

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF
MANOR PARK NURSERY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 7TH MARCH 2018**

Governors Present: **Mrs. C Walley** **CW** **Chair**
 Mr. S Cotterill **SC** **Headteacher**
 Cllr S Gardiner **SG**
 Mr. G Mason **GM**

Also in attendance: **Mrs. A Knowlson** **Clerk to Governors**
 Mrs L Simmons **SBM**

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and started at 5:03pm

1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>The governors noted and accept the apologies from:</p> <ul style="list-style-type: none"> • Mr. A Andrew • Mr. C Williams 	
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>Stewart Gardiner notified the governors he is a Cheshire East Councillor</p>	
3	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the Resources Meeting on the 22nd November 2018, were confirmed as a correct record and signed by the chair.</p> <p>There were no matters arising from the minutes.</p> <p>Action Log</p> <p>Finance: SC to advise governors at the FGB meeting what the respective responsibilities of the LA and school are in relation to children are identified as requiring specialist provision. Response: SC has contacted Cheshire East (CE), who has the responsibility of the child when on school roll, irrespective of what is stated on the Education Health Care Plan (EHCP). When the EHCP is sent to panel for review, it states CE has to find suitable provision for the child, until that provision is found the child is at Manor Park School.</p>	

	<p>Health and Safety Inspector due on the 18th April 2018 at 9:30am.</p> <p>SC will ask Mrs Forster on her visit to the school to explain the context around the third objective; i.e. What paperwork is being referred to? Response: The letter stated the schools paperwork was not as robust as it should be. SC contacted Mark Nixon from the SEND team and he acknowledged the statement was incorrect and sent an apology for the mistake.</p>	
4	<p>FINANCE</p> <p>SFVS</p> <p>GM updated the governors on the progress of the SFVS. Actions completed from the report are:</p> <ul style="list-style-type: none"> • All staff have signed the Whistle Blower Policy • Improved uptake of online banking. • Admin Assistant is to be trained on the use of Benchmarking. • A robust action plan for the support of the Admin Assistant to become a SBM. • There is an outstanding debt of £14k from CE, they acknowledge they owe this debt but have offered only £7k. This is to be challenged by SC and governors. • School Development Plan and budget codes need to be linked. This will be done for the FGB meeting. • Performance Management of the support staff – the support staff are appraised by the SLT on a termly basis. • Updated staffing structure termly in the MIFP. • Pecuniary Interests –three governors are to return their form, SG, AA and LD. • Statement of Internal Control is to be signed by the Chair of governors. • Financial Competency Matrices for governors to be completed. • The school have had confirmation from CE they are paying for the extra Clerking support. <p>Q: The deficit of £7k needs to be challenged as it was agreed on £14k. R: The governors were advised by CE and although the officer has left CE the debt remains. The contract is between CE and the school, the outstanding £7k is minimal to the Council.</p> <p>Q: What is the legal support available? R: We buy into CE legal support.</p> <p>The HT notified the governors when setting the budget it was £7k not £14k in surplus.</p> <p>Q: How far down does the appraisals go for Support Staff? R: TA's, Support staff on a light touch basis; a formal appraisal of the SBM</p>	

needs to be actioned.

Action:

GM to re-send to the governors with Finance responsibility the Competency matrices.

Manual of Internal Financial Procedure

The SBM updated governors the major changes to the MIFP these are;

- Removal of the Imprest account.
- Updated the staff changes
- Critical Incident List
- The Financial delegation has been changed with governors' agreement.

The governors have received and **approved** the MIFP.

Q: Is Sarah Jefferies a governor?

R: She hasn't been appointed as a full governor, and voted by the staff but has been appointed as an Associate Governor.

Draft Budget 2018-19

The SBM updated the governors' on the budget position.

- The school has received an extra 6 pupils
- Increase of 4 children from the nursery.
- Application for Reception classes 2018 are 21 first choices, which is an increase on last year.
- If the school has applications for more than 30 children it will need another teacher to abide by infant class sizes.
- There are more children joining in different year groups through the school.
- The budget delivery will be as stated in the papers.
- Free School Meals and Pupil Premium (PP) are the same projected numbers year on year. With the impact of UIFSM and the parents not applying for FSM until KS2 there will be a dip in income for PP.
- Nursery funding is the same as last year.
- The school generated extra income for the flexible provision in Nursery of £18k.
- To hire out the school hall to external parties to generate income.
- This will require a Key holder to open or lock up after the renters have used the hall.
- Staff members are budgeted for a salary increment, whether they pass their assessment or not.
- Temporary contracts for staff with SEND children, the contract will end when the child leaves the school.
- The school has applied a 1% increase for all staff.
- There is a change in Nursery staff which has resulted in a small salary saving.
- The Nursery nurses Job Description (JD), has been amended and

sent to HR and the Unions; the member staff affected by the change is happy with the new JD. The governors noted the member of staff has acted exemplary over this situation.

