

Shirley Community Nursery and Primary School Governing Body

Minutes of the meeting of the Governing Body's Resources Committee held at school on Wednesday 21 June 2017 at 6.00pm

Members of the Committee:

Dr Mark Abbas
Martin Campbell
Heather Cook
Karl Grenz (Chair of Committee, GB Vice Chair)
Angela Leach (Head)
Mark Lewis
Angela Mason-Bell
Iain Smith (GB Chair, Committee Vice Chair)

Clerk: Harriet Owen

Invited attendees (non voting):

Hannah Kidney (Deputy Head) currently on maternity leave*
Suzanne Wernham (Deputy Head)
Lorna Bingham (Acting School Business Manager: ASBM)

Present: Mark Abbas, Heather Cook, Karl Grenz, Angela Leach, Angela Mason-Bell.

Invited attendees: Suzanne Wernham (Deputy Head), Lorna Bingham (Acting School Business Manager)

Visiting: PeterMcKenny (PCM) School's Property Manager

In attendance: Harriet Owen (Clerk)

1. Statutory responsibility

• Apologies

Martin Campbell (work commitment); Mark Lewis (previous commitment); Iain Smith (away from Cambridge).

The Committee agreed to accept the apologies.

• Declaration of interest

None declared.

• Approve minutes of the last meeting (2 May 2017)

Mr Grenz proposed, Mrs Cook seconded the minutes of 2 May 2017 should be accepted. Agreed by all.

• Actions arising

None to report.

2. Peter McKenny (School's Property Manager)

Mr McKenny was introduced to the meeting. He has been the school's Property Manager for 17 years. His company provides 24/7 cover for the school and advice that includes project management and servicing of contracts. His company hosts an online system that sends quotes and schedules to schools. School can either reject or accept quotes and send a confirmation to contractors. The Chair said there are a number of Premises projects that need attention and he thanked Mr McKenny for attending the meeting to give Governors of guidance concerning urgency/costs etc. Mr Grenz said with a decreased budget, Governors need to consider carefully which projects should be prioritised. The Head said whilst the school is able to carry out some small projects in-school, other projects need servicing through PCM; however, some projects need addressing as a priority so Governors will need decide how funding should be allocated.

Mr McKenny discussed the ventilation systems; the bearings on the fans have eroded, resulting in a loud noise that has become so loud the fans have had to be turned off. Fortunately, the areas that are predominantly affected are the staff cloakrooms; it is not throughout the school. The meeting agreed that if Governors decided repairs should be made, the level of finance involved to facilitate repairs and maintain servicing, would require three quotes to ensure financial regulations were met.

The meeting discussed the kitchen requirements. Repairs and purchases for the kitchen are the school's responsibility, not the school's catering contractor, ABM. Mr McKenny said the kitchen equipment needs servicing annually and the servicing of the extractor system needs constant monitoring to ensure readings are within safety limits. The meeting discussed the responsibilities of the companies who carry out the servicing. Mr McKenny said the company that is used for this work needs to be a company that is conversant with kitchen equipment and regulations that are then responsible for the overall results of their servicing. Mr McKenny suggested Governors should consider arranging a contract for servicing the kitchen equipment as a priority. Prior to servicing being carried out, the extractor system should be checked, as a main issue is that pre-heated air is not coming into the kitchen at an appropriate level. Mr McKenny said costs to remove the old extractor system in the kitchens and starting again with a new system could be significant. A Governor suggested there is no design flaw, the system is now very old and the filters above the cookers become filled with fat. The Head noted the school does not have deep fat fryers. The meeting discussed the current cleaning arrangements for the extractor systems which are carried out by site staff. Mr McKenny said the cost of a new extractor system could be influenced by the fact that the kitchen building has a pitched roof. A designer would need to come in to look at a new design layout, as the present canopy is not big enough for the amount of equipment that is housed underneath it.

The Head said the servicing is a priority. A Governor asked about a specification being provided for companies who were approached

for a report. The specification should specify the work that needs to be done, together with quotes, as work above £2,000 requires three quotes. Mrs Bingham said the finance team is currently obtaining quotes.

