

"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**  
**Minutes of the meeting of the Resources Committee held on**  
**Tuesday 3<sup>rd</sup> March 2020 at 6.00pm**

**Present:** John Kesterton (Chair of Governors – Acting Committee Chair)  
 Nicola Jones (Acting Headteacher) [to 7.45pm]  
 Kathleen Wood  
 Arif Khalfe  
 Graham Miller

**In attendance:** Jonathan Wilcox (Vice-Chair of Governors)  
 Adam Barton (Prospective New Governor, observing)  
 Lisa Green (Business Manager) [to 7.45pm]  
 Jess Swarbrick (Governance Support Officer - Clerk)

		Action
1.	<p><b><u>Apologies for Absence &amp; Declarations of Interest</u></b>                      The Chair welcomed everyone to the meeting. All committee members were present. The Acting Headteacher and Business Manager declared an interest in item 4 relating to staffing. It was agreed that discussions around specific areas of staffing where there was a conflict of interest would be taken at the end of the meeting.</p>	
2.	<p><b><u>Minutes of the meeting held on 4<sup>th</sup> February 2020</u></b>                      Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
3.	<p><b><u>Action Plan and Matters Arising</u></b>                      With reference to the Action Plan:</p> <p>1. The Chair agreed to co-ordinate an additional working group meeting with the Business Manager and other governors, to discuss the start budget once funding details were available. Completed. The Chair reported that he had met with the Vice-Chair, Acting Headteacher and Business Manager to look at aspects of budget planning and structures over half term. It was noted that this would be referred to during budget discussions later in the meeting, and at the next meeting on review of the start budget.</p> <p>2. Nursery Admissions Policy to be added to the next FGB agenda for approval. It was noted that the policy would be included on the FGB agenda for 31<sup>st</sup> March 2020.</p> <p>3. Seek clarification from HR on addition of minor amendments to the Capability Policy and add to the next FGB agenda for approval. The Acting Headteacher reported that HR advice was that the policy should not be updated. It was noted that this would therefore be included unchanged for approval on the FGB agenda for 31<sup>st</sup> March 2020.</p> <p>There were no other matters arising.</p>	
4.	<p><b><u>Staffing Update</u></b>                      The Acting Headteacher provided a verbal update to governors, including detail of a member of staff who was on a phased return to work, having been absent since September 2019.</p>	

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	<p>The Acting Headteacher reported that the Year 1 teacher would be leaving the school at Easter, and the member of staff currently on long-term supply in Hornbeam would take on this role for the remainder of the year. <b>Governors were encouraged that this would provide a level of consistency for pupils, and enabled a period of handover and planning before Easter.</b></p> <p>The Acting Headteacher advised that the Early Years Lead would be starting her SENCO training qualification in May, and would be shadowing the current SENCO provision, bought in for two days per week. As a result of this, the bought-in support would be reduced from two to one days per week from Easter. <b>Governors noted that this would be a benefit both in terms of savings from the bought-in provision, and also continuity with the shadow arrangements.</b> In terms of teaching provision for Hornbeam, it was noted that the Early Years Lead would cover two mornings per week, with one morning being led by skilled TAs and the other two mornings by a member of staff returning from maternity leave.</p> <p>With reference to the budget, the Acting Headteacher advised that these staffing changes would result in a reduction in the deficit amount reported at the previous meeting. She advised that further discussion would be needed at the next meeting regarding projected staffing structures, when looking at the start budget.</p> <p><b>The Chair advised that a further discussion on leadership staffing would be taken at the end of the meeting, in light of the fact that the incumbent Headteacher had now resigned from post. He advised that following this, feedback would be provided to the Acting Headteacher to enable further work on proposed changes to leadership structures as presented at the last meeting.</b></p>	
5.	<p><b><u>Monitoring Report Period 11</u></b></p> <p>The Business Manager presented the monitoring report for Period 11, which had been circulated with the agenda. Key variances were noted and discussed.</p> <p><b>S09 Teaching Staff Costs</b> The Business Manager highlighted the overspend within this code. It was noted that this included an uplift for the Acting Headteacher, as well as bought-in services for the external SENCO. In addition, the Business Manager highlighted the overspend on supply, which had been raised at previous meetings. She advised that consideration would need to be made when setting the start budget whether to buy in staff absence insurance, or whether the allocation for supply costs should be increased. It was noted that this question would be revisited later in the meeting.</p> <p><b>S10 Support and Other Staff</b> The Business Manager advised that there had been an issue with mis-coding from City of York Council (CYC) relating to cleaning staff, which appeared to show an overspend which was not the case.</p> <p>The Business Manager highlighted additional funds which had been delegated under <b>S05</b> from York Schools and Academies Board (YSAB). In response to a question from governors, the Business Manager outlined the process for monitoring the expenditure of this funding against a clearly defined action plan.</p> <p><b>Governors asked whether there was any scope for receiving compensation or support from CYC for the budget, given the situation which the school had been in throughout this year.</b> The Acting Headteacher advised that the school was arguing the case for this, though if additional financial support was received, it was not likely to come in within this financial year. The Business Manager noted that it would be possible to include as an accrual if confirmed.</p>	

