

**ST ELISABETH'S CE PRIMARY SCHOOL RESOURCES COMMITTEE MINUTES****SPRING TERM 2019**Date: 10<sup>th</sup> January 2019

Time: 4:00pm

Venue: The School

**GOVERNORS PRESENT**

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

**IN ATTENDANCE**

Mr A Tomlinson School Improvement Adviser

Mrs Danielle Wood Governor Support Officer

The meeting convened at 4:10pm

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Mrs A Lancashire and Ms S Collins and accepted by the governing board.

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. **COMMITTEE REMIT**

The clerk agreed to upload the committee remit to GovernorHub and send the link to governors.

**ACTION 1**4. **BUSINESS****Previous Committee Minutes**

It was RESOLVED that the minutes of the meeting held on 4<sup>th</sup> October 2018, copies circulated previously, be approved and signed by the Chair and authorised for publication.

**Action Points from Previous Governing Board Minutes**

The actions raised at the summer term meeting were duly reviewed as follows:

<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>ACTION COMPLETED</b>
1	The Headteacher stated that she had been discussing the issues with noise in the continuous provision with the school advisers. Possible options to reduce the noise were discussed, Mr Jamieson agreed to follow this up.	Mr Jamieson	The Headteacher confirmed that a half glass/half plastic window had been installed and the

			feedback from teachers was positive.
2	<b>Governors asked if Free School Meal costs should be included in the pupil premium grant expenditure plan.</b> The Headteacher agreed to find out.	The Headteacher	Mr Tomlinson confirmed that Free School Meal costs should not be included.
3	Governors asked the School Business Manager to provide an update on the schools expenditure.	The School Business Manager	This was on the agenda.
4	The clerk agreed to check that this can continue or if the cost of the pupil premium children attending should be percentaged out.	The Clerk	Please see below.
5	Mr Jamieson agreed to review the mushrooms and damp problems reported during his next Health and Safety visit.	Mr Jamieson	Work had been completed with Mr Jamieson arranging a follow up visit.

Action 4 – Mr Tomlinson advised that the pupil premium grant should not be used to cover the whole cost of school trips. The School Business Manager added that the school has never asked for parental contributions towards school trips, however this would change in the future.

## 5. REVIEW BUDGET TO DATE

### **Forecast to year end position**

#### **Presentation of School Fund Account certificate**

The School Business Manager confirmed that the school no longer has a school fund, this would be discussed later in the meeting.

#### **Monitoring of income and expenditure against each budget**

The School Business Manager circulated copies of the Budget Monitoring Report, CFR report, and a breakdown of the income and expenditure for discussion.

Governors were referred to the CFR report and the School Business Manager provided an explanation of each cost centre:

#### Income

I03 SEN funding – Governors heard that the income had increased to £24,225 due to a new child joining the school nursery. The Headteacher explained that the income is to support 5 children with Educational Healthcare Plans (EHCP) and 2 children who receive medical funding. The school had also applied for support for a year 6 pupil, however this funding would go straight to the high school they move on to.

I05 Pupil Premium – Governors heard that this had reduced to £88,440 as it is based on the census and the original figure was based on the previous year.

I08 – The School Business Manager explained that Mrs A Lancashire was completing moderation visits at other schools and this cost centre shows the income the school receives for this. The Headteacher added that Mrs Lancashire does not wish to continue with these visits and therefore the income will stop.

The School Business Manager explained the breakfast club income. The Headteacher reported that the school spends around £45 per week for resources and £60 staffing costs. The school was currently involved with magic breakfast and therefore they are receiving a grant towards the costs of the breakfast club. The Headteacher confirmed that any profits made are used to fund resources for the children.

I09 Catering – Governors heard that this is the income the school receives from KS2 children paying for school meals. The School Business Manager explained that this money comes into the school and is used to pay for catering supplies. The Headteacher reported that the school has discussed introducing an online system for parents to pay for meals and book them online. SK currently do not offer an online payment system however the school could arrange this.

**Governors asked if there would be costs involved with introducing an online payment system.** The School Business Manager explained that the costs would be balanced by the amount of staff time that would be saved.

Mr Tomlinson explained the benefits for the school using an online payment system. Following a discussion governors suggested that the school prepare parents for the change to be implemented in September.

I10 and I11– Governors heard that this was insurance the school pays to cover the costs when teachers and members of support staff are off sick. Mr Tomlinson questioned the small figure and the Headteacher replied that staff attendance is positive.