- The Midday Assistants are paid below the living wage; the school uses the CE salary scales when employing them. The SBM is looking into the difference.

Q: The school will continue to have one combined class, looking at the pupil numbers.

R: KS2 will have mixed age groups; as currently Year 2 has 37 pupils and Year 3 has 33 pupils the combined numbers are 70 pupils. If Year 5 is added into the mix Therefore – Y3,Y3/4, Y4/5 then this reduces the class sizes to 32. The aim is to have no mixed age groups in Year 6.

Q: Could we piggy back on a local school caretaker to lock the school too?

R: We could look into this.

Q: What happens in regard to assessment of staff on maternity leave?

R: The school seeks advice from HR; if a member of staff can't complete their appraisal process and move up the pay scale but all judgements would be made after consulting with HR.

Q: The teacher that has resigned how does that affect her maternity pay.

R: The teacher gets statutory maternity pay paid by CE.

Budget Monitoring and DFC

The SBM notified the governors:

- The forecast of Indicative spend to the end of the year. SC and the SBM have reviewed all projected spending and reduced cost to balance the budget.
- The Budget officer from CE arrived to inform SC and the SBM the budget sent was inaccurate by £30k so the balanced budget became a deficit budget.
- The error was the forecast for support staff salaries were calculated for one month not two.
- All lines were reviewed and cut back to save £30k.
- There are less staff on the budget for the past three consecutive years yet, the school is performing better

Q: What areas have you saved the £30k?

R: We looked at the expenditure to the end of March 2018 to increase the carry over. We then looked at the budget for next year and cut unnecessary expenditure in these areas; on Admin and clerical overtime; Education equipment; Employee training using training in-house and webinars instead; pooling resources with the local schools.

Three year budget

	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20
Balance Brought Forward	85,916	46,288	7,644
Projected Funding/income	1,145,115	1,092,811	1,102,193
Projected Expenditure	1,184,744	1,131,455	1,193,021
Budget shortfall/surplus	-39,628	-38,644	-90,828
Projected carry forward	46,288	7,644	-83,184

The draft budget is based on CE refunding the £14k outstanding; otherwise the school will be in a deficit budget. The third year budget is showing a large deficit.

The governors **approved** the draft budget.

Devolved Formula Capital (DFC).

The DFC is £8,593. The plan is to use the money for ICT.

L Simmons left the meeting at 6:35pm

Pupil Premium (PP)

The strategy is on the website with the impact it has had on the children, with budget costings.

- The money received is impacting on the PP children.
- The significant impact is through the pastoral team for the support they give to these children.
- There are a lot of support interventions to reduce their barriers to learning.
- Lunchtime provision supports these children and has a significant impact.
- Attendance has improved as a whole and for all groups however, due to the low attendance figures, if there is an illness in the school it has a significant impact as the school attendance is not high enough to be able to absorb large bouts of illness across the school.
- The school analyses the attendance of pupils closely
- PP children have made at least the same progress as non-PP children and they are closing the attainment and progress gap.
- TA's provide additional support for PP children in various curriculum

areas, this is dependent on regular PP progress meetings with teachers.

Q: Do you monitor the ill health of the PP children?

R: We monitor authorised and unauthorised attendance; and we analysis pupils' attendance below 90% and don't authorise nonattendance unless we have evidence from the medical professionals.

PE and Sport Premium

£15k is to be spent by August 18. An allocation of the £15k will be for the MUGGA; a scheme of work and for the curriculum.

The governors received the PE and Sports Premium report; how the funding is to be spent.

- The PE coordinator Katie Jennings (KJ) has worked closely with SC to focus on the impact and outcome for children.
- The school is looking at how to include the half hour of exercise daily into the curriculum, at present most classes do a daily run.

Q: The outcomes for the children and the school, how is this measured?

R: SC informed governors through the assessment process there is a baseline for all the children on their fitness levels, which is updated by the class teacher and this data is assessed by KJ. She is also analysing the uptake of the after school clubs and the impact.

Q: I am not aware that we have a problem with obesity.

R: No, obesity is not a problem at this school. I am more concerned with dental health problems.

Q: Have we allocated funds to update the sports marking on the field.

R: They are done yearly by the grounds maintenance team.



Pupil Premium
Staregy 2017-2018 S

SEND funding

The report is not ready for this meeting but will be ready for the FGB.

