

**MILTON ABBOT SCHOOL
Resources Committee
Friday 2nd July 2021 – 2.00pm**

Venue: Via zoom

Minutes

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES & MEETING AIMS</u>	<u>ACTION</u>	<u>COMMENT</u>												
The meeting began at 2.00pm																
Procedural																
1	Welcome and Apologies for Absence Declaration of pecuniary interests pertaining to this meeting	Present: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">LA Governor</td> <td style="width: 33%;">Co-opted Governor</td> <td style="width: 33%;">Staff</td> </tr> <tr> <td>Brian Cook</td> <td>Brian Martin Richard Marshall</td> <td>Chris Luxford - Head Teacher</td> </tr> <tr> <td>Parent Governor</td> <td></td> <td>Clerk</td> </tr> <tr> <td></td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table> Apologies – Marcia Vanstone	LA Governor	Co-opted Governor	Staff	Brian Cook	Brian Martin Richard Marshall	Chris Luxford - Head Teacher	Parent Governor		Clerk			Karen Yorke-Dunne		
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		Karen Yorke-Dunne														
Report of the Last Meeting and Items Brought Forward																
2	i)Approval of minutes from meeting of 22nd April 2021 ii)Matters arising including progress made on the actions raised iii) Update on an items not covered on the agenda	Governors approved the minutes of the meeting on the 22 nd April as a true reflection. There were no matters arising.	Clerk to send/take minutes to BC to sign.													
Monitoring and Accountability																
3	Data collection Review Budget	Clerk advised those governors who were unsure where to find the information that there is often more than one tab on the budget monitoring document – the figures on one and the notes on another. BC explained the important figures to the committee. A governor questioned the difference in catering income and expenditure- taking into account the income of FSM grant and against the expenditure there is a loss of £5K which is why we are looking at other options for catering in the school. A governor asked why there is an overspend in the supply	Chair of resources committee (RM) to sit with bursar to understand the monitoring reports more. Next date 8 th July													

		<p>teacher line? As our new teacher is unable to start until September we have been using a supply teacher for the summer term, who is a regular teacher in the school offering consistency for the children. The teaching line is less because the 2 amounts will counteract each other with a saving as we do not need to pay the supply during August or on costs. It is unfortunate we have had to pay agency rate but morally we have kept our agreement with the agency. Is that what we budgeted for in April? Yes but there will be a saving.</p> <p>BC added that the budget is taking into account the recharge for services from FSU</p>		
4	<p>Review spending in line with the SDP Review PP spending Review Sports funding Review Catch up funding</p>	<p>Sports funding - Why is there a predicted overspend on the PE budget? There is £7K left from last year which we have planned to spend but the companies we have ordered with are having difficulties with supply. They plan to spend the money on EY outdoor environment to enhance gross motor skills and space to store the equipment. Governors discussed the fact that the underspend from last year is not on this document and questioned whether it would be part of the carry forward. The money is earmarked for PE equipment; it was a resource we could not physically spend during Covid - see report. The school has employed dance teachers during lock down who have taught the children online but OCRA, understandably, has not been carrying out tournament although we have had them teaching in school.</p>		
7	<p>Extended Services – FSU & Wrap Around Care</p>	<p>BC and ASC are currently breaking even as staffing costs are lower: 1 adult for BC and teachers incorporating ASC within their afterschool activities, a LSA takes the club on the night that teachers are attending staff meeting. Are we providing what we need to provide without it costing too much? BC has the greatest income due to numbers. ASC only costs £1 but we do have approximately 20 children.</p> <p>FSU – the working party has not met recently due to the changes in the unit. Will the preschool continue to be governor run or are we still on track for bringing it under the school registration? CL replied that he had received 2 emails from County but has currently put it on hold while we focus on the management partnership. Are there any issues we need to resolve with staffing? There has been a positive end to the year; Babcock’s feedback stated that it is a strong environment with a good staff team. Our new EY teacher will lead, although she does not start</p>	<p>BM to meet with SE and CH regarding FSU latter half of 1st half term (October).</p>	

