

"A school where children not only have high achievement, but experience opportunities to enrich their lives.

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## CLIFTON GREEN PRIMARY SCHOOL

### Minutes of the meeting of the Resources Committee held in the School on Tuesday 9<sup>th</sup> October 2018 at 6.00pm

<b>Present:</b>	Dave Brown (Headteacher) Peter Warry (Chair)	Kathleen Wood Lynn Comer
<b>In attendance:</b>	Lisa Green (Business Manager) John Hattam (Community Outreach) Jess Swarbrick (Governance Support Officer - Clerk)	

	<u>Executive Summary</u>
1.	<u>Welcome, Apologies &amp; Declarations of Interest</u> Apologies were received, with consent, from Alison Dewhirst. Martyn Stoakes was absent. There were no declarations of interest
2.	<u>Election of Committee Chair &amp; Vice-Chair</u> Peter Warry was proposed as Chair, Alison Dewhirst as Vice-Chair. As the meeting was not quorate, these proposals were carried forward to the FGB meeting on 16 <sup>th</sup> October for approval
3.	<u>Minutes of the meeting held on 19<sup>th</sup> June 2018</u> Previously distributed. The minutes were agreed and signed by the Chair.
4.	<u>Action Plan &amp; Matters Arising</u> Progress against the action plan was noted (please see main minutes for details)
5.	<u>Committee Terms of Reference</u> Previously distributed. It was proposed that the quorum for the committee be reduced from four to three. This proposal was recommended to the FGB for approval on 16 <sup>th</sup> October.
6.	<u>Staffing Update</u> The Headteacher provided a verbal staffing update.
7.	<u>Monitoring Report Period 5</u> Previously distributed. Noted.
8.	<u>Services to Schools Contract Review</u> Previously distributed. An initial discussion took place on which services to continue for the next financial year. A number of questions were asked and the Business Manager agreed to investigate and provide an update at the next meeting.
9.	<u>Catering Update</u> The Business Manager provided an update on income and expenditure for catering.
10.	<u>Benchmarking</u> It was noted that a new DfE website was available for benchmarking. Governors agreed that it would be helpful to look at key areas when reviewing the start budget and revised budget
11.	<u>PE &amp; Sports Premium</u> The Headteacher provided an update on the Sports Premium, and highlighted the impact report for the funding, which was available on the school's website.
12.	<u>School Fund</u> The Business Manager presented a list of items which were being requested from the School Fund. Governors approved the expenditure.
13.	<u>2-Year-Old Pilot Scheme</u> The Business Manager provided an update on the 2-year-old pilot scheme.
14.	<u>Policies &amp; Staff Handbook</u> Available to view on Compliance Manager. Noted.
15.	<u>Pay &amp; Appraisal Policies</u> Previously distributed. Governors agreed to recommend both policies to the FGB for approval
16.	<u>Clifton Wood</u> The Business Manager presented a proposal to install a pond in Clifton Wood. A concern had been raised about insurance, and it was confirmed that no additional implications would be incurred. Governors agreed they were happy for this development work to continue and recommended the proposal for approval by the FGB
17.	<u>Premises Update</u> The Business Manager updated governors on the building work which had taken place over the summer, and the planned next stage of repairs and maintenance.
18.	<u>Any Other Business</u> There was no other business to report

