

Minutes of the Management & Resources Committee
Wednesday 15 November 2017

Present:, Susanne Dove (Head Teacher) Paula Bangs, Rose Gunter, Mike Chappell, Jonathan Young, Elleesa Rushby (Minutes)

Attendance

SD 100%	RG 100%	MC 100%
PB 100%	JY 100%	

1. Apologies and Declaration of Interest

Apologies: All governors were present

Governors are asked to complete and return their PI forms if they have not already done so. No new matters of PI were given.

2. Minutes from previous meeting

The minutes of the last meeting were agreed as a true and accurate record of the meeting.

3. Election of Chair & Vice Chair

JY nominated by RG and was seconded by MC for the role of Committee Chair

MC nominated by PB and was seconded by SD for the role of Vice Committee Chair.

Both posts will run for the remainder of the current academic year.

4. Terms of Reference

The committee had reviewed the ToR and decided that they were fit for purpose with the following amendments. Clerk to add that associate members have voting rights.

Clerk/HT

Interest in the parent governor vacancy has been shown and the HT will follow this up.

HT

HF is willing to be an associate member of the GB and to prepare reports for meetings.

There was a discussion about whether an associate should see sensitive data about the school and its finances. Governors felt that the associates had been vetted and had shown their trustworthiness as governors and that this would be fine.

5. Budget outturn

The 2017-2018 budget had been reset in October 2017 and there was not much variance to discuss as this was only a month ago. The carry forward is £35,576.

Consultation papers about funding were sent to governors. The HT felt that

the information was confusing about how money would be apportioned. However, she felt that the School was still in a good place financially. An interactive map showed that funding would be down £88 per pupil but that DDLS, in the same geographic area would lose nothing. The only difference that governors could reason for this was SEND.

Q: Will higher achieving schools attract more money?

A: There is still not information to answer this.

The HT is working on raising attainment along with other HTs so that KS2 pupils have the best possible start as they join middle school.

The HT feels that she has been prudent in budgeting and allocating money that she hopes will not need to be spent such as funding for staff sickness, which she hopes will not be used. If a teacher was to go off sick, their role could be covered by one of the SLT or the HT. If that sickness was extended, teacher insurance would apply after 10 days and pay for a supply teacher.

5K has been allocated for a Speech Therapist, which includes three months where the School has not spent any money in this area.

9K has been allocated for tablets. The HT is considering Kindle Fires which would lower costs considerably. Previously, the School has bought Pro-wise but the screens cracked easily. The HT was keen to explore Curio tablets but they are not available in the UK.

CoC/HT

Q: What about the quality of provision from Grounds Maintenance?

A: This has improved and they are cutting the grass and trimming back the ivy. They have also dug trenches for the 'birthday bulbs'. Overall, the site looks cared for.

Q: Do they maintain outside the front of the school?

A: Yes. This is not actually ours but they do maintain it and it looks much neater.

The CoC signed off the budget.

6. SEND

The HT is compiling a SEND expenditure report to show the SEND budget, additional money from the overall budget and how it is all used to help pupils.

Q: So we spend more than we are allocated for SEND?

A: Yes, and governors need to know about this. For example if a statement/EHC says that a pupil will receive sixteen hours support, the first twelve are paid by the school from a SEND funding pot and the sixteen hours are funded by the LA. The pupil may be supported as the school sees

HT

fit for the twelve hours. We get a percentage of the budget the same as a school with less SEND and we have to share it with all the SEND pupils. That would mean that in a school with a low SEND percentage, that they could make their pot go further. Even a school without any SEND would still get a percentage.

The CoG felt that sometimes parents did not understand how funding worked and giving a pupil independence rather than 1-1 support worked for some pupils. Support staff costs at Heathwood have traditionally been almost as high as teaching staff costs.

7. SPG/PPG

Reviews for both SPG/PPG are on the website.

SPG - funding has doubled but the School will not be reporting on it until it has been paid. SPG is ringfenced and is to be spent on improving the chances for pupils. The School is committed to spending much of it on training which would then allow sustainability if the grant were to be withdrawn. Sports tournaments are currently organised by the LLSP but if the grant was discontinued, the framework for the tournaments is already in place and would be organised via schools.

