

Shirley Community Nursery and Primary School Governing Body

Minutes of the meeting of the Governing Body's Resources Committee held at school on Wednesday 19 October 2016 at 6.00pm

Members of the Committee:

Martin Campbell
Heather Cook
Karl Grenz
Angela Leach
Angela Mason-Bell
Iain Smith
Clerk: Harriet Owen

Invited attendees (non voting):

Hannah Kidney (Deputy Head)
Suzanne Wernham (Deputy Head)
Gillian Elwood (School Business Manager: SBM)

Present: Martin Campbell, Heather Cook, Karl Grenz, Angela Leach (Head), Iain Smith (GB Chair).

Invited attendees: Hannah Kidney (Deputy Head), Gillian Elwood (School Business Manager)

Visiting for the opening presentation: Luke Frett (School ICT Lead). In attendance: Harriet Owen (Clerk)

1. Statutory responsibility

Election of Chair (one year term of office)

Heather Cook proposed **Karl Grenz**. The proposal was seconded by Iain Smith. There were no other nominations. Agreed by all.

Election of Vice Chair (one year term of office)

Karl Grenz proposed **Iain Smith**. The proposal was seconded by Heather Cook. There were no other nominations. Agreed by all.

Presentation: the school's ICT provision (Mrs Kidney and Mr Frett)

Mrs Kidney noted the presentation concerned maintaining, not building, the school's ICT provision. Mrs Kidney gave a breakdown of ICT hardware within the school, its typical lifespan and replacement costs, on a mapped rolling programme. The hardware for use by teachers, TAs and pupils was discussed e.g. the replacement costs for laptops for teachers and TAs are approximately £460 per unit. Laptops, from staff that have left, are used by new members of staff wherever possible. Hardware, portable ICT items, ICT provision and costs in the classrooms and the ICT Suite were also discussed. The meeting noted Early Years have £800 per class a year allocated for ICT consumables e.g. BBUGS. Mrs Kidney discussed the prices within an overview of hardware replacement costs. In 2016-17 the estimated replacement costs are £25,000-26,000; in 2017-18 £28,000-31,000; in 2018-19 £34,000-37,000. In answer to a Governor's question about building up funds for ICT replacement costs, the Head said the LA's financial advisor, when building the budget, allocates £30,000 to ICT; then other areas are given their allocations. This means the school knows it is keeping pace with ICT developments. Mrs Kidney said the budget allocation covers planned spending i.e. the smartboards are being replaced one by one, and one of the laptop trolleys is to be replaced. The meeting discussed costs. A Governor asked about the necessity to replace hardware: Mrs Kidney said hardware is replaced when it becomes out of date and is no longer covered by warranty. It is not unusual for a PC to crash because it cannot cope with the amount of memory it needs. Mrs Kidney said the school wished to retain iPads, as they are clean machines to use; it is hoped Apple will not issue updates in the immediate future. Mrs Kidney told the meeting that the presentation is to inform future budget building, as the school's budget has to fund ICT. A Governor noted that if the allocation made within the budget is sufficient, then any savings could go forward. Mrs Kidney said that accessibility needs to be built up e.g. many points are not live and not able to be used.

Options to reduce costs were discussed. These include removing one laptop trolley, TAs accessing laptops from a trolley only, rather than having them available in the classrooms (reduces by 13 laptops), delay the purchase of ICT Suite PCs by 1-2 years; share x6 iPads per year group (halving replacement costs). A Governor suggested looking at a different longer-term solution e.g. using hand helds rather than laptops. Mrs Kidney said the school had discussed where laptops are needed and the use of tablets; however, the school would struggle to meet all the needs of the curriculum with tablets. Mrs Kidney will talk to the ICT service again about possible changes with the functionality of tablets to meet the needs of the curriculum. Any decisions about using tablets would need to be carefully considered e.g. would a PC office interface or tablet interface best prepare pupils for post-school life. Microsoft office is used widely in the curriculum and whilst the school is open to looking at other possible solutions, planning mechanisms would need to be carefully considered. The Head said the school is open to other ICT options e.g. replacing laptops with tablets; however, the budget is tight, so it would be helpful to see what companies had to offer e.g. at Conferences. In answer to a Governor's question, Mrs Kidney said the IT service the school uses, undertakes all maintenance and upgrades. A strand of the curriculum is understanding ICT; pupils take apart e.g. old keyboards, so they have an understanding of technology but pupils do not undertake maintenance tasks. A Governor said a replacement strategy was needed and whatever appropriate expenditure this incurred should be put in the budget. Mrs Kidney said she would look for further information about replacement costs. The interactive whiteboards are used heavily, consequently, lower cost replacement options had been chosen. A Governor asked if lower cost options were the best way forward, if the school was looking for a longer life of ICT items. Mrs Kidney said she would want any ICT options to be tried and tested and demonstrate they meet the needs of the curriculum before any substantive changes, that would include the need for additional CPD, are considered. Pupils need enticing into learning and ICT was often the prime mover in enabling this to happen. The Chair thanked Mrs Kidney and Mr Frett for their presentation. *Mrs Kidney and Mr Frett left the meeting at 6.30pm.

