

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Resources Committee

Minutes of the meeting held on Tuesday 16 May 2017 at 6.15 pm

PRESENT: Cllr Peter Gruen (Chair) Beki Vargassoff (Headteacher)
Katie Coates (KC) Rachael Grimes (RG)
Debbie Hillerby (DH)

IN ATTENDANCE: Barbara Walker (Clerk – Governor Support Service)
Alan Scorfield (Observer – potential governor)
Nick Kilsby (Observer – potential governor)

1.0 APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence received.

1.2 The Chair welcomed Alan Scorfield and Nick Kilsby to the meeting and introductions were made. It was hoped that Alan and Nick would be joining the governing body as co-opted governors.

2.0 MINUTES OF THE LAST MEETING

2.1 Resolved:

- That the minutes of the meeting held on 31 January 2017 were agreed as a correct record.
- That the chair be authorised to sign the minutes.

3.0 MATTERS ARISING

3.1 Item 3.2 – Health and Safety walk

N Kilsby offered to come into school next week to carry out a health and safety walk around the premises to identify any issues.

3.2 Item 3.7 – SIA support

The Headteacher reported that the SLA for School improvement had not been renewed and alternative partnership working being considered with other local schools. The current arrangements with the Alliance were not felt to be working well.

3.3 Item 8.2 – Single Central Register

Governors were informed that T Best was to come into school the following week to carry out a spot check on the register.

3.4 Item 8.3 – Disqualification by association

D Hillerby reported that a check was carried in September each year and had already been done this year.

3.5 Item 8.4 – Pay Committee

It was agreed to hold a Pay Committee meeting prior to the start of the July governors meeting. The Headteacher agreed to forward members of the Pay Committee the pay objectives in advance of the meeting. Governors were informed that the Head's PM review had taken place last term. A mid-

ACTION

NH

Head

year review had recently been done with the SIA.

3.6 Item 8.5 – Assistant Headteacher

This item had been discussed at the full governing body meeting.

3.7 Item 10.0 – School meals

This item would be covered later in the minutes.

4.0 MONITORING AND EVALUATION OF THE SCHOOL DEVELOPMENT PRIORITIES 2016-17

4.1 Governors had received a copy of the updated plan which had been rag rated. The Headteacher explained that the plan had been amended as a result of the discussions at the Children and Learning Committee and commentary included. A new format for the SEF and SDP was currently being drafted and would be discussed at the July governors meeting.

4.2 Action 11

There was training on finance planned at the start of next week's Resources Committee meeting. A detailed discussion on future training needs would be discussed at the July governors meeting. The skills audit was being re-done which would identify any gaps that needed to be addressed.

4.3 Action 50

The Headteacher explained the reasons for this item still being rag rated. This item had been discussed with other schools and the SIA, and would be reviewed should the dynamics of the school change.

4.4 Action 51

The Headteacher explained that there was already other software in place which was being used. It was proposed to implement 'Marvellous Me' next year.

4.5 Action 55

This item was not considered relevant at this time due to the amount of work involved and achieving the Healthy Schools chartermark more important this year. The item would be reviewed each year to decide where relevant at the time.

4.6 In response to a question raised on changing performance indicators and removing items it was confirmed that the red items had been removed from the plan.

5.0 BUDGET REVIEW – review of income and expenditure

5.1 A copy of the end of year budget report for 2016/17 had been circulated to governors. D Hillerby explained the reasons for savings made in a number of budget headings. The following points were highlighted.

- It was pointed out that there was a higher surplus than predicted due to the various savings made. These including changes to the TA structure, less spent on curriculum than forecast, increase in pupils entitled to PP funding and staff absence cover.

- In response to a query raised it was confirmed that the surplus was not over the 15% permitted.
- There would be further meetings held with the LA finance officer to discuss the budget. R Grimes offered to also attend these meetings
- It was explained that £40,000 of the surplus was to be used for expansion work also that the school was well resourced.
- It was pointed out that there was less funding forecast in future years with the change in the funding formula which was a further reason for retaining the contingency. The financial position would be carefully monitored by the Resources Committee. Governors approved the actions being taken.

D Hillerby was thanked for all the work done in relation to the budget preparation. The budget for 2017/18 would be discussed on 23 May 2017.

6.0 POLICY REVIEW

6.1 Whistleblowing Policy

Governors had been circulated with a copy of the policy which was based on the LA model. In response to a question raised it was noted that there had been no incidents this year of whistleblowing. The Headteacher explained that staff were made aware of the policy at staff meetings.

Resolved:

- That governors agreed to adopt the Whistleblowing policy.