PPG – The School has more pupils who are in deprivation than show statistically. Where the School is aware of need, even outside the target group it will do its best to help. The School is committed to benefitting everyone and realises that families are stretched financially. It would like to create the same opportunities for everyone. If parents feel that they may qualify for Free School Meals, it is worth speaking to the LA.

8. Staffing/Training

An INSET day for Maths has taken place along with staff from two other local schools. The cost was £1K but this is offset by training from last year funded by one of the other schools. RG attended the training and felt that the speaker was very inspirational.

Staff training will be firmly anchored to the SDP and this has been clarified during performance management. Training must contribute to the SDP objectives and the School cannot afford to have staff covering for one another other than for SDP related training.

Q: Teachers moved classes for this academic year. How is this working out?

A: Yes, this is working well with the SLT mentoring less experienced staff as good internal CPD Staff are positive about their new classes. They are using storybooks to improve literacy and greater depth in Maths is being led by JW. In addition, there is team teaching which is welcomed.

9. **Responsibilities - Headteacher Pay**

The Pay Committee met to review the HT's pay. This matter is minuted separately.

10. **Policies**

Lettings, charging and Remission, Virement, Health & Safety, Bad Debt, Photocopier charges. All Policies were agreed by the committee. Health & Safety had been agreed at the FGB.

All policies are now to be reviewed in November, going forward.

Q: Where do bad debts arise?

A: Parents with clubs and lettings.

Q: What's the tipping point for a school trip if parents chose not to pay?

A: It depends on the overall trip costs. Putting the expected annual costs of trips on the website seems to have helped.

Q: What are we responsible for when we let the school?

A: We are responsible for checking that the hirers have taken Safeguarding and Prevent training. The Office has contacted the current hirers but they have not been forthcoming with the information. The School will pursue this as it puts the School at risk if there was an incident. Adult attended events like Zumba do not count.

HT

The HT felt that photocopier charging to staff ought to be reviewed but she received so few requests for copying. It was suggested that no charge would be made for up to ten pages as accounting for the money would be more time consuming than it was worth.

Q: Is the School receiving many requests for hard copies of the newsletter?

A: No. The digital letter has been very successful in saving paper and ink.

11. **Buildings, Fabric and Maintenance**

JY meeting with the Site Agent next week and will be present when the water pipe checks take place to ensure consistent readings even with the ambient temperature changing. The guttering will also be examined.

JY requested that all emails should be sent to his school account as recent ones from EPM had gone to Spam.

12. AOB

Parentview - The printout was shown to governors. Thirty-four parents have responded during the past year and no changes appear until a school receives eleven new responses. RG has encouraged thirty-four parents to sign up at this evenings parents' evening.

Governors looked at current responses and noted that some parents felt that the level of homework set was not appropriate. The HT felt that it was difficult for staff to pitch this correctly and every family felt differently about this.

The HT noted that two parents felt that the school had not dealt appropriately about bullying issues. She reported that nobody had approached her about bullying incidents.

The HT noted that one parent would not recommend the school to other parents. Again, the HT has not be approached by an unhappy parent so it is difficult to discuss any concerns expressed.

13. Personnel

This has been minuted separately as it is confidential.

Dates of future meetings

06.12.2017	FGB
24.01.2018	Comms
14.03.2018	FGB
18.04.2018	Budget FGB (6.30pm ??)
16.05.2018	Comms
11.07.2018	FGB

If governors are unable to attend or know that they will be late, please **All to note** email the clerk.

Signed

Date

M & R Minutes 15.11.2017

by Elleesa Jones (You) • 2 days ago

Table Calendar

		I confirm that the minutes are a true and accurate record of the meeting
5 participants	+	✓ 5
👤 Rose Gunter		✓
👤 Mike chappell		✓
👤 Susanne Dove	✎	✓
👤 Paula Bangs		✓
👤 Jonathan Young		✓

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