



Hollingworth Primary School Resources Committee

MINUTES

Autumn Term: Wednesday, 19th October 2016 at 6.00pm

Present

Ms Jenny Bostock	Parent Governor
Mrs Liz Diggle	Associate Governor
Mr Ian Ivens	Co-opted Governor
Mrs Karen Johnson	Co-opted Governor
Ms Louise Keogh	Associate Governor
Mr Chris Neale	LA Governor (Chair)
Mrs Diane Newton	Co-opted 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

There were no apologies.

2. Declaration of Pecuniary or Business Interest

There were no declarations of business or pecuniary interest.

3. Election of Committee Chair

Mr Chris Neale was nominated for the post of Committee Chair.

- ***There being no other candidates and no objections, Mr Neale was elected unanimously as Chair with a tenure in post of twelve months.***

4. Minutes of the Previous Meeting (19th May 2015)

It was noted that Mr Ian Ivens was a Co-opted Governor not a Parent Governor as recorded.

- ***Subject to the above amendment, the minutes of the last meeting were agreed as 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 Steep Pans (Item 5.1 refers)

Mrs Liz Diggle, School Bursar (SB), reported that while sale of the pans had been agreed they were awaiting collection by the Music Service.

5.2 School Crossing Patrol (Item 7.3 refers)

Chair confirmed that a letter had been sent to Longdendale but that a reply was still to be received.

5.3 H&S Audit (Item 9 refers)

Mr Aaron Turner, School's Site Manager (SM), reported that he had contacted TMBC to arrange an H&S audit. He had been advised that the service comprised a four-hour inspection with recommendations but that it was no longer free of charge; the earliest date an audit could be scheduled was now late November. As the cost was £200, approval was sought to proceed.

- **Governors agreed that while an audit was not a statutory requirement, it was in School's interest to have one undertaken; the process being biennial it was also agreed that the cost was not excessive. SM was instructed to proceed with the booking of an audit.**

Action: Mr Aaron Turner

6. Premises

SM presented his premises report, advising as follows:-

- Drainage: A number of gullies had been replaced; one was still required to prevent flooding to the boiler area and works were to be undertaken over the forthcoming half-term.
- Remedial works had been undertaken to some areas of Yr2's floor but problems remained; ideally the floor should be replaced.
- The EYFS floor also continued to rise; it had not been treated due to lack of time.
- The LA was fully aware of both problems.
- **Governors enquired whether the floors were becoming hazardous and if so whether the H&S audit (cf. item 5.3) would identify them as an issue.**

Mrs Sue Tickle, Headteacher (Head) said that it was but that resolution of the situation might then fall upon School, which would be costly.

- **Governors agreed that the Chair of Governors (CoG) should press TMBC for action and that she should stress their concerns in respect of H&S and liability for injury.**

Action: Mrs Karen Johnson

- The trim trail had been repaired free of charge as it had been fitted incorrectly originally.
- There had been minor repairs to fencing.
- The fire-risk assessment had raised the need for emergency lighting. Three quotations had been received; the one submitted by Jonathan Bennett had been the cheapest and was therefore recommended, the company would however be unable to undertake the installation until February 2017. Examples of the LED lighting to be installed were presented to Governors for information.
- The installation of additional smoke detectors had also been recommended by the fire-risk assessor. Following enquiries, the present fire-alarm providers, Abel, had been found to be the most cost effective contractor.
- **Governors asked whether the extra detectors were necessary.**

SM said that though not required, they had been recommended.

- **Governors asked whether the installation of emergency lighting and the smoke detectors could be financed from the present budget.**

SB suggested that it would be possible to fund both projects from Devolved Capital over two financial years. There were sufficient resources in the current budget to finance the smoke-detectors; installation of the lighting could be drawn from the 2016/17 budget as an invoice associated with the works would be unlikely to be raised before April 2017.

- **Governors approved the installation of additional smoke-detectors by Abel, funding for which was to be drawn from the 2016-17 Devolved Capital budget.**
- **They further agreed to the installation of emergency lighting by Jonathan Bennett, with works commencing Spring 2017 and its funding sourced from the 2017-18 Devolved Capital budget.**

On behalf of Governors, Chair thanked SM for his report and for his contribution to the School; his efforts were very much appreciated.

Mr Turner withdrew from the meeting at 6.35pm

7. Finance

7.1 Period 6 Budget Monitoring (April - September) – for review & approval

SB presented her budget monitoring report for information and comment.

