

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF
MANOR PARK NURSERY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 13TH MARCH 2017**

Governors Present:

Mrs. C Walley	CW	Chair
Mr. S Cotterill	SC	Headteacher
Mr. A Andrew	AA	
Mr. C Williams	CLW	
Cllr S Gardiner	SG <i>from item 3</i>	
Mr. G Mason	GM	

Also in attendance:

Mrs. T Chapman	Clerk to Governors
Mrs. S Jeffery	Deputy Head <i>until item 8</i>
Mrs L Simmons	SBM <i>until item 4</i>

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>There were no apologies or notice of AOB items.</p> <p>Governors welcomed Mr. G Mason to the committee.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>No potential conflict was declared.</p>	
3	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the following meetings were confirmed as a correct record, subject to agreed amendments and signed by the chair.</p> <ul style="list-style-type: none"> • Finance Committee – 23rd November 2016 • Personnel Committee – 23rd November 2016 <p>The following matters arising were discussed:</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • It was noted that the minutes regarding the School Choir were not an accurate reflection of the conversation; it was not confirmed at the meeting that SC would contact Stuart West of Knutsford Town 	

Council.

The governors reviewed the actions agreed at the meeting:

- Lyn Simmons confirmed that parents of pupils eligible for Pupil Premium (PP) had been targeted and an extra seven pupils now receive PP funding.

Q: How many are we short of?

A: Before Free School Meals (FSM) was introduced there were 80 pupils on the FSM list that received PP funds of £1400 per pupil; now we have 37. The problem is few parents in KS1 are applying even though we target and offer to assist them to apply. It is difficult to put a figure on who is still eligible but not applying.

- SC confirmed that the school fence had been repainted
- Lyn Simmons has quotes for new school signage
- The ICT facility is due to be updated.
- SC has a meeting with the site manager and Lyn Simmons to discuss and agree a two-year rolling program to re-decorate the school; starting with the entrance area.

Q: Do we have a PR plan?

A: Not a specific PR plan, however, I did discuss with our School Improvement Partner (SIP) the issue of raising the school's profile. Marketing has taken a backseat due to other urgent issues taking a precedent; we now have more time to concentrate on the issue.

- It was noted that the school has still not received the promised £50k funds from Cheshire East.

Q: Why have we not received the fund yet?

A: We have been asking for it for around 12 months, the people who promised it to us no longer work for the Local Authority (LA) and we do not have a robust enough trail in terms of evidence. However, we feel that we are owed this money and will continue to chase the LA for it.

Lyn Simmons commented that it would be difficult to approve a draft budget by 31st March because of the shortfall of £50k from CE.

Q: What would the consequences of not approving a draft budget be?

A: I don't know, but I feel we have a case.

Q: Can we submit a deficit budget?

A: Yes, you can submit a deficit budget, and without the £50k that CE owes the school, that is what you will be submitting.

