



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of the meeting of the Resources Committee held at 6.30 p.m. on Wednesday 21st November 2018 at Shirley Primary School

Present: Mark Abbas (MA), John Cattermole (JC - Headteacher), Mark Lewis (ML - Chair), Iain Smith (IS - Chair), Jo Bouttell (JB – School Business Manager and Acting Clerk).

The meeting was quorate.

Visiting (non-voting): Claire Fonseca (CF), Hannah Kidney (HK), Suzanne Wernham (SW) (Deputy Headteachers), Mark Broadbent (MB)

Actions

1 Standing Items

1.1 Apologies for absence

There were no apologies for absence.

1.2 Declaration of interests

There were no declarations of interests pertaining to items on the agenda for this meeting.

2 Minutes of the Last Meetings

2.1a Meeting held 17th October 2018

The minutes of the Resources Committee meeting held on 17th October 2018 were agreed and approved as being a true and correct record. Proposed IS, seconded MA and agreed unanimously

2.1b Matters Arising

- Item 4 – JC had circulated a response to governors outlining the reasons for using the chosen methods/template for staff appraisal/performance management.
- Item 4 – The SLT was continuing to work on an internal safeguarding audit.

Other matters arising would be covered by subsequent agenda items.

2.2a Confidential Meeting held 1st November 2018

The minutes of the confidential meeting of the Resources Committee held on 1st November 2018 were agreed and approved as being a true and correct records. Proposed IS, seconded MA and agreed unanimously.

2.2b Matters Arising

There were no Matters Arising

3 Finance Monitoring

3.1 Budgetary Control Report

Governors had been provided with the Budgetary Control Report to the end of October 2018.

JB re-iterated the comments within her written report noting that there had been little change to the budget since the last meeting. When the committee next meets in the new year it will be possible to give a more accurate prediction of the year end budget, which at that point looked to be on course for a probably carryforward of £82,748. However, JB advised that this would reduce slightly as not all predicted expenditure had yet been processed. Overall the position looked likely to be as originally budgeted with a carry forward in the region of £61,000. Confirmation had now been received of the pay award grant for teachers pay, which will be £6,921. The pay award would be processed in the November payroll along with points awarded following teacher appraisals.

There were no matters arising that did not appear on the agenda for this meeting.

4 Premises

4.1 Boiler

As detailed in the Business Manager's report, the school's heating and hot water system is in urgent need of attention to ensure that it is able to continue to work efficiently and reliably. JB explained that, having taken into consideration the unreliability and costly maintenance of the air source heat pumps, it was recommended that these be decommissioned and a second boiler installed to provide the school's heating and hot water. Governors agreed that this option be pursued. Peter McKenny had asked a mechanical engineer to undertake an initial feasibility assessment of the boiler room and to provide a ballpark figure for the installation of a new boiler. He had also quoted for the provision of an emergency boiler, should the existing one fail, which would cost £2,000 to install and another £2,000 per month to hire. The initial visual survey suggests that it is possible to install a new boiler and, whilst the quote had not yet been received, Peter McKenny had estimated that this would be in the region of £10,000.

Governors considered the situation and the information provided and agreed that the school pursue the installation of a new boiler. Governors also agreed that the school request that the Local Authority fund the scheme through the emergency bid process. It was noted that there would not be sufficient capital funds to pay for these works from the school budget, however in order to ensure that the scheme went ahead, revenue funding from reserves could, in an absolute emergency, be used. It was also noted that it would be necessary to obtain three quotes for the works. At present it was not known if PCM would commission the works on behalf of the school, or if this would be taken on by the Local Authority. Either way, it was agreed that in order to ensure no delays to the process, governors could approve the successful quote by email.

JB

4.2 Other Premises Matters

- Air conditioning unit – governors agreed that the air conditioning unit in the upstairs server room be replaced, rather than repaired.
- Wooden planters – it was suggested that a parent/parents could be approached to carry out the removal of the remaining rotting wooden planters instead of paying John Flood to do the works. CF/HK to advise JB of families to approach.
- Governors offered to write to the Local Authority outlining the Governing Body's dissatisfaction with the lack of support being offered to the long-standing premises issues which have stemmed from the build of the new school.

JB

Governors

5 Headteacher's Report

JC added the following comments to his written report:

Staffing Update

- Two new Teaching Assistants had been appointed to start work in the new year. A third would be interviewed the following week.
- Plans were still being finalised to cover CF's maternity leave, including ensuring DP coverage and cover in classrooms. It was planned to recruit a SEND TA (internal advert) to enable the Senior Inclusion Officer post to be expanded to include more work linked to the DP role. JC to report to the full GB meeting when plans have been finalised.

JC

Safeguarding

- An internal safeguarding audit was being carried out and the SLT would meet after half term to discuss this and feedback to governors.
- RA to visit to monitor the SCR in late November and to look at the safeguarding section of the SIP in early December.
- A fire drill had taken place the previous day with the school being evacuated successfully. Evaluation had identified a number of areas to improve upon and plans to address these were being considered.

SLT/JC

RA

School's Information Management System and Financial Accounting System

Also noted within the Business Manager's report.

As the Local Authority's licencing agreement with Capita for the provision of SIMS and FMS expires at the end of March 2019, JB and Marie-Anne Crawley have been investigating alternative provision. Three MIS providers were favoured above others by JB and MAC and these have been invited to give presentations at Shirley on 12th December. JB had also arranged for HCSS, a FAS provider, to come and give a presentation to staff and governors from Shirley, as well as managers from other Cambridgeshire primary schools on 28th November. JB invited governors to attend or to submit questions to be asked. IS hoped to attend. A decision has to be made before the end of December regarding which system to purchase. This gives a very short timeframe to fully investigate the different systems on offer and to obtain quotes. JB to keep governors informed of progress.

