

**MILTON ABBOT SCHOOL
Resources Committee
11 September 2019 – 4.00pm**

Venue: School Meeting Room

Agenda/Minutes (directly into space provided)

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES & MEETING AIMS</u>	<u>ACTION</u>	
Procedural				
1	Welcome to: BC, BM, CL Apologies for Absence from:	No Apologies were given.	BC	4.00
Report of the Last Meeting and Items Brought Forward from FGB				
2	i) BC Finance ii) Inclusion of FSU Funding into Finance Policy	<p>i) Agreed Minutes/Report from the last meeting.</p> <p>ii) BC's has a clearer understanding on the suggested figures, however the Bursar is looking at the figures for expenditure against the historical predicted income and will report back to Governors. CL Agreed. BC highlighted the need for there to be running more in line with the budget forecast allowing the recommended percentage charging from the FSU to the School be in line with the New Budget Year which would be included in the Finance Policy Review (FGB Noted). BC noted a need for a 'rational' for the charges within the percentage. Review Policy for September 19/20</p> <p>BM agreed on the figures running to the end of the financial year of turnover for a percentage.</p> <p>Confirm Sickness is covered by school insurance.</p> <p>Personnel Contract for FSU – Temporary to Permanent. Bursar to confirm. Agreed Pay scale stands.</p>	<p>Bursar Reporting – FSU</p> <p>Action – Policy Review BC/BM/CL</p> <p>MJ to Confirm</p> <p>Personnel Agreed</p>	4.05
3	Confirmation of Committee Members & Terms of Reference	<p>BC, BM,CL – Agreed. Continuation of all roles. BC noted to review new members of the GB for succession and support.</p> <p>BM – Keep the format the same a Chair for Resources Committee. Confirmed that there are checks. CL recommended that BC</p>		4.10

		stay as Chair of Governors. <u>Agreed Terms of Reference.</u>		
Strategic Items				
4	Finance - Finance: <ul style="list-style-type: none"> • Finance Data Collection • Review spending against budget plan (FRS Report) <ul style="list-style-type: none"> ○ Current Pupil Numbers for September 2019-20 ○ Pupil Premium ○ Budget Recommendations • Performance Management • Benchmarking to take place – Agree Date • Extended Services – FSU & Wrap Around Care • Policy Update – Latest DCC Policy Check 	<p>Update of FRS report to be carried forward. BC noted that in the June FRS Reporting we were currently on track. The only amendment to the overall spend was the extra TA hours approx. £7,000, for pupil support.</p> <p>Pupil Numbers – Registered 66 - 20/21 noted falling pupil numbers but in line with budgeted figures.</p> <p>PP – CL highlighted more registered PP pupils 19/20. PP spending plan will be produced to go onto the website by the end of September whilst awaiting confirmation of numbers. BC noted the positive impact of the spending PP money in Y6 in the form of intervention support. CL highlighted the increase in PP children in Snowy Owls and will be looking at resources to support this, alongside the already increased adult support.</p> <p>PE Premium plan will be reviewed and completed in Autumn 1 then published.</p> <p>Budget Recommendations: CL has produced a Project List for 20/21 alongside T & L Recommendations.</p> <p><u>Additional Budget Considerations:</u></p> <p>Extra TA Hours – PP Plan - additional support required outside of current budget</p> <p>CL noted that the UPS costs are included in the forecast budget.</p> <p>New Heating System – Possible increase in energy costs as more heaters around the school installed etc. BM noted that this was supported in line with Pupil/Staff Welfare and Working Conditions but would monitor the efficiency of the system as a DCC recommended heating system, and the effects on the Energy Budget.</p>	<p>Action FRS Report to be Taken to FGB</p> <p>PP Plan to be completed by end of Autumn1</p> <p>PE Plan</p> <p>Energy Monitoring</p>	

