



## Hollingworth Primary School Resources Committee

### MINUTES

Summer Term: Thursday, 19<sup>th</sup> May 2016 at 6.00pm

**NB. With the exception of agenda items, any text in:-**

- **Bold italics represents Governor challenge or approval**
- **Bold upright represents an action point**

#### **Present**

|                  |                                 |
|------------------|---------------------------------|
| Ms Jenny Bostock | Parent Governor                 |
| Mrs Liz Diggle   | Associate Governor              |
| Mr Ian Ivens     | Parent Governor                 |
| Ms Louise Keogh  | Associate Governor              |
| Mr Chris Neale   | LA Governor (Chair)             |
| Mrs Diane Newton | Co-opted Governor (from 6.40pm) |
| Mr Mike Shaw     | Parent Governor                 |
| Mrs Sue Tickle   | Head Teacher                    |

#### **In attendance**

|                  |              |
|------------------|--------------|
| Mr Aaron Turner  | Site Manager |
| Mrs Denise Hague | Clerk        |

The meeting was quorate.

#### **1. Apologies for Absence**

Apologies were received from Mrs Karen Johnson. Mrs Diane Newton had also advised that she was to be delayed and would attend the meeting as soon as possible.

- ***Accepted.***

#### **2. Declaration of Pecuniary or Business Interest**

There were no declarations of business or pecuniary interest.

#### **3. Premises Report**

Mr Aaron Turner, School Site Manager (SM), presented his premises report, advising as follows:-

- The drains had been re-routed during the Easter holidays; they were now functioning properly and would be inspected regularly as part of the rolling programme.
- Three gullies in the school yard had been replaced; two more required similar attention and were scheduled for attention during the summer half-term.
- There had been a flood in the boiler room due to a blockage. No damage had been done and the electrics had been unaffected. The relevant drains had been blasted and disinfected and the contractor treating the problem suggested the installation of an anti-flood gully, though ideally a grease trap was required. Ms Louise Keogh observed that such work was the responsibility of TMBC, but Head suggested that it was unlikely



that they could be prevailed upon to respond until such time as the new kitchen was fitted.

- A fire risk assessment had been undertaken; all remedial works had been completed, staff had been in receipt of relevant training (inc. in the use of fire extinguishers), and quotations had been sought in respect of the installation of smoke detectors and emergency lighting.
- **Governors asked whether School was fully compliant with legal requirements while the installation of the equipment was being awaited.**

SM confirmed that it was: the works being commissioned were in pursuit of recommendations and were not statutory requirements.

- Those gates identified as posing a finger-trap hazard had been rectified.
  - All legionella treatment works had now been completed.
  - Some minor decorating had taken place.
- **Governors thanked SM for his report which was thorough and comprehensive.**

**Mr Aaron Turner withdrew from the meeting at 6.20pm**

#### **4. Minutes of the Previous Meeting (4<sup>th</sup> February 2015)**

- **The minutes of the last meeting were agreed to be a true and accurate record and were signed on behalf of the Committee by its Chair, Mr Chris Neale (Chair), accordingly.**

#### **5. Matters Arising**

##### **5.1 Steel Pans (Item 4.1 refers)**

Mrs Sue Tickle reported that a space was now available for the pans' storage. Mr Mike Shaw agreed to liaise with the Site Manager to arrange for their collection from Longdendale.

**Action: Mr Mike Shaw/Mr Aaron Turner**

##### **5.2 Budget Plan (Item 6.1.1)**

Mrs Liz Diggle, School Bursar (SB), confirmed that the carry-forward sum was just under 8% and therefore would not be queried by the LA.

##### **5.3 SFVS (Item 6.3)**

SB confirmed that the completed SFVS had been submitted to the LA by the due date.

##### **5.4 Confidential Item (Item 7.2 refers)**

Head advised that she had nothing further to report on the matter presently.

#### **6. Finance:**

##### **6.1 Budget Monitoring Report**

SB tabled her termly budget monitoring report and associated papers, supplementing the details as follows:-

##### **6.1.1 2015/16 Budget Closedown (inc. Cost Centre Summary Report & Supplier Account Summary) - for approval**

Final figures of the budget closedown had yet to be confirmed by TMBC.

- **Approval deferred.**



#### 6.1.2 *Commitment of 2015/16 Reserves (Analysis of Reserves)*

Final details of reserves had yet to be confirmed by TMBC.

- **Approval deferred.**

**Mrs Diane Newton joined the meeting at 6.35pm**

#### 6.1.3 *2016/17 Budget (inc. Cost Centre Summary Report & Cash Flow Statement) – for approval*

The Budget Plan Submission Sheet showed income for 2016/17 as £917,660, which included funding of £809,007. To the latter should be added £93,194 of devolved capital and Pupil, LAC and Sports Premium, though a further adjustment to take account of a drop in Reception numbers in September was also required. At this early stage in the financial cycle data remained fluid (eg. FSM details were awaited). SB would up-date the relevant documentation accordingly (eg. the Cash Flow Forecast) and keep Governors apprised of changes. On current information, a carry-forward of £13K was indicated.