Benchmarking Data

The Benchmarking Report on Premises is from schools that are a similar context and size as the school.

The staffing costs are higher than the average, these staff are at the higher end of the pay scale, and we must ensure we are getting value for money from the upper pay scale staff.

	<p>The rest of the areas the school is average in the group.</p> <p><i>S Gardiner left the meeting at 6:51pm</i></p> <p>Breakfast Club provision</p> <p>The HT presented a letter to governors to cease the breakfast club. The governors agreed to the breakfast club ceasing and are to recommend this to FGB.</p> <p>Action: SBM to put the online banking link on the Facebook page SG to respond to CE on the deficit £14k debt</p>	
5	<p>PREMISES</p> <ul style="list-style-type: none"> • The Cooker canopy is not compliant for Health and Safety and there is no isolator switch to isolate the electricity for the canopy. This will cost £18k; the SBM has received quotes. • SG is due to do the safety review on 18th April 2018 at 9:30am. • The Asset Management Plan is in the MIFP. • The Critical Incident Plan has been notified to staff at the briefing and is available to governors on GovernorHub. <p>Q How frequently do you do fire alarm tests? R: Every term.</p>	
6	<p>STAFFING</p> <p><i>Part Two discussion on staffing moved to Part Two minutes</i></p> <p>Performance Management (PM)</p> <p>The PM reviews have been actioned and a positive experience for all concerned.</p> <p>Q: Why has it been a positive experience? R: Teachers are performing well, and the tight targets which were measurable were achieved. The expectations are high, and the data from the monitoring meetings are a two way conversation. Staff member are coming to the meetings with evidence of their impact. The appraisals for staff need to be after the next data point from spring.</p> <p>The governors have received the report on staff training.</p>	
7	<p>GOVERNORS KEY ACTIONS & SSDP PRIORITIES</p> <p>GovernorHub needs to be used fully by the governors. GM has produced a document on how to use the Governor Hub and this is to be circulated to</p>	

	<p>governors. SG and CW are to complete their training records.</p> <p>Q: The Governor Health checks, what we are doing about the RAG ratings? R: SC and SG completed the governor health check on Governor Hub, SC had hoped to pull off a report from the Health check, but this wasn't possible. Some of the actions that they both took from the health check was to keep the community informed as to how the governors are supporting the school, this has now been added to the bi-weekly newsletter. Also governors should be aware of the standard of learning in books in school, this has been added to the monitoring schedule and governors will monitor books.</p> <p>The HT stated the governing board are stronger than last year; the board are more proactive with the monitoring schedule and delivering monitoring reports.</p>	
8	<p>SCHOOL POLICIES</p> <p>There were no policies to review this term.</p>	
9	<p>SCHOOL'S WEBSITE</p> <p>GM has attended a getting ready for Ofsted course and has highlighted the need to review the statutory items on the Website. This is to be added to the monitoring schedule and checked termly.</p> <p>Action: SC to add to the monitoring schedule review of the website termly.</p>	
10	<p>SPRING TERM TRAINING FOR GOVERNORS</p> <p>The governors are receiving training, the next step is to re-affirm the roles of the governors at the FGB meeting and let them choose the training courses needed.</p> <p>Q: What is the budget for governors training? R: If the school has sign up for CE training, there is access to unlimited training</p> <p>Action: SBM to check if the school buy's back training for governors. GM and HT to review governors' roles.</p>	
11	<p>DIRECTOR'S REPORT</p> <p>The governors noted the Director's Report for the Spring Term 2018.</p>	
12	<p>AOB</p>	

	<p>The Chair of the Resources Committee notified the governors her wish to stand down from the chair; this will be discussed at the FGB meeting on 28th March 2018.</p> <p>The clerk to check the re-appointment of SG</p> <p>Action: clerk to check the re-appointment of SG.</p>	
13	<p>IMPACT STATEMENT</p> <p>How has the Board of Governors helped move the school forward in this meeting?</p> <p>The governors have helped move the school forward by:</p> <ul style="list-style-type: none"> • The governors have a detailed understanding of the budget. • There is a plan for the outstanding money due to the school from CE. • The governors noted the impact of the PE and Sports and Pupil Premium grants. • Governors monitoring visits are helping the SLT stay focussed on the school priorities, with the monitoring schedule. • The HT feels he is being challenged well by the governors. 	
14	<p>MEETINGS</p> <p>It was confirmed that the next Resources Committee meeting would be held at the School on 20th June 2018, 5pm at the school.</p>	

The meeting moved to Part Two

.....Chair

.....Dated

