



ST ELISABETH'S PRIMARY SCHOOL RESOURCES COMMITTEE MINUTES

SUMMER TERM 2019

Date: 9th May 2019

Time: 4:00pm

Venue: The School

GOVERNORS PRESENT

Mrs B Burrows (Headteacher), Mr L Jamieson (Chair), Ms D Bradley

IN ATTENDANCE

Mrs Danielle Wood Governor Support Officer

The meeting convened 4:15pm

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. There were no apologies for absence received.

The Headteacher informed the meeting that she had received a letter from Ms A Lancashire, advising of her resignation from her position as an Associate Member.

2. BUSINESS INTERESTS

a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

Governors were reminded that they should declare any interest which arose during the meeting.

3. BUSINESS

Previous Committee Minutes

It was RESOLVED that the minutes of the meeting held on 10th January 2019, copies circulated previously, be approved and signed by the Chair and authorised for publication.

Action Points from Previous Governing Board Minutes

Pupil Premium

Governors referred to discussions regarding the cost of free school meals being included in the Pupil Premium Expenditure plan. The Headteacher advised that she had spoken to Mr D Marshall at Cale Green School and that she would be meeting with him to discuss this further.

ACTION POINT	ACTION REQUIRED	ACTION FOR	ACTION COMPLETED
1	The clerk agreed to upload the committee remit to GovernorHub and send the link to governors.	The Clerk	Completed
2	The Headteacher asked the clerk to find details of a contact who they could direct	The Clerk	Governors agreed to wait and see the



	enquiries too regarding how the school accesses the apprenticeship levy funds.		outcome of the move to the MAT
3	The Headteacher reported that the school is awaiting the installation of a siren for lock down situations. Mr Jamieson agreed to follow this up as it was expected over Christmas.	Mr Jamieson	The siren has now been installed and a test would be carried out tomorrow.
4	Following a discussion governors questioned whether free school meals should be allocated in the pupil premium grant expenditure. The Headteacher agreed to look into this.	The Headteacher	Please see notes above.
5	The clerk agreed to attach the committee terms of reference to the minutes.	The Clerk	Completed
6	The Headteacher agreed that the School Business Manager look for support available by the local authority to complete an asset management plan.	The Headteacher	The School Business Manager confirmed that she is currently producing the plan and would present this when it was completed.

4. Budget 18-19 outturn statements

Governors noted the £75,000 carry forward figure, and commented that this was higher than predicted.

5. Budget 19-20 – to agree

Copies of 19-20 CFR report were circulated to the meeting.

The School Business Manager explained that the £97,000 carry forward figure includes £25,000 DFC money, which is to be used on building works only.

Governors were referred to the expenditure, and the £2,000 supply costs. The School Business Manager explained that this related to the member of staff in nursery who was covering for a member of staff on long term absence.

The Headteacher reported that the costs for Dave Godfrey, Consultant, were included in the Development and Training cost centre, and that the cost was £5,800 plus VAT. Mr Godfrey has been working with a group of teachers, with cover provided by HLTAs. However supply cover has been required due to HLTA absences.

Governors enquired about the support provided by David Godfrey. The meeting heard that he had attended for two days in April and presented at a staff meeting, he would also be attending for two days in May plus a staff meeting, two days in June and 2 days in July plus an inset day. Governors heard that the school also covers travel and accommodation expenses for David Godfrey.

The School Business Manager explained that the costs of the new staffing structure would be presented later in the meeting and that these have been built into the budget.



The Headteacher advised that allocated budgets for subject leaders would be circulated with the expectation that the money is spent in line with subject development plans which would be produced next year.

Governors APPROVED the 2019/20 budget and the Headteacher and Chair agreed to sign it.

6. Self-evaluation of financial management competencies

The Headteacher confirmed that the clerk had emailed a copy of the self-evaluation document which is completed during the SFVS process.

The Headteacher agreed to email the self-evaluation of financial management document to governors for completion.

ACTION 1

The meeting proceeded to discuss the requirement for the governing board to recruit new members with a financial background.

7. Major areas of spending 19-20

This was discussed in item 5.

8. Staffing Update

The chair reported that he had met with members of staff to provide an opportunity for them to discuss any concerns or issues they currently had.

The Headteacher presented an updated staffing plan for next year, and advised about the resignations she had received from members of staff.

Governors heard that interviews had taken place last week for a year 3 and 4 teacher, and that an appointment had been made.

