

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 18th January 2017

Resources Committee Minutes – Part 1				
Date/Time		Location		
18 th January 2017 at 16:07		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Hannah Alford	HA		Tracy Cullerne	TC
Steven Leather	SL		Stephanie Rolfe	SR / Chair
Denise Woodgate	DW			

Apologies	Initials		Absent without Apologies	Initials
			Neal Davey	ND

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies ND did not attend the meeting and no apologies had been received.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (Parts 1 & 2) of the previous meeting on the 16th November 2016 The Part 1 minutes were signed off as a true and accurate record. SR asked BB to read out the part 2 minutes. DW made a handwritten modification to the minutes and they were signed off as a true and accurate record.		
4	Matters Arising:		
a	Land Transfer – update DW reported that no further progress had been made with the Land Transfer since the last meeting. DWF solicitors were continuing negotiations with DCC. DW would keep the committee informed of any progress.	DW	Ongoing
b	2015-16 Pupil Premium Report – Discuss impact at the FGB The report had been discussed at FGB, action complete.		
c	Premises – Review the data in the Connect system – Remove the post in the class 1 play area SR said she had been unable to access the connect system recently but noted it had been updated the last time she		

Signed S. Rolfe

Dated 8/3/17

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	<p>looked at it. DW reported that Alison Coffey (NPS) had recently updated the Connect System. However, she was going to review it again as some of the items were still listed as incomplete despite having been resolved. DW reported that there was a crack in the outside wall of the new toilet block. Alison Coffey had taken photographs but it was believed to be a minor settlement issue. DW would keep the committee informed.</p> <p>SR reported that the post in the class 1 play area had been removed. DW thanked SR and her partner for undertaking the work and said it had made a big difference to the play area. Action complete.</p>	DW	ASAP
d	<p>Appraisal Policy – Gain approval at FGB The policy was approved at FGB. Action complete.</p>		
e	<p>Health & Safety - Obtain quotes for a new picket fence DW advised that this was still to be addressed. Three quotes would be sought. HA asked how quotes were obtained, as her partner had a fencing business and she knew of another fencing company. SR said the finance policy had strict rules about obtaining quotes and if someone she knew were to submit a quote, she would have to declare an interest. DW agreed and explained that there was an approved supplier list and she would seek to obtain at least 2 from the approved list and perhaps one other. TC said that she thought a quote from a company not on the approved list would also be useful in comparing prices, to ensure value for money.</p> <p>DW said she would obtain quotes before April. SR pointed out that they work would be in the next financial year and the expenditure would be from the 2017-18 budget.</p>	DW	31/03/17
5	<p>Budget Monitor Review and Forward Planning The budget monitor report for 2016-17 had not been updated since the last meeting, it was due to be updated in February.</p> <p>The 3-year plan was reviewed and DW advised that the plan identified a deficit in each of the next 3 years.</p> <p>DW reported that the new school funding formula was being consulted upon. SR and DW would submit a response to the consultation. Having run through the figures for Bolham, it looked the new formula would have a positive impact on our budget, with increases applied over a couple of years, of about the £8000 (5%).</p> <p>DW stated that there would be an increase in pupils next year as 9 children would be leaving to secondary education and 16 would be joining in reception. Early indications show that potentially 29 pupils had Bolham as their first or second choice.</p> <p>DW said that further expenditure would be frozen until the new financial year (April) to protect the 2016-17 budget. At the FGB, the proposed budget recovery plan had been rejected by the board of governors and it had been agreed that DW contact DCC and enquire if the school could</p>	SR/DW	ASAP