The Head discussed a proposal she has received from ABM, to use the kitchens for the preparation of meals for another establishment in the area. The meeting questioned whether this would mean an excess of wear and tear would be placed on the school's kitchen and asked the Head to negotiate a realistic fee from the company for using the school's facilities. The Head said ABM representatives have been asked to formalise a quote for their request.

6.15 Dr Abbas arrived.

The meeting discussed other property issues. The Head said the school is concerned about the rotting wood in outside seating areas and the difficulty in removing these structures. The Head said the school does not have the funding to improve these areas, as other projects were taking priority e.g. repairs in the kitchen. A feasible solution is needed that does not involve excessive costs. After discussion, the meeting agreed Mrs Bingham would email the appropriate person at the County to ask for advice.

The lights at the front of the school are continuing to give problems despite being repaired. The Head said that if all outside lights are working, then the level of visibility is adequate.

Problems with cleaning the gutters were discussed. Mr McKenny discussed the safety requirements for contractors working at height on buildings and the need to have a harnessing system serviced, if used. In conclusion, the Head said she would explore with site staff how they could work safely on the roof to remove balls. This work would take into account method statements. Mr McKenny said he understood an order had been raised for 30 balloon pipe covers to prevent future blockages. Mrs Bingham will check if this order was processed.

Mrs Bingham said the site staff would sand and reseal the floor in the Centre Hall during the summer holiday. Mrs Bingham confirmed the lift is regularly serviced. The meeting discussed the procedures for assisting staff who may become stuck in the lift. Mrs Bingham noted the lift company said they would not recommend rescue being undertaken by staff. If the caretaker was designated to this role, training and a risk assessment would be required.

Mr McKenny concluded that getting the kitchen equipment serviced this year is a priority and obtaining the appropriate contracts for this work is a priority. If funding is not available, the air conditioning may have to wait to be repaired, as it does not impact on the health and safety of the children.

7:00pm - Mr McKenny left the meeting. Governors thanked Mr McKenny for his updates.

The meeting agreed the kitchen issues highlighted by Mr McKenny suggest it is a priority area to address. The meeting agreed that funding should not be committed until reports are received from contractors, that includes priority findings, an identification of an assets list, an outline of servicing and warranty systems, together with quotes. The finance team will action reports and quotes for Governors' consideration.

The Chair said a schedule of work needs to be compiled as addressing premises issues needs continuity. Mrs Bingham will compile a list and liaise with the new business manager. The Head said the school's grounds man would be approached to rectify the problems with the rotting wood in the outside areas.

The meeting agreed the kitchen issues are the current priority and other remedial works should wait until Governors have received reports and quotes from kitchen contractors that would provide a fuller understanding of future funding commitments.

3. Finance Monitoring (SBM)

Mrs Bingham reported on exceptions in the BCR.

County guidance this month was that the budget toolkit was not to be imported into the BCR. The toolkit gives details of all monthly staff salaries. County schools had received a new BCR template in June, as the FMS cost centre structure has been changed. This is because in the future County want to streamline cost centres, with one new cost centre being set up. Mrs Bingham said it is assumed that the toolkit will be able to be updated into the BCR at a future date.

As per the toolkit, the school expects employee costs for April and May 2017 to be £276,518. Mrs Bingham explained variations in employee costs that have resulted in an increase in this period. Mrs Bingham said there is a need to investigate the differences and ensure the toolkit is complete and accurate.

The bank interest is less than budgeted (profile £216, actual to date £61): the budget may need to be revised to reflect this decrease. Mrs Bingham noted other increases in income (currently £3,400 higher than expected at this point of the financial year), need to be matched to expenditure. Mrs Bingham is investigating this variation.

The costs of ASC staff salaries is higher than budgeted for this point in time, showing an increase from the profile of £4,720 compared to the actual spend to date of £5,861.

Mrs Bingham updated Governors on the use of the Shirley Centre. It is expected the Specialist Teaching Team will not continue to rent a room from the school next year. The Children's Centre continue with their rooms rental and the Orchestra continues with their regular weekly booking of the Centre Hall. Other ad hoc bookings were noted. Mrs Bingham said a potential regular weekend booking is under discussion with a local Theatre Group. Whilst the lettings income is higher than budgeted it should be noted that the profile is based on equal twelfths.

In answer to the Chair's question, Mrs Bingham said the revised budget shows a carry forward of £31,337.