Statutory responsibility (continued)

- **Apologies**

Angela Mason-Bell (prior commitment); Suzanne Wernham (prior commitment). The Committee agreed apologies were accepted.

- **Declaration of interest**

None declared.

- **Approve annual agendas**

After discussion, the Committee agreed to add Safeguarding to the remit and remove Equalities (as the Equalities Governor attends the Standards Committee and will have a clear understanding of her remit).

- **Approve minutes of the last meeting (6 July 2016)**

*one typo noted: actioned not auctioned

Mr Grenz proposed, Mr Smith seconded the minutes of 6 July 2016 be accepted. Agreed by all.

- **Actions arising**

The Head said twenty Year 6 pupils are to attend an 'Inspiring Futures Day' at NCA before half term. They will join nearly 200 pupils from Cambridge for this event that aims to introduce pupils to people from diverse backgrounds who have taken various career routes. The Head said it would help pupils by introducing them to exciting opportunities that are available with a particular emphasis on creativity and technology.

Mrs Elwood said she met with Ray Byford (school's financial advisor) this week. There are no unexpected changes with expenditure to report. Budget allocations are in line, as reflected in the BCR. Mrs Elwood said she is confident photocopy costs have decreased because she has ordered less photocopying paper. A cut off for curriculum orders in January will ensure subject leaders' spending is made by that point: this will inform the carry forward. Mrs Elwood said she would ask Mrs Bingham to print off individual budgets for budget holders.

2. Finance Monitoring (SBM)

Mrs Elwood noted copies of the BCR for month 6 had been distributed. The forecast variance is based on all budgets being fully spent as set. Mrs Elwood will review these areas on a monthly basis to year-end, particularly at the end of the third quarter.

Mrs Elwood said there is no way of knowing if it is going to be a hard winter; therefore, utilities may rise. However, at this six-month point, anticipated expenditure is in line with profiles.

In answer to a Governor's question, Mrs Elwood confirmed the current carry forward is forecast at £34,465.

Mrs Elwood said the staffing toolkit is up to date. There is an overspend of £12,500 on staffing costs. This reflects associated costs to the changes to the teaching assistant team at the end of the year and has been factored into the carry forward. In answer to a Governor's question, Mrs Elwood said the staffing toolkit is up to date and the £901,000 set against staffing salaries costs at budget building in March, had fallen to £898,000, due to the recruitment of NQTs.

The meeting discussed ongoing issues with replacing the cloakroom taps. The Head said funding had been allocated for the planned replacements.

ACTION: the Head asked Mrs Elwood to action the tap replacements as an urgent priority. Effective hand washing must be easily available. Mrs Elwood will report to the next Committee on actions taken.

A former changing room has now been converted into a secure storage area. Destruction of old documents was undertaken after consultation with the County about required retention times.

Outside planters continue to be a problem. Money for replacement containers has been budgeted. Mrs Elwood has requested a quote for replacing rotting wood but the lights in the planters are proving an issue. The Committee discussed possible substitute materials. The Head noted other local schools have replaced similar containers.

ACTION: Mrs Elwood will research and present a project proposal to Governors at the next meeting.

The finance officer is currently on sick leave. Her duties have been undertaken by a temporary member of staff.

The revised budget for ICT is being used in line with the school's planned programme.

In answer to a Governor's question, Mrs Elwood said the school fund of £9,175 is included in the carry forward. The Committee discussed this inclusion. Mrs Elwood said County had said it should be in the school's budget as part of the school's accounts. The Head said the school fund cannot be used as part of the carry forward 'pot' and it must be ring fenced. Mrs Elwood said she is maintaining a spreadsheet to show where school fund has been used.

Admin costs show a spend of £21,000 against a profile of £17,000; however, this includes the costs of the new staging. The Committee noted the generosity of Team Shirley in matching the school's expenditure for the new staging (£5,000 total).

Mrs Elwood clarified the meaning of the 'hands' illustrations on the CFR e.g. thumbs up = ok; a handshake = ok'ish; thumbs down = look at it. A Governor said that, in effect, this is a means of RAG rating the CFR, and is useful for Governors.

Capital Income is £8,800. The Head said this could be put towards e.g. ICT expenditure or buildings. A Governor noted that ICT has a revised total of £17,000 set against it in the budget. Mrs Kidney's presentation had outlined a replacement overview of £25,000 for 2016-17 and suggested this may be where the additional funding could be found. The Head said the needs of hardware replacement could include using capital expenditure and will ask for approval from this Committee if this is thought to be the best way forward. The Committee noted that the budget's anticipated carry forward of £52,600, was now £34,000, if every area of the budget is spent. Lower numbers in the Nursery meant lower funding allocated for the Early Years. The Committee Chair noted the carry forward of £34,000, previously reported earlier in the meeting, was in effect £25,000, as £9,000 of school fund is included in the carry forward but is ring fenced.

