

Minutes of the Management & Resources Committee

Wednesday 16.03.2016

Present: Susanne Dove (Head Teacher) Paula Bangs, Rose Gunter, Hayley Fitch, Mike Chappell, Jonathan Young. Elleesa Jones (Minutes)

Attendance

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

1. Apologies and Declaration of Interest

Apologies: All governors were present

There were no new matters of pecuniary interest to add to the website.

2. Minutes from previous meeting and Matters Arising

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

The newsletter will be digital from April onwards but hard copies will be available from the office.

3. Website

MC to send an image for the governor profile.

MC

4. Budget Outturn

Governors expressed some confusion about the completion of the R20 competency forms. Clarification was given by the CoC who will scrutinise the returned forms and pick up on any queries.

Schools Financial Return (SFVS)

This is an internal audit and has been signed off by the CoC to be returned to the LA.

The word 'breakfast' to be added at point 6.

The office staff role has changed and could be streamlined but may need more training and support. Office staff are now involved in the March budget forecast which will involve working some of the Easter holidays.

A confidential and restricted item was discussed

The Clerk to send out the purchasing regulations to ensure all governors are aware. **Clerk**

Committee member had brought accountancy skills to the GB and they wished to ensure that there was still a spread of knowledge in this area. Question 1 had been answered in part to reflect this. The SFVS was signed off.

The governors discussed disaster recovery for school data. Data could be accessed via a laptop if the School was closed and used via Doverly Down's systems to contact parents. Backups would be provided either by the LA for financial planning or cloud storage for assessment data.

Outturn

There is a 91K underspend with 42K carried over. £4200 of this is the deferred 5 year Electrical testing and 12k from pre-school.

The AWPU figures were projected to be lower but the School received more. Pre-school funding will be more accurate next year as they hope to have no clawback.

Some of the ICT equipment was paid out of capital.

13.5K of capital has been used for the roofwork.

The tree survey will cost £300 and the resulting work will be necessary. No trees are a hazard as far as the School is aware.

A fence at the front of the School has been condemned and as this will require new concrete posts to complete its restoration, this will be costly.

The School is still waiting for an update about the radiator in the hall. This does need to be progressed.

Q: Will the school be providing more clubs? (in reference to news item about George Osbourne) **JY**

A: The increase in clubs is applicable to secondary schools and it would not be possible at Heathwood.

The underspend in E27 is attributed to Future Games. Costs for this and Harriers were all put in one place. Only £4500 is Heathwood Harriers.

There has been a £5500 saving on support staff.

E02 – one staff member has been taken out of this and there has only been one staff member on long term sick leave.

5. SDP

There was no new information on the SDP

Sports Premium

There is a report on the website and an action plan and review are due in April 2016. HT

Leighton Linlade Sports Partnership's invoice for £3500 has been received. LLSP have provided training, intersports, gymnastics, Bikeability, sports leader training and support on sports day. Governors agreed that this has been excellent value. The Sport Premium for next year is not yet known. It has been used in Y1-Y4 to increase the facilities and for Future Games to support lessons. The rest has been spent on equipment, training and staff taking pupils to competitions.

Future Games would like to know about next year's contract. Apprentice scheme funding has been cut so they will provide the School with a new quote. The School would very much like to continue working with Luke as he has been an asset.

PPG

The HT clarified that this funding also encompasses LAC and adopted children @ £1900 per child. The LA retains £600 of this for contingencies.

PPG is currently £1300 per child and the HT will review the impact of this funding after half term.

PPG has been introduced in pre-school; £311 in the Autumn term and £296 in the Spring term. Several more PPG pupils are anticipated in the Summer term. It is likely that the greatest impact will be made by spending the PPG money on resources rather than staffing; possibly in speech and language training.

Governor Expenses

The CoC has written a Governor Expenses policy to be reviewed annually. This was signed off by the CoG.

Safeguarding

The HT confirmed that she spends Monday mornings checking her folders for new concerns and frequently has to go to Dunstable for Child Protection meetings. Social Services are asking for the School to give 1-1 support to a pupil as they cannot provide this.

In order to allow the HT to spend more time on detailed cases, a staff member would first have to undertake a 2 day Safeguarding training to be allowed to do initial paperwork and make appointments.

6. Catering

No further update

7. Policies

There were no policies to review

8. Buildings including Health & Safety

A H & S audit is due and this will be shared between JY/MC.

JY/MC

There will be a meeting with the Site Agent for the second week of the Easter holidays at 12.00pm

The LA will consider repairs to the Lane building as part of the larger roofing project. They also noted the condition of the skylights over the toilets, the need for three events in the boys' toilet and work on the chimney stack. They are coming back tomorrow.

The LA have carried out a site inspection to support a DSG grant application to allow access for disabled pupils. They have taken photos to progress ramp provision which will be needed for two pupils who may have other mobility requirements. There have been two promises of quotes which will be submitted once the contractors are aware of the regs. The scope of the work includes eight classrooms, one fire exit and the field. The School would likely have to pay for the adaptations up front and then claim it back. The grant application was signed off by the CoG.

9. AOB

Following news coverage about all schools becoming academies, the committee briefly discussed the matter. The HT felt that as a small school it would not fare well as part of a pyramid, partnering with larger schools and without the LA support.

There is a consultation about AWPU funding. Central Beds has one of the lowest amounts per head in the country. The deadline is 17 April.

HT

Governors were asked to recommend a replacement for JAT who had resigned.

All

10 Personnel

A confidential and restricted matter was discussed.

Dates of future meetings

Comms 18.05.2016

All to note

If governors are unable to attend or know that they will be late, please email the clerk on elleesa@mailtight.com or after 4pm on the day of a

meeting text 0791 4546115

Signed

Date