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	<p><b>S13 Supplies, Services &amp; Others</b> The Business Manager highlighted the negative variance under <b>E24</b> relating to outlay costs for Greenfest in June 2019. She advised that this figure had been reimbursed from the School Fund under a different code, and therefore balanced out.</p> <p>Governors agreed the need for a discussion on the continuation of Greenfest. It was noted that there had been a number of complaints regarding noise last year, and there was also a risk of financial loss to the school if the event was cancelled.</p> <p><b>ACTION: The Acting Headteacher agreed to bring a paper outlining pros and cons to the next Full Governing Body meeting for wider debate.</b></p> <p>With reference to Capital, the Business Manager reported that there would be approximately £9,000 within this budget for the next financial year. She proposed a strategic discussion at a future meeting to look at longer term spending plans for this.</p> <p><b>Governors discussed the issue of supply costs versus staff absence insurance, as raised earlier in the meeting.</b> The Acting Headteacher advised that the supply budget was being carefully monitored, and expenditure was currently around £2,000 higher than this time last year. She noted that most recently, this related to backfill for Hornbeam and the SENCO role.</p> <p>The Business Manager tabled an example of the cost of supply for absence for a current member of staff, comparing this to the cost of taking out staff absence insurance, and the payment which would have been received by school in this instance. It was noted that there was a shortfall in terms of cost versus pay-out which did not make the option of insurance financially viable.</p> <p><b>AGREED: Governors agreed the proposal to increase the supply budget for 2020/21 to around £20,000 as a contingency fund. It was further agreed that the actual figure to include in the budget should be based on the final outturn in Period 13.</b></p> <p><b>Governors asked the Business Manager what the expected final carry forward figure was likely to be.</b> The Business Manager advised that this continued to change, but a rough estimate would be a final deficit of around £50,000. She further advised that this figure had been shared with CYC as a potential outturn.</p> <p><b>Governors were assured that there was a clear sense of control in terms of budget management, and issues were clearly identified and being monitored. It was noted that the final outturn figure would enable a clearer picture of the budget going forward, to inform the setting of the start budget in April.</b></p>	NJ
6.	<p><b><u>Update on Contracts &amp; Procurement Processes</u></b></p> <p>The Business Manager provided an update on contract renewal processes from the November meeting. She advised that the photocopier and grounds maintenance contracts were due for renewal imminently, whilst the IT contract would be due for renewal in August 2020.</p> <p><i>[John Kesterton left the meeting at 6.45pm]</i></p> <p><b><i>Photocopiers (current contract ending June 2020)</i></b></p> <p>The Business Manager reported that United Carlton were the school’s current suppliers, and had provided a good service over the last five years, with a rapid response to maintenance issues. She advised that United Carlton had proposed an upgrade of three new machines on a new contract, which would be 15% cheaper than the current price. This also included a reduced copier price.</p>	

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The Business Manager advised that she had met with another company regarding photocopier services, but they had not provided any follow up information or paperwork, so she was unable to present any figures for comparison with United Carlton.

*[John Kesterton re-joined the meeting at 6.48pm]*

Governors discussed the proposal from United Carlton. A question was raised as to whether the school could reduce the number of copiers from three to two for a further potential saving. The Business Manager agreed it would be a useful exercise to monitor use to gauge whether one less machine would make a significant difference to staff.

**AGREED: Governors noted that further information was required before a decision could be made. It was agreed to delegate the final decision on the photocopier contract to Jonathan Wilcox and Graham Miller, who would liaise with the Business Manager to review this when further detail was known. It was noted that the detail of the process were within the financial regulations and the delegated schemes of the budget.**

***Grounds Maintenance (current contract ending April 2020)***

The Business Manager reported that the school’s current provider, Aspects, had submitted a quote for a new contract. It was noted that this included a cost increase of around £5,000 due to living wage costs and inflation.

The Business Manager advised that she had received a quote from another company, Noel Wintringham, which had come in at just over £11,000 – higher than the quote from Aspects.

The Business Manager advised that her recommendation would be to re-contract with Aspects. She advised that they had offered support going forward with issues such as corporate clearance following events like Bonfire Night.

The Business Manager advised that the current contract would end on 31<sup>st</sup> March, though Aspects had indicated they would be happy for this to move to a rolling contract if more time was needed to make a decision.

**Governors agreed that they had a duty to review contracts on a regular basis to ensure continued best value. However, it was also agreed that with smaller suppliers, it was often hard to get a like for like comparison on all services.**

**ACTION: The Business Manager agreed to share the quotes from both Aspects and Noel Wintringham with governors on the Google Drive for feedback.**

***IT (current contract ending August 2020)***

The Business Manager advised that a more detailed discussion was needed regarding the IT contract, which was due for renewal in August 2020. She advised that the school currently leased a considerable amount of equipment, and consideration needed to be given as to whether to invest in buying this outright, reducing the cost of the managed service. The Business Manager further advised that there was in-house capacity to undertake some of the work which was being done by Vital (IT provider), which could result in further savings.

