



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL
Minutes of the Meeting of the Resources Committee
held at 6pm on Wednesday, 23 January 2019
at Shirley Primary School

Governors Present: Mark Lewis (ML) Chair

Mark Abbas (MA) (joined 1830)

Iain Smith (IS)

John Cattermole (JC)

Also Present: Jo Bouttell (JB) - School Business Manager

Peter McKenny (PM) – PCM (Agenda Item 3)

Hannah Kidney – (HK) Deputy Headteacher

Andrew Pulham (Clerk)

The meeting was quorate throughout.

1. Apologies for Absence

Mark Broadbent had offered his apologies and this was recorded as authorised.

2. Declarations of Interest

None received.

3. Premises Issues

Mr Peter McKenny from PCM gave a brief account of the current heating problems at the school, arising primarily from the four ageing and increasingly failing air source heat pumps that are supposed to supply the majority of the heating. Their frequent failure is placing pressure on the back-up boiler and there is a significant risk that, should the backup boiler also fail, the school would have to close due to a lack of heating.

Governors discussed the cost/benefit advantages of a range of options, including continuing with the status quo, bringing in a temporary boiler as and when the current systems fail, procuring an additional boiler to run alongside the current boiler, replacing the air source heat pumps and exploring other, innovative solutions under the auspices of CCC's 'Schools Energy Performance Retrofit Programme'.

The urgency of the situation was recognised by all present and the inadvisability of continuing to rely on air source heat pumps – whether the current four or a new set of replacements was also agreed.

Agreed:

- **The consultant with whom PM has been liaising thus far to be asked to prepare a full specification for the installation of a second boiler and the re-configuration of the school's current heating systems to eliminate reliance on air source heat pumps and revert to a main and back-up boiler arrangement. Indicative cost of this consultancy element approx. £5k.**
- **A formal tendering process to be entered into on the basis of this specification, with a minimum of three suitably qualified contractors to be asked to bid.**
- **Subject to the continued professional advice of PM and the appointed contractor, the newly procured boiler to become the primary boiler for the school, with the current boiler switching to a reserve/backup role.**
- **The Chair of Resources to write formally to John Clayton at CCC, expressing the Governing Body's disappointment with the current situation, which arises primarily as a result of constant failures with seemingly unreliable technology installed at CCC's behest at the time the school was built.**
- **John Clayton to be asked to meet JC, JB and others at the earliest opportunity, to brief him on the school's current intentions, reiterate the school's views that the County should take shared responsibility for remedying the heating problems and explore longer term options, such as engaging with the 'Schools Energy Performance Retrofit Programme' or similar.**
- **The school to request that, given the above, CCC makes a significant contribution to the professional fees that will be incurred as a result of this project and also to the capital cost of the works themselves.**

Mr McKenny then left the meeting.

In respect of other premises matters, JB advised that there were no pressing issues and she would bring any other items to the 'Resources B' committee.

4. Urgent Business not on Current Agenda

None reported.

5. Minutes of Previous Meeting (21 November 2018)

These were agreed without amendment and signed by the Chair as a true and fair record.

6. Matters Arising from Previous Meeting (Actions)

- The boiler issue was discussed in item 3 on the current agenda.
- In respect of the planters, JB to obtain the name of the appropriate parent to contact in respect of seeking help to remove the remaining wood from the planters.
- The issue of seeking additional financial assistance from CCC in respect of premises defects was discussed in item 3 on the current agenda.
- In respect of staffing issues, JB advised that the only outstanding issue was the appointment of a Health and Safety representative from among the staff team.

7. Finance Monitoring

JB presented the most recent Budgetary Control Report (BCR) which had been circulated to governors prior to the meeting. She confirmed that expenditure was generally in line with where the school should expect to be at this point in the financial year. Where there were variances these had been highlighted in her report.

JB advised also that income was considerably higher than budget, primarily due to.

- SEN Funding – The School was receiving High Needs support for more children than originally anticipated, leading to additional funding of £24,286. This includes a clawback allowance of funding for a child who is no longer attending Shirley.
- Refugee Resettlement Scheme Educational Grants – The School will receive funding of £10,350 which was not included in the original budget.
- Universal Free School Meals (UFSM) – income is higher than budgeted with a predicted year end carryforward of £5,718
- Pre-School – The number of children attending pre-school has increased significantly this term, meaning more income will be received than anticipated. A cautious budget was set, based on attendance last year (the first that the pre-school had operated in its current format, rather than as a nursery class). A year end carryforward of £11,981 is predicted.