		<p>until September she has already been involved. Previously we were looking at a quiet space/pod, how has that progressed? We are still talking to builders and the price is going up all the time because of supply issues and price of resources (due to Covid and Brexit). Governors agreed that the build will be an investment for the whole school even if – in the longer term – it returns to a 3 class structure. It would be helpful to see the detailed income for the FSU so we can confirm that we are only spending money generated by FSU and we will not leave them with an overspend. CL is waiting for confirmation that we have a grant for half of the funds from DEF. The clerk stated that DEF have 2 years’ worth of funding this year as they also could not spend the grant money last year. Governors felt that the impact for the children in the school is sufficient enough to take the risk even without the grant, between the budget monitoring figures for the FSU and reserves there is enough money available. The resources committee unanimously agreed to propose the purchase of the pod before the price inflates further. CL added that the Hoot, the PTFA, were interested in supporting such projects. Have we got a second quote for comparison? CL has looked at various options and has emails to back this up but no formal quotes other than an internal quote for £5K. The company that we have agreed to go with can also complete the work during the holidays causing less disruption to teaching.</p> <p>What happens to the reserves that we have generated when we join the MAT? All of the money is GAG pooled, which means it goes into the central pot as is distributed by the finance team across the MAT. This has pluses and disadvantages so we are best placed to spend the money now if we have a project that would benefit our children. DMAT do seem to listen to the requirements of the Head teachers/schools when allocating the money.</p> <p>Has there been any response from parents about the decision to not take 2 year olds in the preschool? Questions have been asked but when it is explained to them that we wish to focus on 3 years plus and that there is a waiting list for this age group they understand. Some 2 year olds are not ready for this kind of environment and it sometimes has a detrimental effect on the other children and staff.</p>	<p>CL to request more detail regarding the income and expenditure for FSU from the bursar. Resources committee propose that FGB, on Tuesday, ratify the purchase of the pod.</p> <p>CL to make contact with Hoot to discuss possible support with this project.</p>	
4	PP funding Catch up funding	PP has been spent on the reading programme and working alongside the catch up programme with tutors targeting school groups. Have you had		PP, Sports, Catch up and

		<p>to aim spending on supporting service children during the pandemic? No luckily our service family have not had any disruption at this time but the money is available to spend if the situation arises. When asked CL gave a brief description about the back ground of Catch up funding. Feedback from teacher and pupil voice have stated that the repetition of Maths tutoring has been beneficial. Will there be an overspend? CL stated that he started with the income and worked out what he could do with the money to support the children the most.</p>		<p>FSU funding will remain ring fenced for our school when we join the MAT.</p>
5	School structure 2021-22	<p>We now have 6 children joining the school in September and we only budgeted for 5, so we this will have a positive implication on income at the October census. We have had a few children leave due to relocation (they would like to take the school with them!) and some children arrive throughout the year. CL has acquired to EHCP for EY children which means there will be some ring fence money to be added to the budget of an extra £10K. How will that money be spent over the year? This will be spent on staffing to support the children. Currently we do not need to employ any new staff as we can focus staff we already have. Numbers of children look to increase over the next 2 years currently we have budgeted for: 21-22 - 70 children, 22-23 – 66 children and 23-24 – 68children. Is this realistic? Actuals that we can predict by siblings already in school are: 21-22 – 66 (down 4) but 22-23 – 70+ (up 4). Will that reduce the level of income? It will for 2022-23 but then it will increase and the income is always worked out by the census in October so things are always changing, that is why we monitor the budget termly to be given time to make changes. A staff member as also reduced their hours since the budget was set so yet another saving. Governors discussed the fact that MAT’s budget run from September to August which seems to be far more logical.</p>	<p>RM to be given login details of the portal to be able to monitor the changes.</p>	
6	Staffing Matters	<p>How are staff settling in? The induction process has worked well, we have added training for CPOMS and Covid health and safety measures (lateral flow testing plus cleaning routines). Qof L committee have challenged on staff wellbeing: Ofsted found that moral of staff is high. CL advised the committee that he had worked with Suzette (financial advisor) and BC to ensure the school could afford to appoint the new teacher in EY, with other staff changes and pupil numbers this was felt manageable. As always resources will continue to monitor changes.</p>		