In answer to a Governor's question, Mrs Bingham said the decrease in bank interest may be a result of the school dropping to a different bracket of interest. Mrs Bingham will investigate if this is the case. In answer to a Governor's question, Mrs Bingham said the salary spread of ASC staff was over 52 weeks, not the 38 weeks the school was operational. The Chair noted that employee costs show a £5,000 increase over budget for the opening two-month period in this new financial year. Mrs Bingham said contributory factors e.g. teachers claiming for KIT days, have contributed to this overspend. Mrs Bingham said the staffing toolkit would be checked for costs overall, and in ASC in particular to ensure all costs were accurate. The Chair said that, in future, he would like to receive a closely monitored breakdown of costs; with a decreased carry forward, all overspends are a cause for concern and need to be scrutinised and itemised.

The meeting discussed the premises costs, noting the costs of routine maintenance and repairs, including the costs of repairing the air conditioning in the server room. The Premises budget is £30,000, giving a monthly budget of £2,500. This has been exceeded in the last two months due to a considerable amount of work being completed. Mrs Bingham said there needs to be close monitoring of premises expenditure as additional expenses will be incurred under this budget profile during the remainder of this year. This is expected to include the servicing of kitchen equipment and, if agreed, repairs to the ventilation system. Mrs Bingham gave an analysis of premises expenditure that had been completed in April and May 2017. The installation of a variant alarm had cost £500. The meeting agreed that best value must be sought from companies the school uses. In answer to a Governor's question, Mrs Bingham said the income from the Shirley Centre is expected to generate £9,000 into the budget. The Chair thanked Mrs Bingham for what will be her final reports to the Committee.

4. Budget Update

The meeting agreed relevant items had been taken at an earlier point in the meeting.

5. Premises

The meeting agreed relevant items had been taken at an earlier point in the meeting.

6. Headteacher's Report

The Head discussed points within her report. Currently there are 419 pupils on roll. The Head discussed the pupil numbers expected the school in September in Pre-School and Reception. The meeting discussed numbers of children entering Reception classes in the area, noting that numbers of places available may not necessarily correlate with predictions from the County demographers. With new appointments made recently, the teaching profile is complete for September. A letter highlighting the Co-Headship, SLT membership and class teacher arrangements for next year has been sent to parents this week. Following interviews, which the Chair of Governors attended, Claire Fonseca has been appointed as Acting Deputy Head from September. This is a one-year fixed term appointment. The school welcomes a new School Business Manager Mrs Bouttell, in September. Mr West is to remain in post as Finance and Premises Officer. Two TAs have been appointed to start in September. One TA is leaving at the end of term to commence teacher training.

New staff will receive child protection, esafety and PREVENT training as part of their induction programmes in July and September. Mrs Mason-Bell (Safeguarding Governor) visited today to monitor the SCR. A report of this visit will come to Governors. In line with best practice, Mrs Bingham is adding columns to the SCR to record staff safeguarding training.

As reported previously, over 70 staff attended Child Protection training on 18 April. All members of staff have been trained or had their training refreshed within the 3 year statutory period. Safeguarding updates are planned into staff meetings and TA briefings regularly.

Mr Grenz and the Head will meet later this term to continue working on the Safer Recruitment Audit Toolkit.

The Safeguarding information board has been updated following changes to the referral process that came into effect on 1 April 2017.

Mrs Kidney and Miss Fonseca are attending Child Protection Designated Person refresher training before they return in September, following their maternity leaves.

The school will have a lunchtime fire drill before the end of term. Another siren sounder has been built into the fire alarm system, to act as a signal sound for an invacuation (lockdown) procedure.

Staff absence, due to sickness, has decreased this term compared to the commensurate term last year. In answer to a Governor's question, the Head said the school does all it can to ensure staff are fit and healthy. Review meetings are held with returning members of staff from sick leave to ensure any needs are supported by the school.

The Chair asked the thanks of Governors are passed to Mrs Marsters, as she leaves the school on 11 July.

The Chair thanked the Head for her report.

