

**Minutes of the Management & Resources Committee
Wednesday 21.10.2015**

Present:, Susie Dove (Head Teacher) Paula Bangs, Rose Gunter, Hayley Fitch, Jackie Ingram, Mike Chappell Elleesa Jones (Minutes)

Attendance

SD 100%	RG 100%	MC 100%
PB 100%	HF 100%	Vacancy

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

The minutes of the last meeting were agreed as a true and accurate record of the meeting with the following amendment:

- Breakfast Club would be invoiced in advance.
- It would not be appropriate for the statemented child to introduce a new staff member to cover maternity leave.
- Clerk to correct minutes.

Clerk

3. Matters Arising

The Breakfast club financial audit actions had been completed and discussed at the FGB on 16.09.2015. CoG to send LA a copy of the FGB minutes to evidence this.

CoG

4. Terms of Reference

The committee had reviewed the ToR and decided that they were fit for purpose. The HT will meet monthly with the M & R Chair going forward. Clerk to add a reference to workplace pensions to Personnel, Policy and Planning.

Clerk/HT

5. Website Content

The HT asked the committee to provide brief profiles and a suitable photograph for the website. This is to give parents more information about governors. The Clerk has been working on attendance figures and other data required. Clerk to email this to the HT.

Clerk

M&R Chair to contribute termly figures.

M&R Chair

6. Budget Outturn

The budget has been reset by the HT, with some very small changes. The M&R Chair has been working on graphs which make understanding expenditure much easier. These graphs will appear in the termly CoG report to parents. The HT has been working with Admin staff on the amended budget which has meant that the usual figures are not available. The HT felt that the budget would be quite tight.

SD

Governors raised the following questions about the budget:

Q: What major increases in expenditure are there in the current budget?

A: The staff pay increases and also the rise in employer national insurance contributions.

Q: What other factors are causing the budget to be so tight?

A: The (ORPU) funding per child is low despite the School having high SEND expenditure. The HT had calculated that approximately 5K of the School budget is spent on each statemented child in addition to the statement funding. Staffing costs are also high due to the number of support staff across all year groups and the LP. The LP receives a ringfenced amount which is meant to help up to 8 pupils. The current LP provision is 5 pupils and funding is adequate to support their needs. If a further 3 LP pupils joined, that funding would be stretched far more thinly with staff redeployed.

Q: Will there be a deficit in future years?

A: If schools appear to manage, some funding could be taken away from them. Many schools are already forecasting a deficit.

Q: Is there a worry that SEND will put financial pressure on the School?

A: It is a worry that the School has a reputation of being a school for SEND pupils and there is some evidence of other local schools signposting parents to the school for that reason. There is no legal tipping point for this and the School will not be recategorised. The SEND cohort is currently 25% of roll.

Q: Are there any other similar schools?

A: This is a high SEND percentage which makes benchmarking difficult locally.

Q: Why is the SEND budget down 13K for 2016-2017?

A: This is due to pupils moving up and may create savings in other areas.

Q: If the School cannot balance the books, could it point out the proportion of the budget that funds SEND?

A: If the School had to submit a deficit budget, it would be necessary to say why this was and to raise a 5 year plan to show how the School would cease to be in deficit.

7. SDP

The HT has annotated the SDP to show which E cell funds specific aspects of the plan. It is still a working document. Some contingency funds will be kept back but the budget in the main will support the SDP priorities.

The HT recognises that it is essential that staff are well trained. However, savings have been made in the training budget by funding the PE conference via the Sports Premium and doing in-house INSET. Staff will attend an Outside Literacy training session in January for the small price of £250 for all staff. This helps use the natural environment to bring writing to

life. This makes best use of the environment around the School and links with the SDP writing objective.

School Meals

A confidential item was discussed.

8. Governor Responsibilities

Governor responsibilities are to be linked to SDP priorities.

MC – school website.

Governors to flag up any out of date information or errors to MC and to the staff member responsible for updating the website.

PB – Trips and visits. The committee felt that these should be reviewed as they link to the curriculum. The HT/CoG felt that Newbarn still represented good value for money and great quality but that new ideas for class trips were welcome.

A governor commented that parents often take their children to school trip venues which can make the school trip less special.

A governor raised the matter of voluntary payments for trips. The HT stressed that the School had to inform parents that payments were voluntary but make them aware that unless the costs were covered, a trip would not take place.

Q: Do parents opt their children out?

A: This has not happened to date. PPG has been used to pay trips where there is financial hardship. Parents are invited to apply for free school meals in Y3-Y4 and to contact the School to discuss whether they are eligible for PPG funding to help their child's education.

9. Policies

There were no policies to review

10. Buildings including Health & Safety

This had been covered in some depth at the FGB. Most of the actions identified in the audit had been covered. The temperature in the hot water taps will be checked again next week and action taken if this has not been remedied.

MC

The outside classroom will be moved into the playground next to the Caretaker's bungalow. The shelter will also be moved to accommodate this. As the outside classroom is close to the Boys' toilets, it would be possible to run power to it.

Q: What use will the pupils get from the outside classroom?

A: Not all pupils like being outside. Some pupils, possibly the more nervous ones prefer this sort of area. There will be bean bags and carpet in the classroom. It will be locked to discourage parents from using it as a rain shelter. The work is being done by a friend of the school who is not asking for payment. The school will say thankyou and donate some beers. The only cost to the School will be some new roofing felt which is affordable.

A governor pointed out that there is a mole problem on the field. The HT

HT

will ask the LA if they will help remove them.

In answer to a question about painting the fence, the HT felt that now the weather had changed, the opportunity had been missed. She was very grateful in particular to staff that had given their free time to help with this venture which would be tackled again in spring or be painted by the Caretaker.

AOB

A governor raised the question of new goal posts for the Harriers. The HT HT will see if costs can be met from the SP.

19. Personnel

There were no personnel matters to discuss

20. Dates of future meetings

Comms	13.01.2016
Comms	16.03.2016
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