Mr Tomlinson questioned the cost of the premium as it looked relatively small. The Headteacher replied that some members of staff were removed from the cover following a discussion with governors as it was agreed that other members of staff would step in to cover the role.

I18 Additional Grants – Governors heard that this includes Universal Free School Meals for KS1 children and the sports grant. Mr Tomlinson explained that the school must account for all sports grant expenditure and how members of staff should be encouraged to learn skills to maintain the benefits the grant provides.

### Expenditure

E01 Teaching Staff – Governors were referred to the Budget Monitoring report which showed the actual expenditure figure. Governors noted that this figure has increased. The School Business Manager explained that there is a teacher currently on maternity leave and this has an impact on the figures.

Support Staff – overtime. The School Business Manager explained how the different systems work differently to calculate overtime. Overtime allowance for members of staff is added and this highlights how much money needs to be allocated for next year. The Headteacher provided an explanation of the reasons for overtime.

The Headteacher explained that there is currently a Teaching Assistant working in year 2 on a temporary contract for an additional 2 days.

E02 Supply Staff - Governors noted that the figure has reduced, the School Business Manager explained that the school previously employed a French teacher through the Stockport Bureau and the member of staff is now employed by the school.

Mr Tomlinson highlighted how the predicted carry forward figure reduces over the years.

**Governors asked why the bottom line figures were different in the CFR report and Budget Monitoring report.** The School Business Manager explained that the budget monitoring report was the most accurate to follow.

E04 – The School Business Manager explained that this was the costs for the caretaker.

E07 – Other staff costs. The School Business Manager explained that this expenditure had increased as the school had been advised by the finance department to include breakfast club staff contracts. **Governors highlighted that £52,000 seemed like a large increase.** The School Business Manager replied that this is just a guide produced by the system.

E08 – Indirect Employee Expenses. The School Business Manager explained that this included free staff meals and the apprenticeship levy. The Headteacher asked the clerk to advise of a contact who they could direct enquiries too regarding how the school accesses the apprenticeship levy funds.

## **ACTION 2**

E09 – The Headteacher advised that the school may spend the maximum figure here due to the introduction of Literacy Counts.

**Mr Tomlinson asked if the caretaker has the appropriate training.** Mr Jamieson confirmed that he is looking into this and following up any actions.

E10 and E11 – This was sickness insurance for teachers and other staff.

E12 Building Maintenance and Improvement – Governors were referred to the HCSS breakdown provided. The Headteacher explained that the school is being more assertive and challenging additional charges which they receive when a job is not completed correctly.

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.

## **ACTION 3**

Governors referred to previous discussions regarding arranging PAT testing for the caretaker. Governors agreed that this was something to pursue.

**Governors queried the cost of the glass panel which was reported as £935.** The School Business Manager explained that the cost was broken down into different elements of the job, this is the cost of just the glass panel.

E13 Grounds Maintenance and Improvement – This was reported as £300 per month. **Governors asked how many hours the gardener attends the school.** The Headteacher reported that they attend twice a month. Governors heard that the school is discussing the allocation as it is quite high and they are comparing this with other schools.

E14 Contract Cleaning – Governors heard that the service is provided by Totally Local Company, and that whilst this is currently affordable it is an area to be reviewed.

The School Business Manager reported that the purchase of cleaning supplies is being tightened up as historically cleaning supplies have not been used exclusively by cleaning staff.

E14 Window Cleaning – The School Business Manager advised that this amount has not yet been paid as the window cleaner has not been seen on the school site. This is currently provided by Stockport Homes.

E15 Water and Sewage

E16 Energy – The School Business Manager reported that last year the school predicted the best case scenario.

E17 Rates - This money comes in and goes straight out of the budget.

E18 Waste Collection Charges

E18 CCTV and Security – This was reported as a monthly premium paid to Steve Brockenbrow to maintain the system.

E19 Learning Resources - The School Business Manager highlighted that there is some over expenditure.

**Governors asked if departments are allocated their own budgets to manage.** The Headteacher replied that money is allocated to departments, and next year they will be asked to apply for the amount they will need and then the budget will be allocated.

**Governors asked what happens to any money which is left over in cost centres.** The Headteacher explained that this forms part of the overall budget carry forward figure.

**Governors asked if the carry forward figure is expected to reduce next year.** The School Business Manager confirmed that it would.

E20 ICT – Governors noted that the reported overspend on the budget monitoring report was due to the one off purchase of ICT equipment.