		<p>Performance Management – HT Appraisal 30 September . Teachers Appraisals w/b 16 September 2019.</p> <p>Bench Marking – Governors made aware of reporting. CL wondered if there was a different approach to bench marking. BC highlighted that the use of the DFE benchmarking system is still to be used. BC noted however to if there is a better way of doing it, making sure that we get a true comparative picture. Action CL to contact S Barratt. BC challenged on looking at last year’s to this year; are we approving?! Forward to next Agenda of Resources.</p> <p>Extended Services – See above. BC enquired about the after school rap around care. CL confirmed the afterschool club has now ceased as was not financially viable due to take up of pupil numbers. CL therefore has remodelled the afterschool care to the Big Activity Club run by teachers with reduced cost. BC asked if the Teachers had time to do this. CL noted that the teachers had been running after school clubs separately and therefore has now been re-directed. BC how does this run? CL confirmed the club runs until 4.30 as this was the core time that Busy Bees ran until. CL noted that this was good model with more children attending and paying a small fee which goes back into the extended services pot. CL feels that the deficit from the extended schools is reducing with a reported in-year surplus. BM asked if breakfast club was still popular. CL noted currently it is with a small drop in the new year number and would to re-visit the numbers in the new year. BM asked if snack was provided for the Big Activity Club. Not currently by the school but pupils can bring in their own. CL noted this could be looked at. CL confirmed that the Club has not added to teacher workload.</p> <p>BC noted that he felt that the wrap around is being made more effective with the new model.</p> <p>Policy Update – Finance Policy – Carry Forward, Pay Policy – C/F checking for updates.</p>	<p>Benching Marking – Action CL – S Barrett</p> <p>Next Resources Agenda</p> <p>Wrap Around Care</p> <p>Finance Policy</p>	
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5	<p>Staffing Matters –</p> <ul style="list-style-type: none"> • Teaching Assistants Update • Staff Absence Update • Staffing Structure Update • CPD <ul style="list-style-type: none"> ○ Review ○ Budget Needs <p>Pre-School Matters –</p> <ul style="list-style-type: none"> • Staffing • Expenditure/Payments 	<p>TA – CL reflecting on hours in support for pupils. 1 EHCP in the pipeline. There is TA Targeted support in place. BM noted the impact on the class structure would be significant without the current levels.</p> <p>Paternity Leave for a Class Teacher due. A supply teacher is booked. This will be covered by insurance (2 weeks).</p> <p>Staffing Structure – Is as agreed. CL noted that the FSU unit would have been better with Reception as put forward in Summer 1 as the Class Structure, as Snowy Owls is a large class with R, Y1 and Y2 Curriculum. CLs proposal was child centred. CL wanted to record that his request was not supported by DCC.</p> <p>CL noted that there are Action Plans in place for the Leadership Structure with dedicated time. CL will monitor the structure.</p> <p>Welfare at work questionnaire put forward by MS has been delayed and will revert. Action main Agenda for completion by end of Autumn 2.</p> <p>CPD Budget Line – There was supply/sickness line only but did not consider the CPD, it is now clearer with the separate CPD. CL confirmed highlighted areas of CPD. CL supporting NQT in house but will be working with Babcock and another agency.</p> <p>Pre-School – Staffing stable (as above). New flooring has come from the FSU budget.</p>	Action	
7	<p>Strategic Partnerships – Committee Views</p>	<p>The committee is concerned that there would still be no financial gain but are still looking at possible options. Still run with the strategy committee. 4th October is when information to be published by DCC on Partnerships.</p>		
8	<p>Health and Safety: Buildings update</p> <ul style="list-style-type: none"> • Update Ongoing Projects • Site Security – Link to Safeguarding Reviews and Risk Assessments • Statutory Audit Review (CL) 	<p>Roof Project not signed off.</p> <p>Site Security – CL confirmed the improvements undertaken and outstanding works.</p> <p>Safeguarding Reviews – CL/MS . MS reports to FGB on Safeguarding. BM is the programme of staff training is still going</p>		

		<p>ahead. CL confirmed the Data Collection Safeguarding Protocols followed by Actions, if required. OFSTED reporting the systems were effective.</p> <p>H & S Audit Done – 95%</p> <p>Safeguarding Audit – Autumn Term</p>		
9	<p>Contract Review -</p> <ul style="list-style-type: none"> • Devon Norse – Cleaning Alternatives • Devon Norse – Catering • Website 	<p>Cleaning – BC Why are we looking at it/what do we want to achieve. CL explained the value for money. Less cost effective the middle management. School Staff felt that they were doing the managing. Saving £2000. CL challenged the Devon Norse Cleaning Management on their service. CL feels that by changing at this point will not be value for money in line with the in-house management. BC confirmed and noted that the hassle it would bring will out way the savings if the school was to change. BM confirmed the contract timelines.</p> <p>Agreed to keep the Cleaning Contract Going.</p> <p>Catering – CL explained that the schools must provide hot meals stipulated by the Government. Catering Costs are high. Looking at a deficit for 19/20 due to a decrease in pupil numbers. BM bench marked another school locally. He explained their model was direct employment with the Cook and budget was based around her getting all the UFSM money and anything above, will increase their income, creating an incentive and with the school taking a payment back to the school for equipment. Where it really works, is that the contractor is involved in the school menu offer and can tailor it more to pupil needs.</p> <p>Options Going Forward:</p> <p>Company Employed In House Bring the Meals In</p> <p>It was noted that the school would be looking at a deficit going forward with current pupil numbers and take up. Governors agreed that this was a concern and would look at other options. BC - What is our next step? CL - to look at contracts. Numbers for potential income to the school if contracts were changed. BC noted we</p>	Devon Norse Challenge on Contracts	

		<p>need to be confident that a change of module would work. BM looking at different models. Research and due diligence on this to be completed by the end of Autumn Term.</p> <p>Website: BM noted the 2 model quotes and a technical preference and costings, agreeing a cost agreement of £2500 with FGB support. Recommendation by CL for the bespoke website - £2000 Bright Blue C. BM/BC challenged the versatility of the site and being able to manage it 'more' by the school. BM making sure the teachers can get involved in inputting. Agreed BM/BC.</p>		
10	<p>Correspondence –</p>	<p>J Burn – Interested being a Governor M Vanstone – Sent her interest</p> <p>Skills Matrix to be sent</p>		
11	<p>Items Not on the Agenda –</p> <p>Urgent Items Items taken forward to the next meeting</p>	<p>CL applied for DFE funding for ICT.</p>		
12	<p>Date & Time of Next committee meetings</p>	<p>20 November 2019, 1630</p>		

SignedDated