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	<p><b>AGREED: Governors requested a formal proposal and business plan for discussion at a future meeting on bringing some aspects of IT support in-house. It was noted that a decision would be needed by June 2020 in order to meet deadlines regarding contract renewal for August 2020.</b></p>	
7.	<p><b><u>Schedule of Debtors</u></b> An anonymised spreadsheet outlining the school’s schedule of debtors had been available to view on the Governors’ Google Drive in advance of the meeting. It was noted that the total debt was £5,533.</p> <p>The Business Manager advised that this was a working document. She added that some of the debt was unrecoverable, and this was identified on the spreadsheet.</p> <p>The Business Manager advised that following discussion of this matter at previous meetings, it was felt that governor involvement in specific cases was now required, in line with the Debt Management Policy.</p> <p><b>AGREED: The Chair agreed to liaise with the Business Manager to produce a letter on behalf of the governing body to be sent to specific individuals in relation to debt repayment.</b></p>	
8.	<p><b><u>Policy Review</u></b> <b>8.1 Staff Code of Conduct</b> This document had been available to view on the Governors’ Google Drive in advance of the meeting.</p> <p>Governors noted that the code of conduct would be circulated to staff for comment, in advance of its proposed adoption by the governing body at their next FGB meeting on 31<sup>st</sup> March.</p>	
9.	<p><b><u>Premises Update</u></b> The Business Manager provided a verbal update on premises. She advised that the school was heading into the third phase of the capital programme to upgrade and repair the fabric of the building – specifically the roof, re-wiring and lighting. The Business Manager advised that she was liaising with contract managers on the final details of this phase, after which it would go out to tender. She further advised that in discussing areas of particular need with CYC, she had highlighted replacement of some of the toilets and was hoping that this would be included.</p> <p>The Business Manager advised that as soon as more details and information were available on the contractor and schedule, she would share this with governors.</p> <p><b>A question was raised regarding cleaners’ hours. It was highlighted that there was usually an expectation that work would continue over the summer, and as a result they would be permitted to take annual leave in term time. Governors asked what was being done regarding a loss of hours for staff, if the site was not accessible over the summer holiday due to the capital works.</b> The Business Manager advised that for each year of the programme, the school had asked cleaning staff if they would consider taking annual leave outside of term time. This year, this had resulted in a call to UNISON seeking advice. The Business Manager advised that further discussion was needed with staff and unions to work out the best solution, once the full details of the schedule were known.</p>	
10.	<p><b><u>Any Other Business</u></b> <b>10.1</b> As reported at the previous meeting, the Chair advised that he had registered the school’s interest in exploring conversion to academy status on the DfE website. It was agreed that the full governing body meeting on 31<sup>st</sup> March would include a discussion on this matter, reviewing advantages and disadvantages as well the options available.</p>	

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	<p><b>10.2</b> The Acting Headteacher reported that Derek Sutherland, CYC Head of Primary Effectiveness, would be running training on the new Ofsted framework for governors on Tuesday 17<sup>th</sup> March at 6pm. All governors were encouraged to attend.</p> <p><b>10.3</b> The Business Manager reported that in continuing the school’s effective work with apprenticeship, she would be bringing information to the next meeting on proposals to explore using the levy for placements in administration and catering.</p> <p><b>10.3</b> Adam Barton and Graham Miller agreed to become trustees of the School Fund, alongside the other members of the Resource Committee.</p> <p><i>[Nicki Jones and Lisa Green left the meeting at 7.45pm]</i></p>	
4.	<p><b><u>Continuation of Staffing Update</u></b> The following discussion has been recorded as a separate, confidential minute.</p>	
12.	<p><b><u>Dates and Times of Next Meetings</u></b> * Tuesday 28<sup>th</sup> April 2020 at 6pm * Tuesday 16<sup>th</sup> June 2020 at 6pm</p>	

**The meeting closed at 8.10pm**

Graham Miller 6th October 2020  
 Resources Committee Chair Date

**Action Plan following the meeting of the Resources Committee held on 3<sup>rd</sup> March 2020**

	<b>Action</b>	<b>Agenda Item</b>	<b>Person(s) Responsible</b>	<b>Timescale</b>
1	<i>Paper on pros and cons for continuation of Greenfest for discussion</i>	5	<i>Nicki Jones</i>	<i>31/03/2020</i>
2	<i>Share quotes for grounds maintenance contracts with governors on the Google Drive for feedback.</i>	6	<i>Lisa Green</i>	<i>28/04/2020</i>
3				

**Future Agenda Items:**

\* IT provision business plan