**Mr Tomlinson enquired about the amount of money available in the DFC fund.** The School Business Manager replied that the school used £16,000 of the DFC money to cover the cost of fixing the dry rot work required.

Mr Tomlinson highlighted that DFC money can be used to fund ICT hardware if required in the future.

E22 Administrative supplies

The School Business Manager reported that she would be meeting with someone to discuss ways to save money on telephone charges.

Governors heard that the main postage expenditure is to cover the cost of keeping the post safe over the summer period when the school is closed.

Governors were informed that the school is currently looking to purchase reusable freezer packs as the disposable ones are expensive.

E23 Other insurance costs.

E25 Universal Free School Meals Income – The School Business Manager explained that this covers the cost of KS2 pupil meals and pupil premium children meals.

**Governors asked where the income comes from for the expenditure.** The School Business Manager replied that this is received through the pupil premium grant.

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.

**ACTION 4**

E26 Agency Supply Teaching Staff – Governors heard that the expenditure has reduced and is expected to be zero next year as the costs are included with teaching staff.

E27 Professional Services – Governors heard that this included buyback services. Learning Support Service costs had been reduced to zero as the school receives half a day core free of charge.

The Headteacher advised that the school would be looking at upgrading the school website and this may be in September.

E28 Bought in Professional Services (Other) – This included service level agreements which the school plans to maintain.

In addition to the main school budget, governors were informed that the school has a parents fund with approximately £6,000 in. The school has discussed ways to allocate this money, and parents have agreed that the money be used to support with the costs of school trips.

**Mr Tomlinson asked if the school currently offers residential trips.** The Headteacher explained that this would be something for the school to look at in the future.

Governors heard that there was currently £21,000 in the school trust fund.

The Headteacher explained that she had spoken with Andy from Arts Central and he would be providing invoices and receipts, and the school would be looking at things they can access through the service.

6. BENCHMARKING ANALYSIS

Benchmarking information documents were circulated to governors.

The Headteacher explained that historically the school has benchmarked against specific schools however the document contains information for comparable schools in Stockport.

Governors were advised to read the information and highlight any areas for discussion.

7. CONSIDERATION OF SFVS REQUIREMENTS

SFVS documents were circulated to governors ahead of the meeting.

Governors heard that Ms Sarah Kirby, CSS Officer Finance and Ms T Laforce, CSS Officer Finance, had attended the school to support with the completion of the SFVS and producing an action plan.

Governors discussed the action points.

The clerk agreed to attach the committee terms of reference to the minutes.

**ACTION 5**

The School Business Manager confirmed that members of staff were currently signing the register of interest.

Governors discussed the rolling asset management service which the school used a number of years ago. The service charged £500 each year.

The School Business Manager advised that some schools are completing their own paper registers.

**Mr Tomlinson asked if the school had used the asset management plan.** The School Business Manager replied that it was an asset management plan which included drawings of the rooms.

Mr Tomlinson provided an explanation of the asset management plan. The Headteacher agreed that the School Business Manager look for support available by the local authority to complete an asset management plan.

## **ACTION 6**

The chair signed the SFVS return.

### **8. UPDATE UPON APPOINTMENTS AND STAFFING ISSUES**

The Headteacher advised that the member of staff covering a maternity leave in year 4 has resigned from their post. The school has agreed for the member of staff to leave early and the Headteacher explained how the position will be covered.

Governors were informed that the Headteacher has received requests for a reduction in working hours by two Teaching Assistants.

The Headteacher read aloud the requests and advised that she is in discussions with Human Resources to ensure that the requests are given adequate consideration. Governors heard that the Headteacher would look at the needs of the school to decide if the requests can be granted.

The clerk reminded governors that members of staff should be asked to leave before any discussion regarding staffing issues take place.

Governors agreed that a meeting be arranged to discuss the requests further.

The Headteacher moved on to update governors on staff absence.

Finally, governors were informed that a member of staff had approached the Headteacher to advise of their potential resignation.

### **9. PUPIL NUMBERS FORECAST – to review**

The Headteacher reported that there are currently 300 pupils on roll, with 44 pupils forecast to join in reception. 9 children have joined the school nursery in January and this is now full. Governors heard that it is challenging to forecast nursery pupil numbers for September.

Governors were advised that there was currently 28 pupils in year 6 who would be leaving the school in July.

### **10. FINANCIAL PROCEDURES/CONTROLS IN THE CONTEXT OF REPORTS BY INTERNAL AUDIT**

The School Business Manager advised that the school is due an audit and this will be completed twice termly.