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		Action
1.	<p><b><u>Apologies for Absence &amp; Declarations of Interest</u></b> Apologies were received, with consent, from Alison Dewhirst. Martyn Stoakes was absent.</p> <p>There were no declarations of interest.</p>	
2.	<p><b><u>Election of Committee Chair &amp; Vice-Chair</u></b> The committee recommended Peter Warry as committee chair and Alison Dewhirst as committee vice-chair for a term of one year. As the meeting was not quorate, it was agreed that this recommendation would be taken to the full governing body meeting on 16<sup>th</sup> October for approval.</p>	
3.	<p><b><u>Minutes of the meeting held on 19<sup>th</sup> June 2018</u></b> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by Peter Warry.</p>	
4.	<p><b><u>Action Plan &amp; Matters Arising</u></b> With reference to the Action Plan: 1. <i>Update Governance Service database with new governor email addresses</i> Completed.</p> <p>2. <i>Check and update information relating to School Fund trustees</i> The Business Manager reported that information had been updated on the Charities Commission, but it was noted that not all committee members were included on the list of trustees. The Business Manager agreed to add information for Martyn Stoakes and Kathleen Wood.</p> <p>There were no matters arising.</p>	LG
5.	<p><b><u>Committee Terms of Reference</u></b> Previously distributed. It was proposed that the quorum of the committee be changed from "not less than four of the members with voting rights who are not employed by the school" to "not less than <b>three</b> of the members with voting rights who are not employed by the school".</p> <p>The Clerk agreed to update the terms of reference with this change, and circulate for approval before the full governing body meeting on 16<sup>th</sup> October.</p>	JS
6.	<p><b><u>Staffing Update</u></b> The Headteacher provided a verbal update on staffing. He reported that one of the four newly appointed teachers had given notice the previous week, and it had been agreed that his contract would end as of Friday 5<sup>th</sup> October. The Headteacher advised that some concerns and challenge had been raised following book scrutinies and learning walks, and expectations about standards had been highlighted. However, he explained that there were also a number of personal circumstances which had led to this resignation.</p> <p>The Headteacher reported that the Senior Leadership Team (SLT) had been working with two agencies who had identified four possible candidates. SLT had met these and had selected a preferred candidate who would be coming in for a teaching observation tomorrow. The Headteacher advised that this candidate was an experienced teacher, currently working on long-term supply in a school with a similar context to Clifton Green. He advised that the intention would be for them to stay on to provide continuity to the end of the year. <b>Governors asked whether there was a specific reason that the candidate was currently working on supply and not in a permanent role.</b> The Headteacher</p>	

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	<p>advised that this question had been raised with the candidate, and he believed there were genuine reasons for this.</p> <p><b>Governors asked about the other three new teachers and whether they had settled in school.</b> The Headteacher reported that they had settled well, and had already built relationships with the children and staff. He added that they had provided very positive feedback about their experience and about the school.</p> <p>The Headteacher advised that following on from the Ofsted inspection at the start of term, staff morale continued to be good and the team were positive and working hard.</p>	
7.	<p><b><u>Monitoring Report Period 5</u></b></p> <p>Previously distributed. Mr Warry advised that the current monitoring report did not present an accurate picture due to issues around budgets being miscalculated under the wrong codes. Governors expressed frustration that this once again put the school in a position which meant they the budget could not be monitored effectively due to the finance system in place.</p> <p>Mr Warry advised that the Bursar had sent him an alternative set of projected figures, which had been produced in school, which showed the expected outturn to be roughly inline with the start budget. Mr Warry advised that he had spoken to the Business Manager and proposed carrying forward a full discussion on the monitoring report to the next meeting, when Period 6 would be available and accurate following re-coding.</p> <p>Governors agreed that a better commentary was needed for both governors and the SLT, which should be fit for purpose to enable effective monitoring. The Business Manager advised that she and the Headteacher had met to look at solutions to this issue, and had voiced their frustration to the LA that the system was still not enabling accurate reporting.</p> <p>Mr Warry reported that the current Period 5 monitoring report showed a positive variance of around £30,000 from the start budget, though internal figures indicate this is closer to the original forecast of around £10,000. Governors agreed that with such a small margin, it was essential to have accurate figures for the purpose of monitoring and budget decisions.</p> <p>The Business Manager reported that she had signed up to the pilot scheme of a budgeting tool which was being introduced, and which would hopefully produce clearer reports, with highlighted headlines and key points. The Business Manager advised that she would report back on this at the next meeting, when further information was available.</p>	
8.	<p><b><u>Services to Schools Contract Review</u></b></p> <p>Previously distributed. Governors noted that decisions on the LA Services to Schools contracts were not yet required, but following discussion the previous year, it had been agreed to start reviewing these earlier to decide whether or not to continue with certain services or look for alternatives.</p> <p><b>Governors asked whether there were some statutory services which had to be bought through the LA.</b> The Business Manager agreed to investigate this ahead of the next meeting.</p> <p>Governors agreed that one of the challenges was the incomplete information provided for some services in terms of cost. It was further agreed that more clarification was needed about how this worked, and whether, once the full year price was known, a contract could be terminated in-year.</p>	