6.2 Charging and Remissions Policy

Governors had been circulated with a copy of the revised policy. There had been minor changes made including a small price increase for charges and addition of the 2 year nursery provision. It was pointed out that the two year old provision was term time only. The charges proposed were felt to be competitive and numbers not yet known. The position would be reviewed when the provision was up and running with temporary contacts initially put in place. It had been agreed that having the 2 year nursery provision was important to have and would be promoted for September 2017 with a leaflet produced for parents. In answer to a query on paying for school meals in advance D Hillerby agreed to check if this was possible on the parent pay system.

Resolved:

- That governors agreed to adopt the Charging and Remissions policy.

6.3 Data Protection Policy

There were no changes needed to the policy and not due to be reviewed until April 2018.

6.4 Freedom of Information Policy

There were no changes needed to the policy and not due to be reviewed until April 2018.

DH

6.5 Staff Disciplinary Policy

It was noted that this was an LA model policy and there were no changes needed.

6.6 Staff Grievance Policy

It was noted that this was an LA model policy and there were no changes needed.

7.0 EQUALITY ACT

7.1 **Equality information and objectives statement** – There were no changes needed to the current information.

7.2 **Accessibility Plan** – There were no changes needed to the current information.

8.0 REVIEW OF STAFFING LEVELS, VACANCIES AND SUCCESSION PLANNING

The Headteacher reported that the staffing was currently stable with no resignations received so far for September 2017. The new TA structure had involved additional appointments being made including for the 2 year old nursery provision. Governors noted that the Deputy Headteacher was due to retire at the end of July 2017. The staffing structure for September 2017 would be provided at the next full governing body meeting then shared with parents.

9.0 SCHOOL MEALS

Governors were informed that a decision had been made to employ LCC catering to provide school dinners from 1 June 2017. The changes had been made due to the issues relating to the quality and quantity of the food being provided by the current company. It was proposed to increase the price of the meals to £2.35. In answer to a question on parents paying this amount it was felt that with the improvements proposed this should not be an issue. Governors gave their support to the new meals arrangements. It was agreed to arrange a sampling of food event for Governors.

10.0 SCHOOL EXPANSION UPDATE

This item would be covered in detail at the next Resources Committee meeting planned for the following week.

11.0 PREMISES UPDATE

11.1 Governors had received a report on current premises items which included an update on the school expansion, school farm, fire stopping programme, Electrical inspection, 2 year nursery provision and resurfacing.

11.2 Farm

The Headteacher explained that the animals were kept in a safe enclosed space overnight. There would be a number of animals to be taken home by staff during the summer holidays, the remaining animals would be looked after by the school club and volunteer parents.

11.3 Fire stopping

N Kilsby offered on his next visit to school to look at the issue of the room

temperature due to the lack of air circulation.

11.4 Electrical inspection

It was noted that the report was still awaited. The report would be shared with governors when received.

12.0 HEALTH AND SAFETY UPDATE

N Kilsby was due to visit school to carry out a health and safety walk.

13.0 REVIEW OF THE COMMITTEES EFFECTIVENESS

The Chair had forwarded the Headteacher a list of 7 questions to use as the base of the statement. It was agreed to discuss this matter at the July governors meeting.

FGB

14.0 ANY OTHER URGENT BUSINESS

There were no other items to be discussed.

15.0 DATE AND TIME OF NEXT MEETINGS

It was agreed that the next Resources Committee meeting would be held on: **Tuesday 23 May 2017 (budget setting)**

17:00 – 17:30 – School expansion with the LCC Project Manager

17:30 – 18:30 – Finance training

18:30 – 19:30 – Approval of 2017/18 budget

The Chair closed the meeting at 7.45pm.

Overview of actions from the Resources Committee meeting
16 May 2017

Item No	Matters Arising	Staff/ Gov	By when
3.1	<u>Health and Safety Walk</u> <ul style="list-style-type: none"> N Kilsby to carry out a healthy and safety walk around the premises to identify any issues. 	NK	Asap
3.5	<u>Pay Committee</u> <ul style="list-style-type: none"> The Headteacher agreed to send the committee the pay objectives for staff. 	BV	Asap
3.6	<u>Charging and Remissions</u> <ul style="list-style-type: none"> D Hillerby to check whether payments can be made in advance on parent pay. 	DH	Asap
8.0	<u>Staffing Structure</u> <ul style="list-style-type: none"> Governors to be provided with a copy of the staffing structure for September 2017. 	BV	FGB meeting July 2017
13.0	<u>Governance statement</u> <ul style="list-style-type: none"> To be discussed at the July 2017 full governors meeting. 	FGB	FGB meeting July 2017