



CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Resources Committee held on Tuesday 6th March 2018, at 6pm

Present:	Mr Dave Brown (Headteacher) Mrs Alison Dewhirst [from 6.25pm] Mr Martyn Stoakes	Mrs Lynn Comer Mrs Kathleen Wood Mr Tobie Abel
In attendance:	Mrs Lisa Green (Business Manager) Ms Claire Neal (Office Manager) 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 Peter Warry. Late apologies were also received from Alison Dewhirst. There were no declarations of interest.	
2	<u>Minutes of the meeting held on 14th November 2017</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 Headteacher provided a verbal update on staffing changes in school.	
5	<u>Monitoring Report</u> Governors received the monitoring report for period 10, which had been circulated with explanatory notes. A number of points were raised regarding key variances, please see main minutes for details.	
6	<u>Services to Schools</u> Previously distributed. Governors discussed the buy-in of services from the LA for 2018/19 and agreed to recommend these to the FGB for approval.	
7	<u>Contracts & Subscriptions</u> Previously distributed. The School Business Manager provided an update on the work to track and review all contracts and subscriptions.	
8	<u>Minibus Update</u> Previously distributed. Noted	
9	<u>School on a Page</u> Previously distributed. Noted.	
10	<u>Pupil Premium</u> The Headteacher reported that the school had commissioned an external review of Pupil Premium, which would take place over the next few months. Further detail from this review would be shared with governors once completed.	
11	<u>GDPR Update</u> The School Business Manager provided an update on work to prepare for the GDPR in May 2018.	
12	<u>Health & Safety</u> The School Business Manager reported on the recent health & safety audit, and shared the key action points which had arisen from this.	
13	<u>Premises Update</u> The School Business Manager provided a verbal report on planned maintenance and repairs.	
14	<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 the Chair, Peter Warry. Late apologies were also received from the Vice-Chair, Alison Dewhirst. Lynn Comer agreed to chair the meeting until Alison's arrival. There were no declarations of interest.	
2	<u>Minutes of the meeting held on 14th November 2017</u> Previously distributed. The ordinary and confidential minutes were agreed to be a true and accurate record and were signed by Lynn Comer.	
3	<u>Action Plan and Matters Arising</u> With reference to the Action Plan: 1. The School Business Manager (SBM) tabled a quote detailing the cost of equipment needed to set up cleaning provision in-house. She advised that this was potentially subject to some change dependent on a decision about the purchase of vacuum cleaners, but would not vary significantly from the quote provided. Governors asked if there was any potential for buying equipment from the existing contractors. The SBM advised that this had been discussed, but that the vacuum cleaners were not in a great condition so they would not be looking to purchase these. She added that the floor buffer might be an item for consideration, and this would be raised at the next meeting in the TUPE process, to enquire how much the existing contractors would ask for it. It was agreed that if it presented a reasonable saving then this should be purchased rather than getting a new one.	

	<p>Subject to the above query about the floor buffer, governors agreed to proceed based on the equipment costs provided.</p> <p>2. The Headteacher reported that he had raised the query from governors regarding the National Funding Formula target funding allocation with the LA. He advised that the LA had provided a response, showing that the target had been based on early modelling data, although this had now been superseded by the 2018/19 School Funding allocations.</p> <p>It was noted that the school would see a 12% increase under the National Funding Formula compared to 2017/18, but the LA would be restricting this increase to 3% for schools over the next two years until the target level was reached. Governors noted that this would mean the school would not see a significant increase in funding until 2020.</p> <p>There were no other matters arising.</p> <p>The Headteacher provided an update on the confidential minutes, which had documented discussions regarding the Children's Centre and the potential for under-3's provision. He reported that following initial discussions with the LA and an agreement from them for the school to explore the potential for under-3's provision, he had then received a phonecall to advise that there would be no further work on this and it would not be going ahead. The Headteacher stated that he was very disappointed with this decision, having had previous discussions with the LA which had been positive about looking into the potential for this provision. He advised that he had met with the Director of Education Jon Stonehouse, and expressed his disappointment to him also.</p>
4	<p><u>Staffing Update</u></p> <p>The Headteacher provided a verbal update on staffing changes for governors. The following points were noted:</p> <p>There is a long term 0.5 FTE supply teacher in Nursery until the end of the summer term.</p> <p>The EYFS Leader in Reception would be reducing her hours to four days per week as a temporary agreement for one year. The Headteacher advised that an appointment had been made to job share this post for 0.4, including leadership cover.</p> <p>A Year 3 teacher on a fixed term contract would be leaving at the end of the academic year. The Headteacher reported that a trainee who had worked with school previously on a Schools Direct placement had been offered this role on a fixed term basis.</p> <p><i>[Alison Dewhirst joined the meeting at 6.25pm]</i></p> <p>The Office Administrator had left in January to take up a new role at the council. The Headteacher advised that a new appointment would be made for the final half term of the school year, with current office staff covering this role in the interim period.</p> <p>It was noted that Kerry Haithwaite, Inclusion Support, had taken over the role of Designated Safeguarding Lead (DSL) following successful completion of training. The Headteacher reported that oversight of attendance had been transferred to a team of five staff to release capacity for Kerry to undertake the DSL role. The Headteacher advised that the school was aware that attendance was a constant battle, with some children currently showing very high levels of absence. Governors echoed this concern, and agreed the importance of getting children into school to provide the best support for them and their learning.</p> <p>Governors asked whether there was support available for parents who struggled to get their children to school. The Headteacher confirmed that this support was in place, although there was a further issue with engaging families who did not value the importance of education. Governors noted that Jonathan Wilcox was the link governor for behaviour and attendance, and provided monitoring reports to the Teaching, Learning & Curriculum Committee.</p>
5	<p><u>Monitoring Report</u></p> <p>The Bursar presented the Period 10 Monitoring Report which had been previously distributed along with explanatory notes. The Bursar advised that the Chair of the Resources Committee had also met with her prior to the meeting and raised a number of queries, which were addressed within the notes.</p>