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	<p>submit a 3-year budget that forecasted a deficit, based on future increased pupil numbers. DW reported that a deficit would only be allowed if it could be recovered in the next financial year. TC asked if the 3-year plan showed that the school would have a cumulative deficit of £27,942. DW confirmed that this was correct.</p> <p>SR asked about the Supply Staff cost of £8775 in the budget when the notes stated £6000 supply cover for 30 days. DW explained that the £2775 costs for the SENCO and Art Teacher, indicated in the notes, was included in that line of the budget monitor.</p>		
	The meeting moved to Part 2 minutes		
6	<p>Benchmarking – School Expenditure</p> <p>SR provided the committee with copies of a Benchmarking report showing Bolham's expenditure costs against that of comparable schools (based on numbers of pupils, age groups, rural location etc).</p> <p>SL asked what timescale the report was based on. SR stated it was 2015-16 data.</p> <p>SR led the review through the 12 categories. In summary SR said Bolham benchmarked well against other schools, except for supply staff costs where the school was at the higher end of the comparisons. However, this was not unexpected as Bolham had had high supply costs to cover long-term sickness of staff.</p> <p>It was noted that the supply cost included payment for the named SENCO advisor, who was external to the school. TC said that DW did not have the time to take on the SENCO role.</p> <p>Education Support Staff (TA's) costs to Teaching Staff were in the lower half of schools analysed.</p> <p>Administration and Clerical Staff costs were just above the middle in the list of schools.</p> <p>Occupation costs (Rates, Buildings, Water, Electricity etc) were also above the middle in the list. There had been a long-term water leak in the year that would have increased the school's costs for water in 2015/16.</p> <p>SR noted that Premises Costs (buildings maintenance etc) were quite low, especially for an old building.</p> <p>Educational Supplier costs were also at the lower end.</p> <p>TC said she believed that apart from the Supply Costs there were no areas that stood out as an issue.</p> <p>TC asked what was the advantage of joining a Federation. DW explained that potentially it would make use of sharing resources, for example</p> <p>In conclusion, SR said that reviewing the Benchmarking report had been a useful exercise that did not show any outlying areas for concern or where additional savings could be made.</p>		
7	Review Current Staffing Structure		

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	DW stated the current teaching staff was 4 teachers with a teaching assistant in each class.		
8	Review Asset Management Plan This item was deferred. SR would discuss with Mrs Pilling and report to back to the next meeting.	SR	08/03/17
9	Review Service Contracts / Service Level Agreements Babcock Services – Total £7569.40 <ul style="list-style-type: none"> Finance Consultancy £1155 (Core) & £1296 (Consultancy Days) Data and Assessment £131 School Library Service £1751.40 (per pupil) & £1046 (Core) Governor Support £456 School Improvement £1734 SR explained that the current service contracts had been reviewed for cost and value for money. SR said it was difficult to see where any savings could be made and asked DW whether the Library Service was still required and good value for money. DW explained that the service provided 100 fiction/non-fiction books twice a year and topic books every term. TC asked how many topic books this was. DW said it was 2 boxes per class (8x30 books). DW stated that she could not provide the same service by bringing it in house. The costs of the books and the time and management would be higher and books can soon become outdated. It was agreed that the services should continue. <u>HR ONE</u> DCC Personnel Services. It was agreed that the service should continue. <u>SCOMIS</u> IT services including the remote solution of problems and back up of school electronic data. It was agreed that the service should continue. <u>Maintenance of School Grounds</u> At £600+ the cost was the lowest in a comparison of 9 schools. The cost in some schools were often over £2k. It was agreed that the service should continue. <u>Educational Psychology</u> A new supplier had been used this year and SR asked if they were providing value for money. DW explained that there was more contact and visits from the new supplier and there was more consistency for pupils and their families than with the previous temporary educational psychologists provided by Babcock. More time had been taken to determine the specific needs of pupils and parents. TC asked if the service costs and TCLP cost reduction were accurately included in the 3-year budget plan. DW would check that the Educational Psychology figure was correct.	DW	ASAP

