

**Minutes of the Management & Resources Committee  
Wednesday 18 January 2017**

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

**Attendance**

<b>SD 100%</b>	<b>RG 100%</b>	<b>MC 100%</b>
<b>PB 100%</b>	<b>HF 100%</b>	<b>JY 100%</b>

**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. Discussion about SFVS will take place at the March FGB.

**FGB agenda**

**3. Budget outturn**

The budget papers were circulated to the committee. The budget currently has an underspend. It is likely that any underspend over 60K will be clawed back. While the committee was delighted to note the underspend, this had to be balanced with leaving funds to pay for electrical testing and some work on the playground. The playground's drains are causing problems which may be rectified by a simple flush through but if this is not sufficient, the work will be more costly.

Savings have been made on staff salaries due to the current secondment. However, this is not a sustainable saving and cannot be factored into future budgeting as the saving could end if the secondment ended.

In EY, the LA clawed back 9K rather than the anticipated 15K.

Following a H & S walk the HT identified that the existing lunch tables and chairs were a potential hazard. Tables when stacked, were slipping. The HT has been investigating the purchase of tables with seating attached, that fold up after use. She has looked at a specific supplier but will shop around to ensure the best value.

*Q: The seating has no backs. Will pupils be alright with this?*

A: Pupils seldom use the backs of their current seating and they will easily get used to the new style stools.

*Q: What about pupils who have a need for a chair?*

A: An alternative could be provided in specific cases.

To date, the pricing per table is £800, which the supplier has dropped to £500. The HT estimates that the total cost will be around 6K. She is keen that when folded away, they can be fitted into the existing storage space

and will measure thoroughly to ensure this as she does not want them around the edge of the Hall. The supplier will send samples.

*Q: Do we need three quotes?*

A: We need to abide by the LA purchasing regs for the specific cost of the item. The spend is within the HT's delegated amount. HT to check LA purchasing regs for compliance. **HT**

*Q: Would you keep the old tables?*

A: Yes, they could be stored in the house down the lane and used for functions.

Heating – this has been inspected by the LA and they do not feel it is a cause for concern. It may still be worth obtaining a heating quote once Harrisons have visited. **JY**

The condition survey from the LA arrived at Christmas. The information in it was two years old and most of the work had been done.

The LA is reviewing fire systems and lighting. Work will cost 8K of budget with the LA contributing to it. The fire system was inspected today and requires minor tweaking. The LA will also replace emergency lighting and external lighting. They felt that classrooms were too dark and will remedy this.

Now that the weather is a little better, an external H & S walk will take place. Attention will be given to the greenhouse as the glass panels will be expensive to replace if damaged but the HT sees the greenhouse as being an important learning environment for the pupils. **JY/HT**

The driveway is due for improvement in 2019 as per the condition report. This will cost approx. 20K. The LA will cover most of the costs with the School providing a nominal amount. This will be a good opportunity to widen the path and driveway to improve access and H & S. Currently staff are double parked and it may help to alleviate this.

#### **4. Safeguarding**

An internal H & S audit has taken place, some of which had a bearing on safeguarding.

New staff are to receive safeguarding training.

The HT to attend 2 day safeguarding training. This is done every three years. **HT**

#### **5. SEND**

There is a 5K deficit in the SEND budget and a 22K deficit in the LP budget. The committee were not surprised by these figures as the School has the highest SEND cohort of any local school. The CoC explained that no AWPU funding is received for LP pupils.

*Q: What does the LA say about the 22K LP deficit?*

A: An analysis of SEND funding was carried out and by attributing the appropriate staffing costs to the language provision the unit is running at a £22k deficit'. The language provision would not be in deficit if the

School did not lose the AWPU money for the children in the unit. Governors are encouraged to comment on the Funding consultation under the high needs section. Closing date 22 March 2017.

The CoC undertook a benchmarking exercise and circulated her results to the committee.

