

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL ON THURSDAY, 14th NOVEMBER, 2013 AT 5.00 P.M.

Present: Zoe Thorn (Chair – item 4 onwards), Martin Smart, Joanna Dean, Lucy Walker, Sarah Ransome, Kevin Blencowe, Tony Davies (Headteacher), Adrian Strowger (School Business Manager) for item 5, Anne Maskell (Clerk to Governing Body)

Tony chaired the meeting for the first three items.

1. Apologies for absence

ACTION

None received. Apologies for late arrival were received from Kevin.

2. Declaration of pecuniary interests

Governors present had no additional interests to declare.

3. Election of Chair

Zoe was nominated by Lucy, seconded by Kevin.
Sarah was nominated by Joanna, seconded by Tony.

In accordance with agreed procedure a secret ballot was held, following which Zoe was elected as Chair.

4. Minutes of the last meeting and matters arising

Lucy requested that the word 'happy' be removed from the penultimate sentence under item 5 (approval of new Pay Policy for St Matthew's.) With this amendment the minutes of the last meeting, held on 12th September 2013, were agreed as an accurate record. There were no matters arising which would not be addressed later in the agenda.

It was agreed that, in future, minutes would be formally considered in 'draft' until approved by the whole committee at the following meeting.

5. Premises update

Adrian said that, apart from a few minor snagging issues, the second phase of the building was now operating well. Resetting of thermostatic controls to suit the ambient temperature would be needed. The outstanding furniture had now been delivered and planting of outside areas will be starting soon. Some costings for minor works were being obtained, including new toilets in the Nursery and repairs to the windows in Reception. The grounds maintenance staff have undertaken some initial work and remedial tree work will be needed in two areas – this should not impact on our budget. Some adjustment to the ivy-covered fencing around the after school club garden will be necessary for security purposes – this will cost in the region of £5K but will be funded by the City Council.

The possibility of installing drinking water in the Reception classrooms is being investigated (there is drinking water by the wash basins in the toilets). If there is lead piping Anglian

Water will replace this without charge – they will come in and assess the situation. There have been some issues with cars parking outside the designated spaces and blocking people in. Signs have been ordered. There will be a reminder to parents about parking arrangements in the next newsletter. There is a likelihood that the bollards may need repositioning or replacing.

Final work to the playground has been signed off and there are no remaining issues. A rota for the newly installed slide (The Factory) is being put together and the playground duty roster revised so that there is always a member of staff on duty near it. Tony showed governors images of some of the other pieces of equipment being planned after consultation with the children. All will be dependent on the necessary funding being raised and all possible sources will be explored. An interim plan for play equipment is being put together and the PTA has donated money to buy some consumables; playtime buddies are doing a great job of organizing games for the younger ones.

6. Budget 2013-14: update on current position

A copy of the Budgetary Control Report (BCR) and Tony's accompanying paper had been distributed with the agenda. Tony apologized that some copies of the BCR which had been posted were incomplete. Broadly the budget is on track for this financial year, with some variances in specific areas in both income and expenditure. In particular some budget areas which had required more estimate than usual due to the growth of the school were now overspent. With the increase in the number of staff (and the fact that many are currently away on maternity leave) variations in staffing costs are likely – the current budget had been generated from detailed costings but based on existing staff.

A Sports Premium grant of £9K has not yet been received, but will come into this year's budget. Our intention is to spend all of it and net it off. We now buy into the School Sports Partnership via our local secondary schools (but could look at other providers in the future if we so choose).

At present a contingency figure of c. £30K to carry forward into 2014-15 is anticipated.

7. Review of personnel policies

Copies of the policies for consideration had been emailed to governors in advance of today's meeting. Tony had prepared a paper highlighting the areas where we have discretion (the policies are all based on EPM model policies and we have no discretion on the majority of the content).

The following were agreed:

Recruitment and Selection - governors to be involved at interview stage but not for shortlisting as a matter of course, although they could be invited to take part if appropriate. It was agreed that all governors should have the opportunity to take part in interview panels if they wished to. In the past Governor Support Services have offered whole committee training in this area – Anne will investigate whether this is still available or what other topics are offered.

Flexible working – suggested clause agreed.

Anne

Sickness absence - some amendment due to the appointment of Business/Administration Manager. Suggestions re triggers for sickness absence interviews agreed, although it was felt that use of 'unacceptable' in terms of patterns of absence pre-judged the outcome of the interview and it was agreed that 'notable' or 'significant' be substituted.

Personal Information – agreed to keep to closed references. Staff can still request to see any reference that has been supplied.

Other policies/procedures agreed:

Disciplinary Rules for All Staff, Whistleblowing, Dealing with Allegations of Abuse against Teachers, Volunteers and other Staff, Redundancy Handling, DBS Ex Offenders Policy, Bullying and Harrassment, Flexible Working, Special Leave of Absence, Personal Information, Employment, Equal Opportunity for Staff, Capability.

8. Staffing update

Interview for TLR (teaching and learning responsibilities) have been held and 5 appointments made from a very strong field of 8 candidates. These are:

Melissa Hatcher – Science and ICT
Marie Bushen – Humanities and MFL
Ruth Platt – PSHE and Cultural (RE)
Mick Collard – Sport and Physical Activities
Lowri Chatfield – Creative Arts

At present some subject areas do not have leaders and this can now be addressed. TLR post holders will work closely with these curriculum leaders to co-ordinate activities. An announcement to parents will be made via the newsletter.

9. Any other business

Jo said that she would welcome more information regarding the data sets with which governors are required to be familiar. Tony said that the Fischer Family Trust Governor Data Dashboard presents some assessment data and does so with more context than the DfE Dashboard. Both of these dashboards will be presented to the Curriculum Committee at their next meeting. This meeting is usually open to all governors. Tony is also having a 'keeping in touch' meeting with our Advisor re Raise Online next week and will then pull out key information to present to the next Curriculum Committee meeting and subsequently to FGB.

10. Date of the next meeting

Thursday, 6th March, 2014 at 6.15 p.m.