8	Review catering facilities	MV has not submitted a report regarding the catering facilities. This may need to be halted until we join the DMAT as they are also looking at in-house catering (DSERVE) and it may be something we can buy into. Do we need to give notice? Yes, it is something we will look at over the coming months. Have you heard what other schools are doing who are part of DMAT? They are serving notice to Norse.		
9	Health and Safety:	Has there been any more information regarding resurfacing the car park? MJ is working with county to obtain funding to get the car park screed. It is ongoing....		
10	GDPR	RM has not looked at GDPR. It was felt that maybe this could be an area we could request help from DMAT when we begin the partnership in September.	RM & KYD request support from DMAT regarding GDPR audit.	
11	Strategic Direction	Dan Morrow (CEO of DMAT) has visit CL and JB: he has stated that they have agreed at board level that the areas that they support us in during the partnership will not cost Milton Abbot anything. Governors discussed the fact that there are grants available to MAT's to support maintained schools; this is what we were expecting. They also discussed being mindful that if we choose not to continue with the partnership then they can present us with a hefty bill. DMAT lawyers are putting things in place as we speak. How do we propose to ensure we understand the legalities of the process? With support from County and we may have to employ a lawyer. CL stated that he and JB have completed a management partnership notification and have had feedback from County/RSC, they have resubmitted it with a few changes. Governors are aware that there is a lot in the media at the moment about school & small federations joining MATs. How does joining the DMAT effect our governor meetings? At the moment we will continue to meet as before but there will be extra meetings with the leadership team. Governors will have the opportunity to attend hub meetings if they wish to see how they work. Dan Morrow & Tania Skeaping (Chair of Trustees) intend on meeting ½ termly with CL and JB.		Milton Abbot school are keen to make their own choice of what MAT to join they do not intend for the choice to be made for them.
12	Policies	No policies were agreed at this meeting.		
13	Correspondence –	No correspondence has been received.		
14	Governor visits – feedback from visits/walks that have taken	Meetings have taken place but not necessarily visits. KYD attended a DMAT governor hub meeting virtually– it was a newly		

	place	formed hub of 2 schools and they were still finding their way forward. It was chaired well and even though governors were invited there seemed to be more participants from one school than the other. There seemed to be instruction from the directors regarding policies and formats for HT report etc but it was taking its time to filter down to the hubs. Governors and staff were all very positive.		
15	Governor Training – Feedback and requests			
RM internet failed so he left the meeting at 3.47pm.				
16	Impact from the meeting	Governors have a clear understanding of the budget and how the spending is used to benefit the children. Governors have challenged the SLT on staffing changes and ensured that the school has employed the best staff to make a meaningful impact on the children’s school experience. Governors have discussed the financial implications of joining a MAT and ensured certain money is ring fenced for our children. Governors have agreed to purchase equipment to support the development of the children.		
17	Date & Time of Next committee meetings	Resources – October 2021 CL felt that we should have dates for the bursar before we set the dates for resources meetings. It would be more beneficial if the meetings happened a week after her visit: to give time to digest the monitoring reports	CL to talk to bursar on 8 th July.	
The meeting ended at 3.58pm.				

- FSU – Foundation Stage Unit
- BC – Breakfast club
- ASC – Afterschool club
- DEF – Devon Educational Fund
- PTFA – Parent, Teacher and Friends Association
- GAG pooling – General Annual Grant
- PP – Pupil Premium
- EHCP – Educational Health Care Plan
- MAT – Multi Academy Trust
- DMAT – Dartmoor Multi Academy Trust (proposed management partnership)
- CPOMS – Child protection and Safeguarding software
- RSC – Regional Schools Commissioner