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	<p>Governors raised the question of utilities, which had been an issue for the school in terms of increased costs. It was noted that the Bursar was continuing to investigate the reasons for this, and governors asked whether it would be beneficial to look at other providers as part of this investigation.</p> <p>With reference to insurance, the Business Manager confirmed that this was procured through the LA, and probably demonstrated best value due to the nature of school insurance. Governors asked what the pattern had been in terms of insurance prices. It was noted that if underlying prices had been rising as well as the Insurance Premium Tax, it may be worth a challenge to the LA, as to whether the school's claims record was relative to the cost of the premium.</p> <p>The Business Manager agreed to provide a further update at the next meeting on the questions raised.</p>	LG
9.	<p><b><u>Catering Update</u></b></p> <p>The Business Manager provided a verbal update. She reported that there had been a steady increase in the number of meals taken, with the highest increase in Universal Infant Free School Meals (UIFSM). It was noted that of the 4396 September 2018 meals, 2287 were UIFSM, 1180 were Free School Meals (FSM) and 987 were paid. <b>Governors asked what the potential maximum number of paid meals was, and what percentage of these children were actually having school meals.</b> The Business Manager advised that there was usually a dip in take up in Year 3 when children moved from UIFSM to paid. She further advised that figures for October would be able to provide more information about the level of this dip.</p> <p>The Business Manager advised that UIFSM were funded at £2.30 per meal, with paid meals charged at £2.40. She further advised that the cost of FSM came from Pupil Premium funding, based on the cost of production. <b>Governors asked where the remainder of this cost was being covered.</b> It was noted that when the school moved to in-house catering, the aspiration was that there would be no subsidy from school, or at least if there was then governors would be made aware. <b>Governors asked whether, if the Pupil Premium funding was only covering the cost of production, rather than the loaded price, was this additional cost being covered by the income from paid meals.</b></p> <p><b>Governors requested a full breakdown of management accounts, with clear reporting of income and expenditure in order to understand what the costs are.</b> The Business Manager advised that this was in place in school, and agreed to share this with Mr Warry initially, before bringing a summary report to the next meeting.</p> <p>Governors agreed the importance of being mindful of food costs when looking at the catering provision, and the amount these had increased since September 2016. It was further agreed that it was important to ensure that the cost of a meal was not insurmountable to families, particularly those who did not qualify for FSM.</p> <p>The Business Manager noted that before the provision was brought in-house, the school was paying around £80,000 to an external provider for school meals alone. She advised that all food related costs in school now went through the catering budget, which was around £90,000. It was noted that this included snack, milk and staff meals as well.</p>	LG
10.	<p><b><u>Benchmarking</u></b></p> <p>The Business Manager advised that an updated DfE website was now available, enabling schools to carry out benchmarking for resource management. Governors viewed a demonstration of the website for information.</p>	

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The Business Manager asked governors to consider which areas they would like to focus on. It was agreed that whilst comparison could be made with both local and national schools, it was important to be aware of other schools' contexts for effective benchmarking.

Governors agreed the key question for benchmarking should be: "are we spending the right amount to get the required outcomes, and if we spent more on a particular aspect, do the statistics suggest that this would result in better outcomes?" It was agreed that in order to compare this with other schools, it would be helpful to have a cross-check against their most recent Ofsted reports.

Governors agreed that benchmarking should be used as part of discussions around setting the start budget and looking at the revised budget, when considering specific areas of expenditure.

11.

#### **PE & Sports Premium**

The Headteacher reported that governors' understanding of how the Sports Premium funding was used in school had been identified as part of the recent Ofsted inspection. He advised that an annual report on expenditure and impact was available on the school's website, though due to an admin error this was currently missing a number of figures. He confirmed that the report had been updated to include these and would be uploaded before half term.