	<p>The Bursar reported that the expected carry forward was now looking higher than expected at revised budget, which was very positive.</p> <p>A question had been raised regarding staff related insurance (E11), and the Bursar confirmed that this was due to a budgeting error at revised budget, where a figure had been included when it should have been taken out. This had now been addressed.</p> <p>A question was raised regarding debtors for after school and breakfast club. The Bursar advised that this was showing as a high shortfall at present, but this figure was not expected to be as much at year end. She explained that there had been a big push on chasing debts with parents and carers, and a number of payments had already come into school as a result of this.</p> <p>It was noted that the issue of parent debt for lunch money, after school and breakfast club was ongoing. The Bursar advised that in some cases it was almost impossible to get these debts paid off, despite the time and effort which went into chasing this. The Headteacher added that the school had tried many different approaches to this issue. He explained that when parents and carers worked with the school to address this the school would do everything possible to support them. However, there were some cases where debts were ignored, which was a cause of frustration.</p> <p>Governors asked whether there was a specific policy for dealing with this type of debt. The Bursar confirmed that once families reached a specified level of debt (around £150) they were no longer allowed access to the service (before and after school club). The School Business Manager added that the school were also more consistent now in their approach to non-payment for school trips, cancelling these when sufficient contributions were not received.</p> <p>With reference to energy costs (E16), the Bursar reported that she was continuing to investigate the fact that both electricity and gas charges were higher than expected this year. She advised that there was a possibility that the school was paying for the Children's Centre gas usage, though this was not being charged. The Bursar confirmed that if this was the case, then recharges would be shown in the next financial year.</p> <p>The Bursar advised that costs for water were also than expected, as reported at the last meeting. She advised that no leaks had been found, but the issue was still being investigated in order to try and find the cause of this increased cost.</p>	
6	<p><u>Services to Schools</u></p> <p>The Bursar presented a summary of 2018/19 Services to Schools costs, with a comparison to the previous year. This information had been previously distributed. Copies of the order form detailing the services were tabled for information. The Bursar advised that overall there was a slight saving on the previous year, though this was not significant.</p> <p>The Headteacher advised that there had been some investigation into whether savings could be made on broadband provision by using another provider rather than going through the LA. However, he explained that there were difficulties in obtaining a like for like quote with which to make a proper comparison. The SBM noted that the LA contract also included internal phone links with other schools, which may be charged as additional through another provider. The Headteacher advised that other broadband companies who had provided quotes had been cheaper than the current package, but it was not always clear what functionality would be lost by changing from the LA at this point.</p> <p>Governors noted that the current broadband package from the LA would expire in August, as they were undergoing a citywide tender process for a new contract. It was agreed that there was therefore time to look at the potential for an alternative provider from September if required, by obtaining quotes based on objective information. Martyn Stoakes agreed to meet with the SBM to explore this in more detail.</p> <p>Governors asked what the total insurance costs would be, as these were not provided on the LA order form. The Bursar advised that the prices for 2018/19 were not currently available, but the LA had advised using the cost from the current year as a guide for budgeting purposes. Governors asked whether this information could be provided to them and the Bursar agreed to include this on the recommendation to go to the FGB.</p> <p>Governors also agreed that a review of options on contracts should be undertaken in the autumn, to allow time to consider whether changes were required before the start of the next financial year.</p>	<p>MS / SBM</p> <p>Bursar</p> <p>Clerk</p>