7.1.1 *Current Budget update (inc. changes)*

Referencing the up-dated Budget Plan, SB explained that while there was an £80K brought-forward for 2016/17 School was operating with an in-year deficit of £46K. The former sum was marginally above the 8% limit but retention of the excess would be justified as being required as a buffer.

- ***Governors noted the £20K increase in the brought forward sum since their last consideration of the budget.***

SB explained that School was aware of anticipated deficits over the next three years and that as a consequence expenditure had been reduced wherever possible; payroll had also fallen due to staffing changes and maternity leave. There had been fewer Nursery admissions, however, and this had affected income adversely.

- ***Governors asked whether the situation could be mitigated by a nursery in-take in January.***

Head said that the option was open for consideration.

- ***Governors enquired whether next year's planned increase in free nursery provision was likely to impact School's budget significantly.***

Head advised that much would depend upon financial viability. The LA had offered School the use of the Children's Centre but a full evaluation of operating costs per potential user was required; such an exercise that was planned after the half-term and she would keep Governors apprised.

- ***The budget was approved by Governors and signed on their behalf by CoG.***

7.1.2 *Cost Centre Summary Report*

Governors were invited to review the Cost Centre Summary and Income & Expenditure reports.

- ***Further detail was requested in respect of the E28 cost centres (bought-in professional services).***

SB explained that it comprised services such as Educational Psychology and the school crossing patrol. She would forward full details to Governors for clarification.

Action: Mrs Liz Diggle

- ***Governors agreed that a full review of SLAs should be undertaken in the next financial year.***

7.1.3 *Cash Flow Forecast*

SB drew attention to the cash-flow forecast which through close monitoring continued to operate in the black.

- ***Noted.***

7.2 School Improvement Plan – finance-related issues for review & approval

Head directed Governors to the 2015-16 SDP and the 2016-17 Summary, copies of which had been circulated previously. In respect of the former, all projects had been completed with the exception of the installation of the EYFS canopy which TMBC had instructed was not permissible due to the fabric of the building; funding for the works had been transferred to

other projects. With regard to 2016-17, EYFS was in need of a new shed and options in this regard were being considered by SM.

7.3 SFVS Governing Body Self-Assessment – March 2017 reminder

SB confirmed that she was to review the annual SFVS document shortly.

7.4 Scheme of Financing for Schools (formally known as Scheme of Financial Delegation – for approval)

No changes were reported to the manual since last year.

- **Approved.**

7.5 Financial Regulations for Schools (formerly Model Financial Guidelines) – for approval

SB explained that while there were no changes to the main body of the text, Governors might wish to review the Approved Levels of Delegation (Appendix 1).

- **Governors noted that the various limits were not cited within the document circulated and enquired whether any changes were required.**

SB confirmed that no changes to current limits were sought and that she would circulate details to Governors for information.

Action: Mrs Liz Diggle

- **The Financial Regulations for Schools document was approved subject to there being no challenges from Governors to the limits of delegation cited therein. Any challenges to the limits were to be made no later than Friday, 21st October 2016.**

7.6 Financial Procedures Manual – for approval

No changes were reported to the manual since last year.

- **Approved.**

7.7 Asset Register and Portable Asset Log (inc. disposal of assets) – update and for approval

The list of assets added to the inventory was noted. SB requested approval to dispose of an obsolete laptop.

- **Approved.**

7.8 Installation of Emergency Lighting, Smoke Detectors & Zoning – for approval

Cf. Item 6 above.

8. Personnel

8.1 Pay Committee – verbal update

CoG confirmed that the Pay Committee had received and approved Head's recommendations in respect of staff salaries; any increments had been factored-in to the revised budget plan.

8.2 Confidential Item

9. Policies – for review & approval

9.1 Health & Safety

SB advised that the policy tabled was a generic one extracted from the School Bus; it had been thoroughly reviewed by SM.

- **Governors agreed to approve the policy subject to there being no challenges to content; any objections to be raised with CoG by no later than Friday, 21st October, 2016.**

10. Any Other Business

None.

11. Date of Next Meeting

The date of the next meeting was confirmed as Wednesday, 15th February 2017 at 6.00pm.

The meeting concluded at 7.50pm

Signed.....Date.....

(Mr Chris Neale, Committee Chair)

Minute	Action	Responsible
5.3	H&S audit to be booked.	Aaron Turner
6.	TMBC to be contacted re. issue of Yr2 and EYFS floors.	Karen Johnson
7.1.2	Breakdown of E28 cost centres to be forwarded to Governors	Liz Diggle
7.5	Appendix 1 of Financial Regulations for School to be circulated to Governors for information	Liz Diggle