It was agreed that Sports Premium should be included as a standing item once a year to enable a presentation of the annual report. The Clerk agreed to include this point on the schedule of meetings for the year.

The Headteacher reported that the school received around £12,000 in funding, and the key cost was the contribution to the Head of Sport's salary. The Headteacher advised that the Head of Sport taught most lessons alongside other staff, meaning that the whole staff team's knowledge was also increasing. He reported on the wide range of sports offered in school, the increased involvement in tournaments and sporting fixtures, and opportunities for children to experience different activities. The Headteacher emphasised the benefits of this in increased fitness levels, as well as the benefits to social and emotional health.

**Governors asked how the impact was assessed against the funding.** The Headteacher advised that this could be measured by the number of children involved; the variety of sport on offer to appeal to many different children; the links with local clubs; and the increased skills of teachers over time. He added that pupil voice was very positive on the sport offer in school, and was also shown through their continued involvement.

Governors noted that if an annual review was required, there should be some way of measuring impact, for example through case studies of individual children. The Headteacher suggested that evidence of how many children were accessing sport was a way of demonstrating the effectiveness of the provision. He added that the Head of Sports also had other targets to work towards, and evidence to show where and how these had been achieved.

12.

#### **School Fund**

The Business Manager presented a list of proposed expenditure items which were being requested from the School Fund. It was noted that historically, the School Fund provided around £2,000 to £3,000 per year. However, due to planned improvements to the hall/dining experience, the proposed expenditure this year was £8,140.33.

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	<ul style="list-style-type: none"> <li>• Lights in Hall £881.95</li> <li>• Microphones £420.71</li> <li>• Tables £3500</li> <li>• Yamaha MG12XU Analog USB Mixer £467.67</li> <li>• School trips shortfall £800</li> <li>• Christmas lighting/decoration/tree £320</li> <li>• Nicolette support in class/Y6 play £850</li> <li>• Children centre development £500</li> <li>• Curriculum enrichment: Imam visit/ mechanical dinosaur visit WW 2 experience £400</li> </ul> <p>It was noted that the cost of tables for the hall had already been purchased through BAFS, though the school was requesting this cost be transferred from the School Fund.</p> <p>Mr Warry emphasised the responsibility of governors as trustees of the School Fund to record their approval of any expenditure. It was noted that if time dependent, this agreement could be made by email, as long as there was an evidence trail in place.</p> <p>In response to a question about the "children centre development" item, the Business Manager explained that this related to an open week planned for the end of October. She advised that the school would be linking with existing providers to try and fill the centre with activities to encourage families in. The £500 requested would cover marketing costs, resources and some providers.</p> <p>Governors approved the proposed expenditure.</p>	
13.	<p><b><u>2-Year-Old Pilot Scheme</u></b></p> <p>The Business Manager provided an update on the 2-year-old pilot scheme in Nursery. She reported that the school had initially identified four children, but had subsequently discovered that one family were not eligible for funding, and were therefore running with three children. It was confirmed that these children would all turn three during the autumn term.</p> <p>The Business Manager advised that there were a number of families on the waiting list for a space, though the ones highest on the list had only just turned 2, whilst the pilot had originally been aimed at 2-year-olds who would turn 3 in the term they joined. The Business Manager further advised that there were some very vulnerable children on this list, and the school was looking at whether this criteria should be changed to accommodate them.</p> <p>In terms of the existing places, the Business Manager reported that the pilot had been running smoothly. The Headteacher added that even in the six weeks since the pilot started, teachers had seen positive increases in speech, language and communication.</p> <p>The Business Manager noted that there was a need to be mindful of funding codes if the scheme was rolled out further, with confirmation of eligibility for funding needed before a place was offered.</p>	
14.	<p><b><u>Policies &amp; Staff Handbook</u></b></p> <p>Governors noted the above documents, which had been circulated on Compliance Manager for information.</p>	
15.	<p><b><u>Pay &amp; Appraisal Policies</u></b></p> <p>Previously distributed. It was noted that the appraisal policy was unchanged from the previous year, whilst the updates to the pay policy related to the percentage pay uplift:</p>	

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- 3.5% for mainscale
- 2% for upper pay scale
- 1.5% for leadership scale

Governors recommended the policies for approval by the full governing body on 16<sup>th</sup> October.