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	<p><u>Purple Hoppers</u> SR noted that the current contract with Purple Hoppers was due for renewal in April. TC asked if the pre-school and after school clubs could be run in-house. DW said that she had been advised not to consider this in the past. SR noted that running the service in house would mean employing staff and that would mean salaries and on-costs as well as admin and management of the service. DW explained that the school clubs do bring children into the school as parents look for wraparound care. SR asked if there was an opportunity to generate some income by charging Purple Hoppers for use of the school premises? SR added that currently Purple Hoppers were not charged for the use of the school premises. DW confirmed this was the case, as when the service started there were fewer children using it, so a charge was waived, but now the clubs were well established and used, so this could be time to review the current contract. TC asked what the parents paid for the club. SR explained that currently Purple Hoppers have a range of charges for the afterschool club up to £7 for the 3:30-5:30 session and either £5 for an hour or £2 for half an hour at the breakfast club. DW said the question was how much to charge for use of the premises. SR agreed, she said there was a lettings policy with agreed charges but these would prove to be prohibitive on a daily basis. SL asked if other schools charge and if so what they charge? SR said she was aware that other schools do charge for use of their premises but didn't know how much. DW proposed that she would make enquiries from Tidcombe School about their premises charges and report back to the next meeting. SR seconded. And all agreed.</p>	DW	08/03/17
10	<p>SFVS (Schools Financial Value Statement) – draft SR stated that the template had not yet been received from DCC. SR added that she had arranged to meet with Mrs Pilling on the 2nd February to draft out the statement. DW said the audit planned for the end of February would review last years SFVS.</p>	SR	02/02/17
11	<p>Review New Governors Pack & Induction The existing New Governor induction document had been circulated in advance of the meeting. SL proposed that it was accepted, SR seconded and all agreed.</p>		
12	<p>Review Training for Governors & Clerk Governors would continue to review the termly publication of Babcock training sessions and advise BB to book them. SR noted that it had been agreed to include training feedback and sharing of learning as a standard item on the FGB agenda. Brad Murray would be holding a training session for all governors covering RAISEonline and the new Data Dashboard on the 16th March, starting at 09:30 at the school.</p>	All Governors	16/03/17

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	All governors were encouraged to attend the training.		
13	Annual Fire Risk Assessment DW agreed to send the assessment document to TC. TC and DW would carry out the fire risk assessment and report back to FGB	TC/DW	02/02/17
14	Policies:		
a	Finance Policy The policy had been circulated in advance of the meeting and as no changes since last year SR proposed it was approved, TC seconded and all agreed. The policy would be taken to the FGB to be ratified. SR explained that the current document was a PDF which made it difficult to be modified. SR asked BB to add the link to the DCC into the document.	SR BB	02/02/17 02/02/17
b	Financial Policy Statement The policy had been circulated in advance of the meeting and was reviewed in conjunction with the Finance Policy. The only changes were the update to the approval dates on the front page. SR proposed it was approved, TC seconded and all agreed. The policy would be taken to the FGB to be ratified.	SR	02/02/17
c	Recruitment & Selection Policy The policy had been circulated in advance of the meeting. The DCC model policy had been updated in 2016 in line with Keeping Children Safe in Education. SL asked what LCSB stood for in section 1.5. DW advised it was Local Safeguarding and Child Protection Board. SL proposed the policy was approved, SR seconded and all agreed. The document was signed off.		
d	Secondment Policy The policy had been circulated in advance of the meeting. The document was unchanged from last year. SL proposed the policy was approved, SR seconded and all agreed. The document was signed off.		
e	RA22 The document had been circulated in advance of the meeting. DW and TC had reviewed the document and DW advised that Devon Norse had been added as a Key Holder to replace a named caretaker. In addition the First Aid arrangements had been updated to include the issuing of stickers to children who had received a minor injury or asthma attack. On page 6, the 'action required' for Curriculum Hazards should be No rather than Yes. Subject to this minor change DW proposed the document was approved, SR seconded and all agreed. The document was signed off.		
15	Staffing & Absence DW reported one staff member was absent due to shingles. DW requested that the Staff Leave and Absence Policy was discussed at the next FGB meeting as she wanted the Board	DW	02/02/17

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	to Governors to clarify the position regarding granting requests for leave to attend funerals. She needed a more definite steer in the case of non-immediate family members.		
16	Health & Safety Update TC reported that there was nothing new to report.		
17	Date of Next Meeting – Wednesday 8th March at 4pm The meeting closed at 17:44		