£</td> <td>1,986</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Total in-year balance</td> <td style="text-align: right;">£</td> <td>(50,192)</td> </tr> <tr> <td>Total brought forward</td> <td style="text-align: right;">£</td> <td>62,879</td> </tr> <tr> <td>Total cumulative carry forward</td> <td style="text-align: right;">£</td> <td>12,687</td> </tr> </table>	Revenue income:	£	2,092,297	Revenue expenditure:	£	2,135,640	In year balance:	£	(43,343)	Balance brought forward:	£	54,044	Cumulative carried forward:	£	10,701	 			Capital income:	£	8,551	Capital expenditure:	£	15,400	In year balance:	£	(6,849)	Balance brought forward	£	8,835	Cumulative carried forward:	£	1,986	 			Total in-year balance	£	(50,192)	Total brought forward	£	62,879	Total cumulative carry forward	£	12,687	
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7	<p><u>GDPR Update</u> The Bursar reported that she and the Business Manager had attended a briefing on GDPR and were confident that the school was on track for compliance. She advised that she had begun to set up an Information Asset Register, which was a significant task, gathering information to ensure this was up to date. It was noted that a template had been provided by CYC to support this work.</p>																																														

	<p>Governors asked whether the school was satisfied that all areas requiring consent had been identified. The Bursar advised that this was part of the process of gathering information for the Information Asset Register. She added that the majority of data in school was covered through legitimate use, rather than requiring specific consent.</p> <p>A question was raised regarding sharing information with governors, and the security of this. The Business Manager reported that expenditure had been built into the budget for software licences to address this, either through MinutePad or another platform. Governors noted that it would be helpful to have clarity on procedures around retaining and storing information sent out.</p> <p>It was noted that governors' personal email addresses were still used for correspondence and the Business Manager agreed to set up specific school addresses for all governors as soon as possible.</p> <p>The Bursar noted that, as DPO (Data Protection Officer), she would need to have direct access to governors. It was agreed that a regular report to the Resources Committee should be included to ensure governors were kept aware of any issues, breaches or subject access requests (SARs).</p> <p>A question was raised as to whether there was specific guidance on the consent for sharing information relating to school trips, and whether explicit consent was required for each individual event. The Business Manager agreed to investigate this and report back.</p>	LG
8	<p><u>School on a Page</u> Governors noted the updated School on a Page, which had been previously distributed for information.</p>	
9	<p><u>School Fund</u> Governors noted the School Fund account summary, which had been previously distributed. The Chair advised that he had proposed to the Headteacher that the receipts and payments should be moved onto a compliant accounting system. He explained that this would make it much clearer in terms of restricted and unrestricted funds.</p> <p>The balances as at 31st January 2018 were noted as follows:</p> <p>Total Balance: £11,495.87 Committee Balance: £4,985.67 Uncommitted Balance: £6,510.20</p>	
10	<p><u>Premises Update</u> The Business Manager tabled plans of the school, and provided an update on the works planned for the summer holidays. She advised that the complete plans had not been finalised as yet, as surveys were still ongoing in the areas to be worked on.</p> <p>The Business Manager reported that so far, it was confirmed that six classrooms at the Year 3 end of the building were due to be re-roofed and re-wired at one end of the building. She advised that the plan was to begin boxing up the contents of these classrooms from 1st July, in preparation for the work to start on the first day of the holidays.</p> <p>In addition to this, the other end of the school would be re-roofed, including the Nurture and Hornbeam rooms, as well as the boiler houses and to the end of the hall. It was noted that no internal work was planned in this area at present.</p> <p>The Business Manager further reported that there would also be a rolling programme of window replacement across the school which would continue throughout the year.</p> <p>The Business Manager advised that the potential impact on teachers and access to the building was recognised, particularly for the last three weeks of the summer term. She added that contingency would also need to be considered in case the works ran over the expected six weeks of the holidays. The Business Manager advised that the contractor had provided assurance that work would be completed within the timeframe.</p>	

	<p>Governors asked what the expected impact would be on students of having the six classrooms boxed up for the last three weeks of the summer term. It was noted that this could make the transition sessions more problematic. The Business Manager advised that transition would still take place, but with a different focus, for example through forest schools or work in the kitchens. She emphasised that children would still get a taste of the curriculum in their new classes, even if this was outside of the classroom. The Business Manager also confirmed that the builders would not start work until the holidays, meaning that there would still be access to the classrooms until the end of the summer term, even though the contents would be boxed up.</p> <p>The Business Manager agreed to provide further updates to governors as more information became available.</p>	
11	<p><u>Any Other Business</u> There was no other business to report.</p>	
12	<p><u>Date and Time of Next Meetings</u> * Tuesday 19th June 2018 at 6pm</p>	

The meeting closed at 7.40pm

Mr Peter Warry
Chair

Date

Clifton Green Primary School - Action Plan following the meeting of the Resources Committee held on 1st May 2018

	Action	Agenda Item	Person(s) Responsible	Timescale
1.	Set up school email addresses for all governors	7	Lisa Green	ASAP

Future Agenda Items:

Benchmarking – identification of areas for focus
GDPR Update
Review of Services to Schools contracts (September/October)