Governors then asked a number of questions in respect of the budget as follows:

- Were the original budgets (income and expenditure) set at prudent levels?
JB and JC confirmed that an appropriate degree of conservatism is shown when setting income and expenditure budgets and that the school's aim and expectation is always to operate at or within budgetary limits.
- Can we be assured *all* revenue expenditure is being accounted for?
JB confirmed this is the case.
- Is the budget being managed effectively as the end of the financial year approaches?
JB and JC confirmed that all budget holders had been updated on their budget position and had been encouraged to manage their budgets appropriately in the run up to the end of March.
- If the school underspends its budget significantly, is there a risk of clawback by CCC?
IS, JC and JB agreed there was no risk of this happening this year for the following reasons:
 - The overall surplus, which is currently running at approximately 6%, is below the threshold at which clawback would begin to occur.
 - Staff have been encouraged to use their budgets effectively.

- Significant unbudgeted costs will be incurred as a result of the decision to procure and install a new boiler.
- The school maintains a 'wish list' of desirable expenditure, such as the complete redecoration of the school and the potential to use some of the underspend on such items will be explored.

JB and JC also reminded governors of the variability of some funding streams and the need to anticipate these. For example, pupil numbers in 2018/19 are about 30 lower than in 2017/18 and SEND and other targeted forms of funding can also fluctuate.

JB confirmed that the school's 2019/20 budget is likely to be issued towards the end of February.

Governors agreed that the budgetary position was, overall, encouraging and congratulated JB, JC and their teams on their effective monitoring and management of the budget.

Agreed:

Senior Management Team to discuss proposals to use projected surplus, which in addition to items mentioned above may include proposals for additional staff development/CPD.

8. Business Manager's Report

8.1 JB advised that the Shirley Centre was operating as expected, with income slightly higher than budget due to higher than expected use.

8.2 JB advised that three companies had given an initial demonstration of a new school management information system and two have been shortlisted. A deeper awareness of the potential of each system has enabled JB and others to articulate their precise requirements before making a final decision.

The two shortlisted companies will each be coming in to make a final presentation on 4 & 5 February at which point the decision will be made.

JB confirmed that price will not be the sole or main determinant of the eventual decision, as the price of all three systems was very much in the same ballpark. The procurement decision will be based on the overall suitability and comprehensiveness of the system and the potential it can deliver for staff time savings. The quality and quantity of the management information each system can provide will also be a key factor in the eventual decision.

JB confirmed that notice has been given to Capita that the school will be terminating its use of the current systems, SIMS and FMS, as of 31st March 2019.

Agreed:

Governors on the Resources Committee to be invited to attend the supplier demonstrations on the mornings of 4 & 5 February.

9. Headteacher's Report

JC presented his report which had been circulated to governors prior to the meeting.

A number of staffing issues were discussed along with his plans for managing staffing situations that have or are expected to arise in the coming months.

In respect of safeguarding, JC and others had received additional training in this area. A number of minor issues had been identified as a result of the visit and as a result:

- The school complaints policy will be amended.
- A communications protocol for the school will be developed and publicised.

Governors noted the outcome of the prosecution of two offenders following a recent break-in at the school. JC confirmed that additional security measures had since been implemented, including CCTV to now cover *all* areas of the school.

The planned replacement of SIMS had been discussed earlier by JB.

10. Health and Safety

Governors were advised of the need to appoint a new governor with Health and Safety responsibilities. This could amount to a monitoring/oversight role rather than a governor needing to actually undertake practical H&S inspections.

Agreed:

A watching brief to be maintained and the matter to be scheduled for discussion at a future meeting of the Resources Committee (Spring 'B').

11. Any Other Business

Due to the unavailability of the Chair (ML) on 13 March, it was agreed to move the date of the Spring 'B' Resources Committee to Tuesday, 12 March.

12. Date and Time of Next Meeting

Tuesday, 12 March 2019 at 1800hrs.

The meeting closed at 7.40pm

I confirm that at a meeting of the Resources Committee held on _____ these minutes were approved and agreed as being a true and fair record.

Signed _____

Position _____

Date _____

Summary of Actions (not part of minute)

Agenda Item	Action Agreed	Lead
3.	Appoint consultant to prepare full specification in advance of tendering for new boiler and reconfiguration of current heating systems as soon as possible	JB
3.	Go out to tender as per above.	JB/PM
3.	Make representations to CCC for a significant contribution to the costs of the above.	JC/ML
3.	Arrange urgent meeting with John Clayton of CCC to update and discuss longer term options.	JB/JC
7.	SLT to bring forward proposals to be tabled at Resources 'B' for the use of projected underspend in current year's budget.	JC, HK, SW, CK
8.	Resources governors to be invited to attend supplier demonstrations on 4/5 February.	JB
9.	Role and appointment of Governor with H&S responsibility to be tabled at Resources Spring 'B' meeting	CK

Glossary

PCM – Peter McKenny Property Maintenance Services

SEND – Special Educational Needs and Disabilities

SIMS – Schools Information Management System

FMS – Financial Management System