JB

6 Pupil Premium

Governors were pleased to note that Pupil Premium pupils were making good progress and were scoring higher than non PP pupils in three out of four areas. Governors questioned this and felt that more contextual information was needed to give a fuller background to the figures, including for non PP pupils.

The impact of interventions introduced to raise the achievement of PP pupils were presented in a RAG rated format including a summary for each aspect. HK added that funding had been slightly less than was received in the last year due to fluctuating numbers of children qualifying to receive it. Governors felt that the report offered a good example of evidence based interventions. Governors questioned why the two day Easter School had been cancelled? HK explained that this was an expensive option and past evidence showed that the impact did not justify the cost, with longer-term interventions with more depth being more successful. Governors questioned how interventions were planned and HK explained that in doing so account was taken of the needs of the children and the budget available to ensure successful and best value impact.

HK reported that parents were actively encouraged to sign up to see if they qualified for Pupil Premium in order to maximise income and that as many children as possible were encouraged to take a meal on census day, with the numbers of children qualifying for and taking free school meals on the day determining funding for the year.

There was discussion regarding the levels of persistence absence and measures being taken to reduce this, as Pupil Premium is used to contribute to the cost of employing an Attendance Officer. Governors noted the reasons for a decrease in attendance figures as given in HK's report. The matter of parents providing medical evidence for a child's absence was discussed. Governors noted that for minor illnesses, when a visit to the doctor may not be appropriate, it was difficult to challenge a parent's decision to keep a child at home. Governors discussed possible links with health professionals to support attendance and also with the preparation of EHCP plans. Governors requested that data reflecting the impact of interventions be shared so that they may monitor this in light of the introduction of new procedures.

7 Sports Premium

To be reported at the next Full Governing Body Meeting.

8 Strategy

SDIP to be presented at full Governing Body meeting.

9 Health and Safety

Heather Cook had previously held the positions of Health and Safety representative in school and Health and Safety Governor. Since her retirement at the end of the summer term these positions had remained unfilled and the half termly health and safety inspections had not taken place. JC to consider which member(s) of staff might be able to take on this additional role.

JC

10 Statutory Responsibilities

Pay Policy

An updated pay policy, with proposed changes highlighted, had been circulated to governors. Governors discussed the proposed changes and agreed that the policy be amended thus:

- P5 Threshold applications – accept the proposed changes with applications to be made by the end of the first half term and submitted to the Headteacher. Progression (where approved) to be implemented in September on an annual basis. Decisions to be at the discretion of the Headteacher and to be reported to Governors via the Headteacher's report.
- P6 Appraisal Review Committee – to comprise two governors. Accept proposed wording '... may be referred for moderation...' Also accept proposed sentence 2.8.2.
- P9 para 3.6.4 Accept proposed wording.
- P10 para 6.1.2 Accept proposed wording.
- P13 para 8 (optional paragraph) – keep this paragraph in policy.
- P14 para 10.3 JB to check with EPM that salary safeguarding is applied to support staff in Cambridgeshire as per wording and to leave/amend as appropriate.
- Annex D to be included
- Annex E – JB to add salary scales to include UPS3
- Annex F – wording to be included as agreed at previous full Governing Body meeting.

JB

JB

JB to make agreed changes to policy. IS proposed and MA seconded that the policy with the amendments as agreed be presented to the Full Governing body to approval and adoption.

JB

11 Any Other Business

There was no other business.

12 Date of Next Meeting

The next meeting of the Resources Committee is scheduled to take place at 6.00 p.m. on Wednesday 23rd January 2019.

The meeting closed at 7.55 p.m.

Summary of action points

Agenda item	Summary of action	By whom
4.1	Boiler – JB to advise PCM to go ahead with arranging installation of new boiler and seek emergency funding for this from the LA.	JB
4.2	Wooden Planters – JB to contact parents (as advised by HK and CF) to see if they are able to help with removal of wooden planters.	JB
4.2	Governors to write to LA to seek financial assistance to remedy outstanding premises issues.	Governors
5	Staffing – JC to report to full GB regarding staffing plans to cover CF's maternity leave.	JC
5	Safeguarding <ul style="list-style-type: none"> • JC to report to Governors following safeguarding audit • Ruth Adams to visit to monitor the SCR in late November and to look at the safeguarding section of the SIP in early December. 	JC RA
5	MIS/FAS – JB to report to Governors re. preferred options	JB

9	Health and Safety representative – new representative to be appointed from staff team	JC
10	Pay Policy – JB to investigate queries and make amendments as agreed for presentation to FGB.	JB

Glossary

DP	Designated Person (for safeguarding/child protection)
EPM	Education Personnel Management (the school personnel adviser company)
FAS	Financial Accounting System(s)
FGB	Full Governing Body
FMS	Financial Management System
MIS	Management Information System (school data)
PCM	Peter McKenny Property Maintenance Services
PP	Pupil Premium
SCR	Single Central Record
SEND	Special Educational Needs and Disabilities
SIMS	Schools Information Management System
SIP	School Improvement Plan
SLT	Senior Leadership Team
TA	Teaching Assistant

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

Signed _____

Position _____

Date _____