	<p>Subject to the points mentioned above, governors agreed to recommend the Services to Schools contracts to the full governing body for approval on 20th March 2018.</p>	
7	<p><u>Contracts & Subscriptions</u> The SBM presented a draft record of all contracts and subscriptions, which had been previously distributed for information. She advised that this document was still in development, and was being used to monitor where contracts were due for review, and where cost savings could be made. The SBM advised that she would continue to develop and refine this document further and welcomed feedback from governors.</p> <p>Governors asked for an updated version to be provided for the next meeting, and for this to be kept as a regular item for review at future meetings.</p>	SBM
8	<p><u>Minibus Update</u> Governors noted the review of minibus usage which had been previously distributed. It was noted that currently use for curriculum was just over a third, though the intention was to increase this to around 70%. The Headteacher advised that the challenge for teachers would be to think about how the minibus could be used to enhance learning as part of their planning process. Overall however, the Headteacher reported that it had been very successful in the first year, and a great resource for the school.</p> <p>Governors asked whether there was still less usage due to a limited number of staff being able to drive it. The Headteacher advised that this had been discussed with staff, in particular the importance of planning any activity around drivers' availability.</p> <p>Governors asked whether there was potential to hire the minibus as a source of revenue. The SBM advised that this was being done to some extent, though the intention was to promote this further in the future. In response to a question about a policy for lettings, the SBM advised that there was a minibus policy and accompanying guidelines which were issued to anyone using the vehicle.</p>	
9	<p><u>School on a Page</u> Governors noted the updated School on a Page, which had been previously distributed for information.</p>	
10	<p><u>Pupil Premium</u> The Headteacher reported that the school had arranged an external review of Pupil Premium, which would be carried out by an accredited external validator. The Headteacher advised that this would be a really useful opportunity to help the school to look at how the funding could be used effectively.</p> <p>Governors noted that Tobie Abel, Pupil Premium Governor, would be meeting with the Headteacher for a review after Easter, and this would be reported back to the next meeting.</p> <p>The Headteacher noted that evidence on Pupil Premium nationally was that, with some exceptions, the funding was not impacting on closing the gap between disadvantaged and non-disadvantaged pupils. It was noted that York in particular had significant gaps in terms of pupil outcomes. The Headteacher advised that it was hoped the external review would provide support for the school on how to focus and target its approach to make a difference. He added that he wanted the review to highlight what more could be done to capture the impact of the interventions as well as addressing where the impact was not evident.</p>	
11	<p><u>GDPR Update</u> The SBM provided a summary of progress against preparation for the introduction of GDPR in May. She advised that the Bursar, Claire Neal, had been appointed as Designated Protection Officer (DPO), whilst the Headteacher would remain the Senior Information Risk Officer (SIRO).</p> <p>The SBM reported that as a school, they were already compliant in many areas. She added, however, that what needed to be looked at were timelines for requests for information, to ensure the DPO had enough time within her role to ensure this was carried out properly.</p> <p>The SBM advised that part of the DPO's role would be to ensure that teachers were aware of how they handled information, and also the process to follow in the case of any breach. The SBM reported that she and the Bursar would be attending additional training on 7th March and would provide a further update at the next meeting.</p>	

12	<p><u>Health & Safety</u> The SBM reported that the Environmental Health Officer (EHO) had recently carried out a kitchen inspection and had awarded the school a 5, which was deemed Very Good by the Food Standards Agency.</p> <p>It was noted that a health and safety audit had also taken place on 23rd February, with verbal feedback confirming that the school was operating at an "advanced level". The SBM advised that the final report had been received that afternoon, and she would forward a copy of this to governors once it had been reviewed.</p>	SBM
13	<p><u>Premises Update</u> The SBM reported that a decision on the potential building work planned for the school through the LA would be determined at a meeting on 15th March. She explained that this meeting would agree what level of repairs and maintenance would take place.</p> <p>The SBM advised that the latest update from the LA for electrics was that the school was due to be re-wired. She explained that all work would be phased, starting in the Easter holidays if approved.</p> <p>The SBM advised that if all works were approved on 15th March, the plan was to schedule the majority for the summer holidays. She added, however, that there would be some potential disruption in the last two weeks of the summer term, in order to be able to fit everything in before September.</p>	
14	<p><u>Any Other Business</u> There was no other business to report.</p>	
15	<p><u>Date and Time of Next Meetings</u> * Tuesday 1st May 2018 at 6pm * Tuesday 19th June 2018 at 6pm</p>	

The meeting closed at 7.45pm



 Mr Peter Warry
 Chair

1st May 2018.

 Date

Clifton Green Primary School - Action Plan following the meeting of the Resources Committee held on 6th March 2018

	Action	Agenda Item	Person(s) Responsible	Timescale
1.	Explore alternative quotes for broadband provision	6	SBM / Martyn Stoakes	Summer Term
2.	Provide 2017/18 insurance costs for information	6	Bursar	ASAP
3.	Include review of contracts on agenda for the autumn term	6	Clerk	Sept 2018
4.	Provide updated record of contracts and subscriptions for next meeting	7	SBM	24/04/18
5.	Forward copy of H&S Audit report to governors	12	SBM	23/03/18

Future Agenda Items:

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