- Support staff costs are high which is due to the high SEND cohort.
- Average staff salaries per teacher have dropped as NQTs have been employed.
- The School has one of the lowest premises/grounds/maintenance costs
- Learning resources costs are high particularly for ICT but there is a real benefit for pupils. An additional smart board has been purchased for the Hall in place of the old projector.

Q: Is there still an issue with the grounds maintenance?

A: The current company are trying harder and it is not possible to change to another supplier as the School cannot budget for this going forward.

Newsletter – about fifteen people asking for a hard copy. There is always the worry that less people will read a digital copy but from experience, some hard copies get left in book bags. The School offers good alternative communications such as texting.

Catering – The CoC has compared school meal take-up with Autumn over the last two years. Covers are down. This is likely to be due to Y3/4 coming off lunches when they are no longer FSM. There may also be issues around choice and some parents feel the meals are carb heavy.

Q: *Were any changes made after the survey?*

A: Yes some tweaking took place and pasta and gravy is no longer served together.

Q: *Will there be a healthy Heathwood week?*

A: In the summer term.

The census will take place this week. The committee agreed to keep an eye on numbers and that regular reporting from the kitchen would help with this. CoC to speak to Office Manager/Kitchen Manager to ensure weekly figures are produced.

CoC

A governor suggested a trial for Y3/4 of free meals to see if this would help. The HT will consider this.

Q: *Are incentives such as a lucky raffle ticket still being offered?*

A: Yes, there are still incentives.

## 6. SPG/PPG

The CoC circulated a chart showing expenditure April – October 2016. She explained that staff costs to sports fixtures accounted for a lot of the budget. For this reason volunteers are always welcome. The number of staff and or volunteers depends on the age of the pupils involved. Volunteers would require a DBS check.

Q: *Has the School asked for volunteers?*

A: Yes but on some occasions, parents are not allowed at events due to

location/exposure.

Expenditure:

£8600 Total

£3500 Sports Partnership

£1520 Future Games

£995 Staffing

Any carry forward from the budget will be used to replace benches. HT to query with PD.

HT/PD

CoC will provide figures and breakdowns for CoG's SEND governor's report.

CoC/CoG

*MC left the meeting at 8.30pm*

**7. Staffing - Training**

A confidential and restricted matter was discussed and minuted separately.

**8. Responsibility Reports**

An internal H & S audit has taken place and an external H & S audit to take place. **JY**

**9. Policies**

There were no policies to discuss

**10 Buildings, Fabric and Maintenance**

Roof and associated work has been carried out, paid for by the School. A visit to take place to review any further work. **JY**

Actions from the H & S audit have been passed to the Caretaker for action. Staff have been spoken to about "housekeeping" and the Caretaker needs to check that staff have removed items etc to ensure nothing is stored at height. **HT**

**11 AOB**

The Office Manager is updating the Finance Manual. Discussion about SFVS will take place at the March FGB. **FGB agenda**

The committee adopted the Scheme for Financing Schools.

Pre-school funding consultation.

**CoC to copy  
CoG/HT**

Website:

Link to curriculum leaflet not working

Governors' details and disclosures - typo

OFSTED Data dashboard – link is best fit so far until replaced

Meet the Governors. The DHT's secondment has been added and PD to write short blurb. **HT**

Schools Portal is now showing all schools SEND funding by school.

**12 Personnel**

There were no further personnel matters to discuss

**Dates of future meetings**

Comms

03.05.2017

All to note

If governors are unable to attend or know that they will be late, please email the clerk on [elleesa@mailtight.com](mailto:elleesa@mailtight.com) or after 4pm on the day of a meeting text 0791 4546115

Signed

Date

Most popular option: **The minutes of the M&R meeting are correct**

Select final option(s) ▾

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4 participants

		The minutes of the M&R meeting are correct
	Jonathan Young	<input checked="" type="checkbox"/>
	Rosemarie Gunter	<input checked="" type="checkbox"/>
	Hayley fitch	<input checked="" type="checkbox"/>
	Susanne Dove	<input checked="" type="checkbox"/>
	Elleesa Jones	<input type="checkbox"/>

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