ACTION: Mrs Elwood will report on the October BCR at the next Committee meeting on 23 November, particularly noting adjustments to the forecast variance, so accurate and up-to-date figures are given to Governors.

Development and finance report of the Shirley Centre

Mrs Elwood said she wanted to review the rents of the Centre's user groups, to assess the impact of any rise in utilities costs, additional personnel using the facilities and extra storage space being supplied etc. The Committee discussed these points.

ACTION: Mrs Elwood will present a rental review proposal to the Committee at its Spring A meeting, in time for budget setting.

Mrs Elwood detailed usage of the Centre. Personnel using the Children's Centre have increased due to other local centres being closed. More children are now attending the Specialist Unit. Zumba classes continue. The local football team does not use the facilities any more. There has been an increase in bookings by the City and County Council in the evenings. The school's car parking availability is believed to be a positive benefit in attracting these bookings. Mrs Elwood said she wanted to avoid Sunday lettings as it impacted on site staff. A new cleaner is due to start shortly and will look after the Centre cleaning. A new overhead projector is needed in the Hall. A company has recently visited to count the number of car parking spaces available in the staff car park. Mrs Elwood said she understands all local companies and businesses are having this carried out. It may be connected with the new railway station and/or with the Cambridge Plan.

A Governor asked if the Centre is meeting its aim of being used by the community, as just a Zumba class being accommodated. Mrs Elwood said activities during the day could not be accommodated. Projected income is on target. Mrs Elwood discussed the Centre advertising literature and noted it is overdue for a review. The Committee discussed this point.

ACTION: Mrs Elwood will review the Centre leaflet, the Lettings Policy and review the price banding. This will come to the Spring A meeting. **ACTION: Mrs Elwood will bring a completed Comparator exercise to the next meeting.**

3. Premises

The Committee agreed relevant points had been taken earlier in the meeting.

4. Head's report

The Head gave updates to her report that had been distributed prior to the meeting.

Christine Marsters has agreed to return to the school on a part time (50%) basis to cover Mrs Kidney's maternity leave. Mrs Kidney's maternity leave starts on Monday 7 November. Mrs Wernham is settling in well. The numbers on roll at 6 October is 415 (January 2016 census 434). This reflects the lower numbers in the Nursery; at present, there are 16 pupils in the Nursery, out of a capacity of 26 places. There has been a considerable amount of pupil movement but overall it balances out. In answer to a Governor's question, the Head said the school is above the national average for Pupil Premium. There has been a slight decrease in the numbers of pupils on the SEN register; however, there are some children in Early Years yet to be included on the register.

The Head said it is important that the numbers of children in the Nursery are monitored closely, particularly with the proposed introduction of 30 hours a week child care in 2017 for working parents. Currently, funding coming in does not meet the expenditure on staffing. **ACTION: the Head is to meet with Ray Byford to look at these costs in more detail regarding funding in 2017 and will update Governors.**

Non-staff Governors on this Committee are to meet on 2 November to consider recommendations following the completion of teachers' appraisals.

Reverend Adams has visited recently and talked to the five NQTs about their experience of the school's induction process, including safeguarding; the SCR was also monitored by Reverend Adams with Mrs Elwood. Mr Grenz and Reverend Adams met with the Head earlier today to discuss the Safeguarding monitoring schedule. The Head has invited the LA to carry out a Safeguarding Audit on 2 December. The outcomes will be reported to Governors. The Head discussed the introduction of an Invacuation Plan. This is included in the list of Safeguarding requirements and is the procedure for the invacuation of the school's pupils and staff. In answer to a Governor's question, the Head said in the event of an evacuation, the school has an arrangement to evacuate to the Brownsfield Centre. **ACTION: The Head will bring the Invacuation Policy to the next meeting of this Committee.**

ACTION: Mrs Elwood will bring a report of the previous term's staff absence to the next meeting.

5. Pupil Premium

This report will come to the next meeting.

6. EPM HR Update

The Head noted the safeguarding policies are seen by the Safeguarding Governors. There are revisions to existing policies that the school will make and bring to the Committee. **ACTION: SLT.**

The Chair of Committee said he would consider the audit section in the EPM document and report back.

ACTION: the Chair of Committee.

7. Strategy

No items.

8. Safeguarding

Governors agreed relevant items had already been discussed. **ACTION: the Head will bring the Invacuation Plan to the next meeting when it has been discussed with all staff and user groups, including the school's Breakfast and After School Club.**

9. Statutory responsibilities

No items.

10. Conclusion items

Non-staff Governors on this Committee meet on 2 November 2016 at 6pm.

The next Committee meeting is on Wednesday 23 November 2016 at 6pm. The meeting closed at 7.55pm.