

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 24th January 2018

Resources Committee Minutes – Part 1				
Date/Time		Location		
24 th January 2018 at 16:25		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Tracy Cullerne	TC		Julia Slade	JS
Stephanie Rolfe	SR / Chair		Denise Woodgate	DW

Apologies	Initials	Reason for Absence	Absent without Apologies	Initials
Claudette Harrower	CH	In hospital	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 Apologies had been received from CH as she was in hospital.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes of the previous meeting on the 24th November 2017 SR had several amendments to make to the minutes and it was agreed to review and sign off at the next meeting.		
4	Matters Arising:		
a	Land Transfer – Update on the progress with John Cleaver & DCC SR advised that she had raised the topic at the TCLP meeting and John Cleaver (JC) had agreed to review with DCC. JC had not updated SR with the outcome.	SR	7/3/18
b	£2000 Water Bill – Update on the revised bill and application for a government grant DW reported that the latest estimated bill from South West Water (SWW) had not recognised that £578 had already been paid. They had written to say that the water would be cut off if it was not paid. DCC had proof payment was made by BACS, so DW had chased this with SWW, who had promised to correct the bill, but failed to do so. SR asked DW to arrange to take a meter reading and to send it to SWW to ensure a new corrected bill was issued. SR offered to pursue the problem with the SWW if it was not	DW	7/3/18

Signed *S. Rolfe*

Dated *7/3/18*

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	resolved quickly, as they had repeatedly failed to sort it out.		
c	Catering & Cleaning Contract –Consult Procurement for advice on producing a letter for an invitation to tender for a 4 year contract DW advised that this was a complex process and was on-going. SR asked what support was needed to progress the process. DW said the school had identified some templates and it would help if someone with experience of procurement could take the lead. SR agreed to raise the issue at the FGB meeting with a view to identifying a governor to lead on the process.	SR	31/01/18
d	Procurement – Produce notes for FGB to review SR said that she had produced the notes and asked if the committee thought a page and a half was acceptable or whether they needed to be further simplified. DW noted that the notes reflected policy wording and it was agreed they would be forwarded to governors. Action complete.		
e	Right to Work checks – Confirm that all staff have provided relevant documents DW reported that one non full-time member of staff had still to provide the information and would do so when they next came into the school.	DW	ASAP
f	Site Security review (DCC Template) – Update the FGB with the RA24 Action complete.		
g	Lockdown Test - Obtain duplicate keys for classes 1 & 4 - Fit a lock/bolt to class 2 door DW advised that the duplicate keys were still to be made and that following advice from the locksmith that a new locking handle would be provided for class 2 rather than a bolt.	DW	ASAP
h	Superannuation Increases –Update on the requested financial support from FIPS A response was still awaited.	DW	ASAP
i	CPOMS – Remaining staff member to be trained Action complete.		
j	P.E. Pupil Premium – How many Year 6 children can swim 25 metres? DW stated that 80% of the Year 6 children had achieved the 25-metre swim at the end of last year. Action complete.		
k	Appraisal Policy – Gain approval at FGB Action complete.		
5	Budget Monitor Review The Revenue and Capital Budgets had been issued ahead of the meeting. <u>Revenue Budget</u> DW advised that the forecast overspend of £7521 would be reduced by the following		

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	<ul style="list-style-type: none"> The increased Sports Grant ((£13352 from £8400) would not be fully spent, by the end of the financial year, as the money was allocated across the whole school year. This would save approximately £2k from the forecasted full spend. FOBS were currently supporting the school with some music resourcing. Supply Staff costs included a reserve to cover sickness, however some costs would be recovered from the 'Mutual fund' although the exact amount would not be confirmed until the end of the year. The resignation of an Administration Assistant from the start of February would result in a saving in admin staff costs, as a replacement might not be in place until the start of the summer term, as the recruitment process could take several weeks. DW said the above should reduce the overspend to £3.5k and a freeze on spending would be put in place from the end of January. <p>TC asked why the catering costs were forecasting an overspend. DW advised that the take up of lunches was lower than forecasted and that some lunches were still to be paid for. SR noted that the income and expenditure forecasts for catering were broadly similar, although expenditure would once again be higher than income. SR suggested that the Governing Board may need to review and revise the charges for school meals in the summer term as the school was supplementing costs.</p> <p>It was noted that Teaching Assistants (TA) cost forecast had increased, as an additional part time TA had been employed for Class 3, as agreed at the FGB meeting. SR asked if there had been a positive impact with the recruitment of the TA. DW reported that the introduction of an extra adult in class 3 had helped with the teaching of the children and the welfare of the staff.</p> <p><u>Capital Budget</u> SR asked DW to confirm that the Capital Budget monitoring report included all the costs for the EYFS Play Area. DW said that the monitor showed the current financial position and that the overspend would be covered by the carry forward from last year.</p> <p>SR asked if there had been any feedback from the children. DW said that the weather had not been very kind since the play area was completed and was waiting for better weather before the children used the equipment. An official opening would be organised later in the year.</p> <p>SR thanked Mrs Pilling for the preparation of the budget reports and accompanying notes.</p>		
6	TCLP Core Payment		