SG arrived at 17:32

Q: Are we restricted in our ability to meet our objective due to the

	<p>outstanding funds from CE? <i>A: Yes, there are improvements we cannot make as we are unsure of the financial future.</i></p> <p>Actions: To provide the Clerk with electronic copies of the Autumn Term Personnel and Finance committee minutes.</p> <p>To made the approved amends to the Autumn Term Personnel and Finance committee minutes.</p> <p>Arrange for flyers/leaflets for the Easter holiday club regarding FSM's ensuring the funding total that the school receives is clearly highlighted.</p> <p>Marketing initiative to increase school's profile in the local area. (action rolled over)</p> <p>To contact Kath O'Dwyer regarding the owed £50k funds from CE.</p> <p>To contact Frank Jordan regarding Section 106</p> <p><u>Personnel</u></p> <p>Action: Breakfast Club – provision to be reviewed and details of which reported back to the committee at the next meeting.</p>	<p>SBM</p> <p>Clerk</p> <p>SC</p> <p>SC/SLT</p> <p>SG</p> <p>SG</p> <p>SC</p>
<p>4</p>	<p>FINANCE</p> <ul style="list-style-type: none"> AA had visited the school to begin work on the SFVS and is continuing to complete it in time for the FGB meeting on the 28th March and the submission deadline of 31st March. <p>Action: To circulate the SFVS to the Committee once completed.</p> <ul style="list-style-type: none"> The Manual of Internal Financial Procedures was circulated to the committee prior to the meeting. Lyn Simmons confirmed that there a number of amendments highlighted in red throughout the manual that require GB approval. <p>Actions: To cross-reference the Decision Planner within the Manual of Financial Procedure with the Committee ToR's.</p> <p>To ensure the governors with Financial Capabilities are recorded in a register and reviewed every three years and with each new governor appointment.</p> <ul style="list-style-type: none"> Governors agreed that an ongoing issue of the GB is training. 	<p>AA</p> <p>Clerk</p> <p>All</p>

	<p>for 196 pupils but only receives sports funding for 166 pupils? A: The funding we receive is for year one pupils upwards.</p> <ul style="list-style-type: none"> • A governor commented that the Knutsford Schools Partnership is good value for money and the Fizzy Tots provision for KS1 is very expensive. • SC confirmed that current provisions are being reviewed. • Governors asked that SC considers more inter-school competitions. 	
5	<p>STAFFING</p> <p><i>Part Two discussion moved to Part Two minutes</i></p> <p><i>SG left the meeting at 19:00</i></p> <p><u>Staff Performance Management</u></p> <ul style="list-style-type: none"> • SC confirmed that all Performance Plans are in place and targets have been set against teaching standards. • SC met with all staff in the Spring Term to review progress and appraisal targets and provided the governors with an overview prior to the meeting. <p>Q: Given the work and changes you have had to make at the school, you have managed to increase performance by a large percentage. How accurate is this figure? A: Staff and their targets are regularly monitored and this is an accurate reflection of the progress they have made; they have worked very hard. The SIP also agreed with my judgement.</p> <p>Q: How does this compare to last year? A: It is difficult to judge because there was a high turnover of staff and teaching was not consistent.</p> <p>Q: Is teaching better? A: Yes, absolutely; I am very pleased.</p> <ul style="list-style-type: none"> • SC confirmed that for the 8% of staff that Require Improvement, there is a support package in place to help them progress. • The governors congratulated SC for the improvements. 	
6	<p>MPSA</p> <p>Action: To advise the MPSA of future funding requests on 16th March</p>	SJ
7	<p>GOVERNORS KEY ACTIONS & SSDP PRIORITIES</p> <ul style="list-style-type: none"> • SG and AA have completed HTPM training. 	

	Action: To investigate further the possibility of an Apprentice.	SC
12	<p>IMPACT STATEMENT</p> <p>How has the Board of Governors helped move the school forward in this meeting?</p> <p>The 3 core strategic functions defined by the DfE are:</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction; 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and 3. Overseeing the financial performance of the school and making sure its money is well spent. <p>In relation to core function one, the GB has improved its strategic development by:</p> <ul style="list-style-type: none"> • Completion of Skills Audit • Arranging a governor training action plan • Ensuring the profile of the school is raised through marketing. • Investigating an apprentice <p>In relation to core function two, the GB has promote the highest possible standards for Safeguarding and held the headteacher to account by:</p> <ul style="list-style-type: none"> • Challenging staff appraisal outcomes. • Approval of the Critical Incident Plan <p>In relation to core function three, the GB has</p> <ul style="list-style-type: none"> • Reviewed the annual Budget • Completion of the SFVS • Arrange the Asset Management Plan 	
13	<p>MEETINGS</p> <p>It was confirmed that the next Resources Committee meeting would be held at the School on 26th June, 5pm at the school.</p>	

The meeting moved to Part Two

