

**Minutes of the Management & Resources Committee
Wednesday 24 January 2018**

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

In attendance: Paul Dicker, Rachel Lambert-Forsyth

SD 100%	RG 100%	MC 50%
PB 100%	JY 100%	

1. Apologies and Declaration of Interest

Apologies: MC gave apologies as he felt unwell. Apologies accepted CoC. Rachel Lambert Forsyth is considering becoming a Parent Governor and if she would like to take up this role, she will be appointed at the next FGB.

2. Minutes from previous meeting

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

3. Budget outturn – Financial benchmarking

The urgent item concerning broadband was brought forward to enable two governors to leave early.

The HT informed the committee that the LA will no longer provide a broadband contract. She would like advice as to whether the School continues with the current provider until 31.12.2018 or opts out in April 2018, having sourced a new provider. Considerations for the new provision will be a secure firewall, speed and reliability.

The HT explained that she had received a full refund from the previous provider as their provision had been so poor. It is hoped that fibre optic broadband will be available on Heath Rd. The HT has emailed governors about the need for a new provider and has included the Site Agent as he has IT knowledge.

PD stressed the need for security and particularly for filtering. The LA has been excellent in this. Governors discussed whether the firewall and the broadband needed to come from the same provider. E2BN have worked with the School a great deal and are good. Research needed and then spreadsheet to enable comparison of all the offers along the following criteria: speed, reliability, firewall, handover, call out/maintenance versus cost.

JY suggested finding out who other schools partnered with and if a coalition was possible to ensure all a good price. HT to email her colleagues and find out who filters for Talk Talk. **HT**

The email and web domain will need to change and it will be important to check that the new governor emails still function. The HT/JY to contact MC for his technical expertise. **HT/JY**

Governors felt that leaving the current provider in April 2018 was too soon to thoroughly research the market and ensure that all issues were covered.

Governors agreed to continue until December 2018 but to begin research before finding the optimum date to give notice.

Q: How long to change over?

A: 2-3 weeks

HT to email out with findings for discussion.

HT

RG and PD left the meeting.

Budget Outturn

As this was discussed last month, there is no outturn. the new budget will be set in April 2018. Still in consultation about government funding plans which may mean a phased loss. The AUPU loss will be less in this school but will still be a loss.

RLF is happy to review finances and to prepare accessible governor reports for meetings.

Benchmarking still to be carried out. JY to contact HF to see if she has capacity to do this, an associate member.

JY

4. SEND

The Office Manager is still working on a breakdown of the SEND budget, showing spend per pupil. This is quite complex as the budget for the LP is ringfenced. Various percentages are apportioned for staff time and money set aside for Speech and Language Therapist. 5% of the whole budget is for SEND regardless of how many SEND pupils are on roll. As Heathwood has a high SEND percentage, that 5% is spread far more thinly than a similar school with a much lower percentage. Each pupil is entitled to 12 hours weekly appropriate support. In some schools this might be a dedicated support TA but it can also be spent on other resources that assist the pupil for 12 hours. An EHC brings a specific amount of funding per pupil (nominally £7.5K) for a named adult. However, the usual spend for this person would be £14K. The HT is cutting this down and in some cases not replacing staff or lowering hours. Some pupils do benefit as the increased independence aids their learning.

Clerk/HT

HT

Q: Is the SEND budget at risk?

A: The HT has voted in favour but others will vote against to get the pot. The new Lead SEND Team Leader has given the School more money for full-time support.

5. PPG/SPG

PPG and SPG 2017-2018 plans are on the website. Additional SPG funding has been given by the government this year and the School is actively considering ways of spending this prudently, possibly on an 'active playground' in conjunction with the Sports Council. The pupils have been asked the sort of equipment/resources they would like and to date some chalk boards have been purchased.

The trim trail is to be dug out and regenerated, costing £4.5K.

Q: Can we extend swimming throughout the school?

A: No, it can only be spent on Y1-Y4. Also, we can't pay future Game to run

lessons but they can support staff to learn skills in case the grant was removed.

Q: Can SPG be used to combine with other sports clubs around the town?

A: We buy into LLSP who arrange interschool sports events such as football, golf, rugby and hockey.

6. **Staffing**

Induction has taken place for the new Finance Officer. She has worked a month on her own now, including month end.

An apprentice has been taken on in Pre-School/EY, mentored by ED. This is funded via the Apprentice Levy and some funding does come back to the school.

The staff member doing ITT training will spend six weeks at another Lower school after half term. Numbers in Pre-school are low enough not to replace her for the time she is on training.

The SENDCo is undertaking role specific accredited training online.

The School has two paediatric First Aiders. Pre-school staff have basic First Aid and all other years have a First Aider. In addition, there are four Firewardens.

7. **Responsibility reports**

The H&S Governor has not yet met with the Site Agent but has checked the logs and the water temperatures.

Clerk to provide link for RLF to undertake Safeguarding training. Once training is completed, certificate to be sent to Office Manager. **Clerk/RLF**

8. **Policies**

The Fire Risk Policy is still in progress. Lighting/emergency lighting is not complete. The Fire Service will be coming to inspect quite soon. Date to be agreed. Illuminated emergency exit signs have been placed in the Hall and Library. Stickers still to be placed. Governors are happy with the content to date.

Q: *What is the out of hours process?*

A: There is a keyholder plus the Site Agent. The Fire Alarm is linked to the Fire Service and will also sound in the Site Agent's home.

Fire Safety policy to be reviewed in September 2018.

Clerk

9. **Building Fabric and Maintenance/Health & Safety**

Most of the outstanding work is up to date but the outside cupboard still needs attention.

Sink in Y1 is loose. Deadline Friday.

Heater filters. Deadline Friday.

H&S folders up to date.

Y2/Y4 door handles still cracked. Replacements to be sourced.
Water temperature is up to date. Temperatures looking lower due to works by zones. Site Agent to confirm. Also problem with the water heater, which will either need to be repaired or replaced.

Ladders – expired in November 2017

Fingerguard check has taken place.

Fire Check book needs to be found.

Soakaway/lawn to site Agent's house still to be done.

The LA person who organised the lighting work is leaving and the HT will liaise with him to ensure that the planned work will go ahead after he has left. There is still a lot outstanding, including the kitchen.

JY/HT all actions

Q: Can we hold off on this work until Easter?

A: No, will need to be done in half-term. Classrooms can be completed in a week as long as the wiring has been done.

HT

Q: Are there any other projects?

A: The driveway and pot holes.

Q: What is happening about replacing the canteen tables?

A: Will liaise with Fire Officer when they visit to discuss whether fire exits off Hall are really needed as these areas would provide cupboard storage for foldable canteen tables.

10. AOB

JY to liaise with HF about Catering figures and Benchmarking.

JY

11. Personnel

Nothing to discuss

Dates of future meetings

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 email the clerk. **All to note**

Signed

Date

M&R Minutes 24.01.2018

by Elleesa Jones • 2 months ago • Print

Table Calendar

		I agree that this is a true and accurate record of the M & R Meeting 24.01.2018
6 participants	+	✓ 6
⊖ Rose Gunter		✓
⊖ Rachel LF		✓
⊖ Jonathan		✓
⊖ Jonathan Young		✓
⊖ Paula Bangs		✓
⊖ Susanne Dove 		✓

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