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	<p>The details of the proposed coats had been circulated ahead of the meeting. SR said that the cost of £10.99 per pupil seemed reasonable based on the arts, sports and transition benefits for the children.</p> <p>DW advised that the cost to the school was £250 less than last year.</p> <p>TC asked whether the reduced cost indicated that fewer activities would be provided. DW stated that revised total costs were in several areas</p> <ul style="list-style-type: none"> Administration costs were reduced (£9k to £4.5k). SR said she was glad to see a reduction in these costs. Exhibiting at the Mid Devon Show was not planned this year with less investment (50%) in the Two Rivers festival. Transition support was reduced from £25k to £20k. SR asked how well the data had been received and managed by Tiverton High School (THS). DW stated that a number of schools actively shared data that helped a smooth transition from Primary to THS, however some schools in the area were changing the assessment of pupils to another data package. DW proposed that any move away from the Pupil Asset package would not take place in advance of the Ofsted inspection. SR agreed with DW's proposal. Membership development had reduced from £5k to £1k. SR asked this was in real terms. DW explained that it was legal requirement to contribute in order to be part of the co-operative. There was an additional cost (£1k) for Website design and marketing. SR noted that this seemed low based on the costs involved in setting up a new website and asked DW if she knew what ongoing costs were likely to be requested. DW said any subsequent funding would have to be agreed. <p>SR proposed that the meeting approved DW's recommendation to continue with the TCLP core payment for 2018-19. All agreed and SR would advise the FGB.</p>	SR	31/01/18
7	<p>SFVS (Schools Financial Value Statement)</p> <p>SR reported that the template for 2017-18 had just been made available and a draft SFVS would be produced for discussion at the next meeting.</p>	SR	7/03/18
8	<p>Review Service Contracts / Service Level Agreements</p> <p>Carried forward to the next meeting. SR would speak to Mrs Piling and obtain copies to be reviewed and discussed at the next meeting.</p>	SR	7/03/18
9	<p>Review Asset Management Plan</p> <p>SR asked that ND provided an update for the next meeting,</p>	ND	7/03/18
10	<p>Benchmarking – School Expenditure</p> <p>Carried forward to the next meeting. SR would liaise with</p>	SR	7/03/18

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	Mrs Pilling to obtain appropriate benchmarking reports, both locally and with similar schools nationally. These would be circulated in advance of the next meeting for review.		
11	Breakfast & After-School Clubs - Update / Budget The budget report had been issued in advance of the meeting. SR reported a slight reduction in income and this would continue to be kept under review. DW reported that 15 children were attending the Breakfast club with lower numbers attending After-School Club. Miss Waterman had been recruited to run the After-School Club. Miss Waterman currently worked in school and was already known to the children.		
12	Online Payments SR said that this had been considered a couple of years ago to see if this would be more efficient than handing in money to the office. At the time it had not seemed cost effective. DW explained that with the added administration of the Breakfast and After-School Clubs it would be more efficient to introduce an online payment system for the clubs and also for lunches, residential trips and school trips. DW had investigated two options <ul style="list-style-type: none"> • Unlimited – Costing £716 Per annum • Teacher to Parents – £50 set up cost and £200 annual charge DW added that the Teacher to Parents 'text service to parents' was currently used and had proved successful. SR asked what was the benefit of the 'unlimited' option, as the charge was almost 3 times the cost. DW explained that this option required the school to pay all costs upfront, with no further charges. The second option would incur charges for parents making card payments. TC asked whether this would be affected by the recent news about charges being stopped. DW said she would investigate further, if the committee agreed to participate in a free one-month trial of the Teacher to Parents. DW reported that the Teacher to Parents solution was compliant with the new General Data Protection Regulations. SR proposed that the school trialled the system between the end of February and March as recommended by DW. All agreed.		
13	Library Update DW reported that she had spoken with Kate McKenzie from Libraries Unlimited who dealt with large public library developments. The company currently had no capacity to provide a quote for the school. MPQS had also been contacted but they were unable to provide a quote as their design consultant had left the company. InCube had visited the school and had submitted a new design and a quote (£7500) that DW proposed was accepted. All agreed but noted that this was ultimately the decision of		

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	FOBS, who were raising the money for the library improvements. Quotes had been obtained from local tradesmen for painting (£600) and electrics (£500). The electrician had done a lot of work for the school in the past and had proven to be the best value option. DW would report back the agreed recommendation to the Friends of Bolham School (FOBS).		
14	Staffing & Absence - Review Current Staffing Structure & Staffing needs for next financial year As discussed earlier in the meeting, DW reported that a Part-time Teaching Assistant on a fixed term contract had been recruited for class 3, Miss Waterman had been recruited to lead the After-School Club and that the administration assistant had resigned and would be leaving at the end of the month.		
	The meeting went to Part 2 minutes		
15	Health & Safety Update - Review Accident Log Carried forward to the next meeting.		
16	Policies:		
a	Volunteer Policy SR advised that the model policy produced by DCC had been cross-referenced to the Bolham policy. DW had added details on the use of mobile phones. SR would circulate ahead of the next meeting.	SR	28/02/18
b	Pay Policy SR reported that the updating of the model policy was on-going.		
c	Finance Policy The latest version was to be sourced from DCC to check the policy was up to date.		
d	Finance Policy Statement Carried forward to the next meeting.		
e	RA22 Carried forward to the next meeting.		
f	Recruitment & Selection Policy Carried forward to the next meeting.		
g	Secondment Policy Carried forward to the next meeting.		
h	Capability Policy Carried forward to the next meeting.		
20	Date of Next Meeting – Wednesday 7th March at 4 pm The meeting closed at 18:15		