**16. Clifton Wood**

Governors discussed the proposal for a pond in Clifton Wood, which had been previously distributed. It was noted that the cost of the pond would be fully funded by The Conservation Volunteers, as the second phase of the wood's development.

Mr Warry advised that he had raised a concern around insurance implications. The Business Manager confirmed that she had received assurance from the LA that there were no additional insurance implications involved, and the detailed risk assessment which had already been developed would be sufficient.

Governors highlighted the following key points from the risk assessment:

- The need to manage the depth of the pond, to ensure rescue by wading was always possible.
- The need to manage the grass to ensure visibility. It was noted that at the moment the wood was a natural environment. Governors asked whether there was a cost to consider around the management of this to ensure that the risk assessment would be complied with.

The Business Manager advised that the next step would be to work with The Conservation Volunteers to answer these questions and take this forward.

Governors agreed to make a recommendation to the full governing body to approve the proposal.

**17. Premises Update**

The Business Manager reported that phase one of the capital works was due to be completed by 5<sup>th</sup> November. Six classrooms had been rewired, the roof above these replaced, LED lighting installed and 11 new screens purchased. The Business Manager added that the rooms had also been re-carpeted and the windows were being replaced as agreed on a rolling programme.

The Business Manager advised that there was a snagging list in place which the school would want to be seen completed before the final handover. She advised that the builders were also keen to meet the 5<sup>th</sup> November deadline, and had worked well in terms of keeping the site neat and tidy, and causing minimal disruption to class time.

The Business Manager reported that the school had tried to be as flexible as possible and this had been appreciated by the LA, where cost savings had been made. As a result of this, the school had also been able to negotiate items which had not been in the initial capital scheme, including the screens.

The Business Manager reported that a meeting would be held in mid-November to discuss phase 2 of the project. This would include windows, roof, wiring, and the boiler.

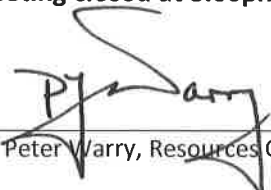
Governors asked whether there was any possibility this bid would not be successful, and expressed concern about the risk to the school if the cost of a new boiler was not covered. The Business Manager advised that it would be a new process, but she understood that the school was a priority due to its level of need, and she was hopeful that the bid would be successful.

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<b>18.</b>	<b><u>Any Other Business</u></b> There was no other business to report.	
<b>19.</b>	<b><u>Date and Time of Next Meetings</u></b> <ul style="list-style-type: none"><li>- Tuesday 13<sup>th</sup> November 2018, 6pm</li><li>- Tuesday 5<sup>th</sup> March 2019, 6pm</li><li>- Tuesday 30<sup>th</sup> April 2019, 6pm</li><li>- Tuesday 18<sup>th</sup> June, 6pm</li></ul>	

The meeting closed at 8.00pm

  
Peter Warry, Resources Committee Chair

13<sup>th</sup> November 2018  
Date

**Clifton Green Primary School - Action Plan following the meeting of the Resources Committee held on 9<sup>th</sup> October 2018**

	<b>Action</b>	<b>Agenda Item</b>	<b>Person(s) Responsible</b>	<b>Timescale</b>
1	Update School Fund trustee details on Charities Commission website	4	Lisa Green	ASAP
2	Update quorum on Terms of Reference for approval by FGB	5	Clerk	Completed
3	Further investigation on Services to Schools – are there statutory services which have to be bought from the LA?	8	Lisa Green	13/11/18
4	Summary management report on income and expenditure for catering provision	9	Lisa Green	13/11/18

**Future Agenda Items:**

Chromebook Update

Health & Safety Update

Services to Schools Review (update)

Benchmarking (in conjunction with revised budget)