- **The 2016/17 budget was approved; the Budget Plan Submission Sheet was to be signed by the Chair of Governors within the next few days.**

#### 6.1.4 *Three-Year Year Budget Projections*

- **Governors expressed concern at the projected deficit in 2017/18, noting that it would not be permissible to set such a budget.**

Head explained that there were a number of “unknowns” in respect of data for 2017/18, particularly in respect of PP and Primary School Sports Funding, possibly also with FSM; a drop in the number of admissions would also affect income.

- **Governors suggested that there should be a review of 2016/17’s “Other Costs” which at £101K were twice as much as subsequent years; a reduction in these would have a significant impact on the 2017/18 data.**

SB said that she would drill-down into the figure to see whether reductions could be made.

**Action: Mrs Liz Diggle**

- **Governors agreed that close monitoring of the budget would be necessary over the next year and that the establishment of a Working Group prior to 2017/18 might be an option for consideration.**

#### 6.2 Pupil Premium & Primary School Sports Funding

Based on current information, in 2016/17 Pupil Premium would be £78K, Sports Premium £5K and LAC funding £4K. Details of Pupil and Sports Premium would be posted on the website as soon as possible, but due to its recent hacking each page required up-dating and the links restored.

#### 6.3 Asset Register (inc. disposal of assets)

The addition of fifteen laptops to the asset register was reported and permission was sought to scrap thirteen obsolete ones.

- **Granted.**

#### 6.4 SIP/SDP Budget Plan – for review

Head confirmed that she continued to refine the SIP and would email it to Governors once completed.



## 7. Personnel

### 7.1 Staffing Structure for September 2016

For information, Head tabled the staffing structure matrix for September 2016 and reported on the following changes and developments:-

- Ms Carol Brooks would assume responsibility for Yr3.
- The TLR2a post will not be advertised externally; the closing date for internal applications will be 11<sup>th</sup> July 2016.
- A lot of interest had been shown in the Yr1 post. Five candidates had been short-listed but three had withdrawn subsequently; the remaining two, both of whom were mature NQTs, were to be interviewed tomorrow (20<sup>th</sup>).

### 7.2 Other Staffing Matters

The following was also reported:-

- The retirement of a member of the cleaning staff. The services of a temporary cleaner had been secured to cover and it was possible that the post would be advertised internally in the first instance.
- Mr Aaron Turner had been reappointed Site Manager.
- ***Governors enquired whether Mr Turner had been engaged on the same terms and conditions as previously.***

SB said that School was obliged to appoint him to the lowest pay point initially but that it was permissible to move staff along the scale if it could be justified. School was already making a case for appointing him to his former grade and the matter would be presented to an HR panel for approval. His previous salary had already been factored-in to the 2016/17 budget.

### 7.3 School Crossing Patrol

SB reported receipt of a letter from Longdendale High School in response to the GB's querying their withdrawal of School Crossing Patrol funding. Read aloud by SB, the letter stated that Longdendale had agreed to part-fund the service – on a 50/50 basis – for two years only; that period having now expired it had been decided to discontinue the arrangement due to financial constraints.

- ***Governors agreed that School should proceed to reduce the patrol's duty hours in accordance with the School's timetable and utilise the services of the member of staff concerned as suggested previously .***
- ***They further agreed that the Chair of Governors should write to Longdendale on GB's behalf to express disappointment at their decision.***

**Action Mrs Karen Johnson**

## 8. Policies – for review & approval

### 8.1 Health & Safety

SB reported that as there was no TMBC model policy; an alternative was to be used but due to IT problems it could not be presented at the meeting. It was anticipated that a copy would be available next week and would be circulated to Governors for information at that time.

**Action: Mrs Liz Diggle**

- ***Governors deferred approval of the policy.***

## 9. Any Other Business

- ***Governors questioned whether an H&S audit was due.***



Head confirmed that it was and that TMBC offered the service free of charge. She would ask the Site Manager to make the necessary arrangements.

**Action: Mrs Sue Tickle/Mr Aaron Turner**

**10. Date of Next Meeting**

It was noted that the date of the next meeting would be decided by the FGB meeting at its next meeting on Thursday, 14<sup>th</sup> July 2016.

**The meeting concluded at 7.30pm**

Signed.....Date.....  
(Mr Chris Neale, Committee Chair)

| <b>Minute</b> | <b>Action</b>  | <b>Responsible</b>      |
|---------------|--|-------------------------|
| 5.1           | Arrangements to be made for the collection of steel pans from Longdendale.   | Mike Shaw/Aaron Turner  |
| 6.1.4         | 2016/17 "Other Costs" to be reviewed for possible reductions.  | Liz Diggle              |
| 7.3           | Letter to be sent to Longdendale expressing disappointment at their decision to withdraw funding of crossing patrol. | Karen Johnson           |
| 8.1           | H&S policy to be circulated to Governors for information once available.   | Liz Diggle              |
| 9.            | H&S audit to be arranged.  | Sue Tickle/Aaron Turner |