The Headteacher referred to discussions which took place during the last meeting regarding requests which had been made by two Teaching Assistants to reduce their contracted hours. The Headteacher explained that she had spoken to the members of staff and advised that she would consider their requests once the recruitment activity had been completed.

The Headteacher reported that a Teaching Assistant had been appointed during the recent interviews which took place, and the school was currently awaiting receipt of the DBS check.

Confidential Appendix I

9. PUPIL NUMBERS FORECAST – TO REVIEW

The Headteacher reported that the school had received 45 applications for reception, with at least 30 children on the waiting list.

The applications for nursery places closes next week, with admissions reporting that there have been 46 applications, with 17 first choice and 10 children from the January intake.

The Headteacher suggested a review of the nursery offer, as the nursery could look to introduce a charge to parents of children who are not entitled to the extended entitlement.



10. PREMISES AND HEALTH & SAFETY UPDATE

The Chair and School Business Manager confirmed that they had conducted a walk around at the school, with only a couple of action points highlighted. These included a small hole in the roof, and some potential movement in an outside wall. There was also moss detected in the guttering.

The Headteacher asked when the patch where the mushrooms were growing on the wall would be reviewed. The School Business Manager replied that there are no further signs of regrowth. She agreed to contact Stockport Homes to discuss re plastering as part of the initial work costs.

ACTION 2

11. GDPR Update

The Headteacher reported one breach which related to an incorrect DBS check received and this has been reported to Stockport police.

Governors enquired about the potential implications for the school of the error. The Headteacher advised that the school has followed all guidance received from HR.

12. POLICY REVIEW

There were no policies to review.

13. OUTCOMES OF THE FINANCIAL AUDIT

The Headteacher circulated copies of the draft Financial Audit and read aloud the executive summary provided.

The meeting was referred to the action plan which was read aloud.

Action 1 – The School Business Manager explained that she is required to cash in cheques and therefore she must remain listed so that she can sign the back of the cheque.

Action 2 – The Headteacher expressed her thanks to Rev. Stanton for following up the enquiries with Arts Central, as the school has now received invoices and receipts for the payments.

Action 3 – The Headteacher provided an explanation of the Scheme of Delegation Form. This would be presented at the full governing board meeting.

The Scheme of Delegation Form and Best Value Statement to be presented at the full governing board meeting.

ACTION 3

Action 4 – The Headteacher explained that she would be adding a note in the school newsletter to express concerns with parents who are accruing debts with school meal payments.

Action 5 – The Headteacher confirmed that the school continues to review all policies and plans.

14. PUPIL PREMIUM GRANT/ SPORTS GRANT

Pupil Premium

As previously stated, the Headteacher would be meeting with Mr D Marshall at Cale Green to discuss the schools Pupil Premium Plan.

Sports Grant



The Chair confirmed that he had attended meetings to review the Sports Grant Plan. Governors heard that swimming lessons would be increased for years 5 and 6, and money would be allocated to support with residential visits. The school had enrolled City in the Community, at a charge of £6,000. The Headteacher explained that there are a number of additional offers which the school can access through the service.

The Headteacher listed the following activities at school:

- Street Dance
- Gaelic Football
- Stockport Competitions
- PE resources and Games to be reviewed
- Freddie Fit to continue

Governors heard that money had been built into the plan to fund coaches for school trips.

15. BRIEFING PAPERS FOR COMMITTEE CONSIDERATION:

- Listening Exercise (p4)

Governors noted the information.

16. DATES

To be agreed.

17. ANY OTHER BUSINESS

Governance Review Document

Copies of the Governance Review Document were circulated to the meeting for discussion.

Governors were advised that highlighted areas were suggested changes made by the local authority for consideration.

Governors discussed section 9.4, and the Headteacher stated that Ms L Perry, Head of School Effectiveness, and Mr A Beswick, Acting Director of Education Services, did not contact her until 2 months after the Ofsted Inspection and she interprets this section to relate to this.

Governors discussed section 10.

The meeting discussed section 11, and how far the governing board needs to meet the proposed next steps as it may be moving to the MAT.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6:00pm.



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MEETING ACTION POINTS

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	The Headteacher agreed to email the self-evaluation of financial management document to governors for completion.	The Headteacher	Post meeting
2	SBM agreed to contact Stockport Homes to discuss re plastering the area where there was mushroom growth as part of the initial work costs.	School Business Manager	Post meeting
3	The Scheme of Delegation Form and Best Value Statement to be presented at the full governing board meeting.	School Business Manager	Full Governing Board Meeting