### **11. POLICIES**

- a) Job Share policy
- b) Parent and Visitor Behaviour policy
- c) Recruitment and Selection policy
- d) Policies for review as per timetable:

Governors APPROVED the above policies and the chair signed copies of them.

#### Safeguarding Policy

The Headteacher explained that she does not feel that governors can approve the Safeguarding Policy at the moment.

The Headteacher advised governors that the school Behaviour Policy does not make reference to Team Teach Training.

**Mr Tomlinson asked if members of staff are Team Teach trained.** The Headteacher replied that she has completed Team Teach training, however members of staff training is not up to date. The Headteacher explained that she is able to guide members of staff if required.

**Mr Tomlinson asked if Child Protection Training was up to date.** The Headteacher confirmed that it was.

The Headteacher confirmed that members of staff would be attending Team Teach Training.

**Mr Tomlinson asked if members of staff have completed Fire Awareness Training.** The School Business Manager confirmed that this would be arranged.

## 12 PUPIL PREMIUM AND SPORTS GRANT SPENDING

### Pupil Premium Plus

A document was circulated to governors detailing the pupil premium plus expenditure.

Governors heard that 4 children at the school are entitled to pupil premium plus, this equates to £9,200. The Headteacher confirmed that she had spoken with parents of the children and reviewed the criteria for expenditure to agree how best to spend the money.

The Headteacher referred governors to the report and read aloud details of how the money has been allocated.

**Governors asked if parents can approach the school with ideas of how to spend the money.** The Headteacher confirmed that she has held meetings with parents and has asked them to contact the school with any ideas.

### Pupil Premium Strategy

A copy of the pupil premium strategy was circulated to governors.

The Headteacher presented anonymised data to show the impact of mathematics interventions. The data showed children's starting points and where they are now following the interventions. Governors noted the significant improvement made. The Headteacher explained that the data will be monitored for 10 weeks.

The Headteacher advised that she would present data for all interventions in place during the monitoring committee meeting.

Governors were informed about the positive outcomes following the nursery interventions, this would be discussed further during the monitoring committee meeting.

The Headteacher reported that a letter would be sent to parents of pupils in years 5 and 6 to enquire about any interest in attending extra-curricular music lessons.

### Sports Premium

The Headteacher reported that the Sports Premium Plan would be updated for the next financial year.

## 13 PREMISES, HEALTH & SAFETY UPDATE

The chair reported that COSHH was identified as an area of focus last term, and that this is now mainly up to date.

Governors were referred to previous discussions regarding the damp works and the installation of sirens for the lock down procedure.

The Headteacher stated that the school has everything in place to practice the lock down procedure, however they are awaiting the installation of the sirens.

The chair confirmed that a Health and Safety meeting would be arranged termly.

The chair reported that the Fire Safety Audit was due to be completed, and that he had met with Mr Gethin Curzon, Senior Officer – Specialist Health, Safety and Wellbeing. The School Business Manager confirmed that she oversees this at the school.

The meeting proceeded to discuss the fire alert boxes and an incident which occurred where one of the boxes was cracked and this set off the fire alarm and the fire brigade had to be called.

Governors discussed the need to update the fire alert boxes.

The meeting heard that the window lintel was assessed and causes no concern at the moment.

The chair confirmed that all inspections are up to date.

14 ANNUAL PAY STATEMENTS: TO CONSIDER THE PAY OF THE HEADTEACHER AND STAFF APPRAISAL

This was discussed during the full governing board meeting.

The School Business Manager would send letters to all members of staff.

15 BRIEFING PAPERS FOR COMMITTEE CONSIDERATION

There were no items to discuss.

16 DATES

9<sup>th</sup> May 2019, 4pm

17 ANY OTHER BUSINESS

- The chair signed a copy of the updated school budget plan.
- Parent Mail – The school had received a quotation for parent's evenings to be arranged through Parent Mail. This was reported as £300 for 2 parent's evenings. Governors AGREED to proceed with this option to trial the system.
- Sickness Insurance – Governors were advised about changes to the amount for teachers insurance which would be increasing from £665 to £877 and support staff reducing from £482 to £345. Governors AGREED to the change in costs.
- Allotment – Governors were asked to consider whether they would like the school to continue to pay for the allotment. The Headteacher explained the challenges the school faces with taking children to the allotment due to staffing and how onsite facilities would be more convenient.  
Governors discussed the benefits of the allotment but agreed that onsite facilities would be more beneficial for the school.  
Governors agreed that the allotment agreement be cancelled.
- Finance Visit – Mr P Hughes, CSS Manager – Finance.  
Details of the visit were circulated to governors. The Headteacher read aloud the key areas.  
Governors were advised that all service level agreements remain unchanged.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6:30pm.