7. Health and Safety Update

Mrs Cook discussed her report with the Committee. The school is waiting for a written report from PCM following a fire risk assessment. The need for additional fire extinguishers has been highlighted: Mrs Bingham is to action this point. The annual PE and play equipment safety check has taken place. Mrs Cook discussed the recommendations from the checks: wall bars were removed from the Centre Hall by site staff in the Easter holidays. New PE mats are to be sourced. Site staff are to make repairs to the activity trail. The school's grounds man will remove rotting wooden posts, as these have proved problematic for the site staff despite them correctly using suitable equipment.

The school's nursing team no longer come into the school to deliver training for medical conditions such as asthma, anaphylaxis etc. Staff now have to complete online training. Different modules are on websites for various medical conditions. Mrs Cook has completed the online training for asthma and anaphylaxis. The module for asthma is straightforward. Mrs Cook will ensure staff know how to navigate to the site that highlights anaphylaxis, as the website can present problems in navigating to the correct site. Mrs Cook has practise epipens so staff feel confident in using them and will co-ordinate online training for TAs in September. In answer to a Governor's question, Mrs Cook said the school does not have nebulisers on site. If a pupil required one, Mrs Cook would put together a health care plan and a nurse would come in to carry out training.

The number and types of incidents/accidents reported to the LA this term was discussed. Mrs Cook noted points and subsequent arising from a health and safety inspection she carried out with Mr West on 22 May.

The Chair thanked Mrs Cook for her report and diligence with regard to Health and Safety for all those within the school community.

8. Strategy

No items.

9. Safeguarding reports

The Head thanked Mrs Mason-Bell for her visit today to monitor the SCR. A record will be kept of SCR monitoring visits. Mrs Mason-Bell said she had not referred to source information on her visit today but had compared a list of staff from EPM, to those listed on the SCR. The meeting agreed that monitoring certain areas within personnel in detail, would give an assurance of best practice. The Head will contact Reverend Adams to ask if she has had an opportunity to update the annual monitoring schedule.

A Governor noted the CAF form has now changed and is now known as an EHA. The meeting discussed the impact of this change on schools and GP surgeries. The Head said if the school was not aware of a problem, it could not refer it and noted that sometimes, parents prefer to approach their family doctor, depending on the type of problem.

10. Statutory responsibilities

Best Value Statement (to be reviewed before going to the FGB in July): the meeting noted this statement is presented annually to the FGB. The Chair noted the Statement acts as a 'self-assessment form' so that Governors are satisfied the principles of best value are applied. The meeting agreed that the Statement's content gave Governors an assurance the school applies best value practices.

Mr Grenz proposed, Mrs Mason-Bell seconded the Best Value Statement should go the FGB in July. Agreed by all.

Statement of Internal Control (to be reviewed before going to the FGB in July): the Chair noted this Statement supports the CFR that is signed off by the Headteacher. It ensures adequate and effective annual controls are in place. Two minor alterations were suggested, one in appendix 8 and the other to the date the Statement applies, which the Chair will amend in the Statement to go to the FGB in July.

Mr Grenz proposed, Mrs Mason-Bell seconded the Statement of Internal Control should go the FGB in July. Agreed by all.

The meeting agreed that in future, these two Statements would be reviewed in February/March.

Charging and Remissions Policy (review): the meeting discussed this Policy, noting that trips are hugely beneficial to the children and the school tries to keep parental contributions to a minimum. The Head said request for remissions towards costs for the school's annual residential trip are considered on an individual basis. Mrs Bingham will advise parents who enquire that subsidies are subject to a 50% maximum subsidy. Remissions costs are funded from the Pupil Premium budget. Mrs Bingham has updated the benefits information in line with latest guidance. Remissions for music tuition costs may be applied for by parents in receipt of particular benefits.

Mr Grenz proposed, Mrs Mason-Bell seconded the Charging and Remissions Policy should be adopted. Agreed by all.

Governors' Allowances Policy (review): the meeting agreed the Policy is in place to ensure Governors are not financially inconvenienced by attending meetings or training, that may incur personal expense. The Head said that for some Governors' childcare costs might be a necessity. It was noted that very few claims are made by Governros.

Mr Grenz proposed, Mrs Cook seconded the Governor's Allowances Policy should go the FGB in July. Agreed by all.

11. Date of the next meeting: tbc at the FGB in July.

The meeting ended at 8.20pm . The date of the next meeting tbc at the FGB on 13 July 2017.

The Chair thanked all Committee members for their contributions this year.