**ST ELISABETH'S CE PRIMARY SCHOOL**  
**SPRING TERM 2019 RESOURCES COMMITTEE MINUTES**  
**MEETING ACTION POINTS**

<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	The clerk agreed to upload the committee remit to GovernorHub and send the link to governors.	The Clerk	Post meeting
2	The Headteacher asked the clerk to find details of a contact who they could direct enquiries too regarding how the school accesses the apprenticeship levy funds.	The Clerk	Post meeting
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	Summer Term Meeting
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	
5	The clerk agreed to attach the committee terms of reference to the minutes.	The Clerk	Post meeting
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	Post meeting

# Resources Committee (Finance, Premises & Staffing combined)

**How often meetings will be held:** Termly

**Membership:** Headteacher, Mr Lee Jamieson (Chair), Rev. Angie Stanton, Mrs Deborah Bradley, Ms Debra Semple

Mrs Amanda Lancashire (Associate Member)

**Quorum:** 3

**Minute taker:** Mrs Danielle Wood, Governor Support Officer

**Review:** Annually

- To ensure that the school meets the statutory requirements to publish online information
- Review policies on a regular basis and ensure staff are aware of the policies
- To approve the budget plan (if this has been delegated to the committee) and monitor variations to the original budget (ensuring governors are provided with up-to-date financial information)
- To discuss the budget in accordance with school priorities (in line with SDP/SIP) and the longer term priorities of the school
- To regularly monitor pupil numbers to assess the impact on future delegated budgets
- To ensure that financial deadlines are met (i.e. approval of budget plan)
- To undertake an annual review of all expenditure with a view to achieving 'Best Value' with regard to the delegated budget and to ensure that the school's financial performance is in line with the budget and to approve a Statement of Internal Control annually
- To undertake an annual review of all sources of income to ensure fees and charges remain appropriate
- To discuss options available to the school prior to the approval of continuation/cessation of contracts including Service Level Agreements with the LA
- To recommend the level of delegation afforded to the Headteacher, Chair and Resources committee
- To ensure that there is an annual audit of the school fund and to monitor the expenditure of school funds
- To ensure that Declaration of Business Interest Forms have been signed and dated by all governors (staff should be reminded to advise the Head of any business interest and any interest should be noted)
- To review the staffing structure/pay whenever a vacancy arises and review procedures for recruitment and selection ensuring that procedures are in place for managing staff levels (including re-deployment, early retirement, redundancy)
- To ensure that the principles of safer recruitment are adhered to
- To review the salaries of main scale teachers annually, and make recommendations
- To make recommendations relating to the award of discretionary payments for temporary additional responsibility for the approval of the governing board

- To ensure that the budget set reflects salary increases through meeting objectives from the performance management process
  - To ensure any budget carry-overs are accounted for in terms of projected expenditure
  - To ensure CPD (Continuous Professional Development) remains a focus for staff training
  - To monitor the condition of the school premises and consider options for building improvements (review Asset Management Plan)
  - To ensure an annual safety check of the school premises is carried out
  - To approve applications for the use of school premises
  - To ensure that the governors' responsibilities regarding litter are discharged under the Environmental Protection Act 1990
  - To ensure that the school complies with health and safety regulations and ensure risk assessments are carried out regularly and the asbestos action plan is reviewed (if applicable)
  - To review insurance arrangements
  - To encourage governors to attend training to enable them to carry out their duties effectively
  - To ensure that the school is properly accountable for the financial aspects of its performance (i.e. it deploys resources in line with priorities, achieves planned levels of financial performance, avoids incurring financial loss and waste, receives favourable assessments from internal audit and Ofsted)
  - To ensure the school's School Financial Value Standard (SFVS) return is made before the deadline of 31<sup>st</sup> March.
  - Appropriate induction of new governors to ensure they have an understanding of their statutory responsibilities
  - To ensure meetings are conducted in an open manner, enabling governors to contribute to the discussions
  - To ensure that all teaching staff & support staff are valued and receive proper recognition for their work and contribution to the school life
  - Any other matters as directed by the governing board
-