



Hollingworth Primary School Resources Committee

MINUTES

Summer Term: Wednesday, 24th May 2017 at 6.00pm

Present

Mrs Liz Diggle	Associate Governor
Ms Joanne Frew	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 (part meeting)
Mrs Denise Hague	Clerk

The meeting was quorate.

Governor Walk: Premises (5.00pm)

The meeting was preceded by a tour of the premises led by Mr Aaron Turner, Site Manager (SM).

1. Apologies for Absence

Apologies were received from Ms Jenny Bostock, Mr Ian Ivens and Mrs Karen Johnson.

- **Accepted.**

2. Declaration of Pecuniary or Business Interest

There were no declarations of pecuniary or business interest.

3. Minutes of the Previous Meeting (15th February 2017)

- ***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.***

4. Matters Arising

4.1 Mott MacDonald's Report (Item 5 refers)

Chair advised that he and Mr Ian Ivens had yet to draft a letter to the LA. He would arrange to meet with him before the end of half-term to agree content and would invite comment from SM prior to its despatch. The outcome of the earlier premises tour and IKO's survey would also be drawn upon to reinforce school's claim for immediate remedial action to be taken.

Action: Mr Chris Neale

- ***Governors agreed that the LA's responses had proved inadequate to date and that permanent solutions to school's premises issues should be effected as a matter of urgency.***

5. Premises (inc. Site Manager's Report)

SM presented his premises report, advising as follows:-

- Mott MacDonald had suggested that required electrical works should be completed within two years; however, it was clear that the system had now reached the end of its life and should be replaced as soon as possible. The issue has been brought to the attention of the LA.
- Works to the canteen were to begin in January 2018. Ms Louise Keogh kindly offered to make enquiries about re-decoration in the meantime.

Action: Ms Louise Keogh

- The results of the H&S audit had been generally positive. The need for emergency lighting works had been noted but the matter had had to be postponed due to budget restrictions.
- As a consequence of accidental damage, other lighting was now in need of attention; an assessment of the damage by an electrician had been scheduled.
- A new shed had been erected in the EYS garden and the surrounding area cleared.
- **Governors agreed that the site was now much improved; they thanked SM for his efforts.**
- A survey of the flat roof concluded that the entire area needed to be replaced and would require some associated remedial works (to brickwork and windows). The project was due to start at the beginning of the summer holidays and would continue until half-term.
- **Governors asked whether the playground would need to be out of bounds during the period.**

SM said that he thought it unlikely and that only a section of reception and the music room would be impacted by any scaffolding; he would seek clarification from the scaffolders who were to visit on Tuesday.

Action: Mr Aaron Turner

- **Governors suggested that the contractors be asked to complete areas nearest to the playground first if possible in order to maintain full use of the playground during term-time.**
- **They also expressed disquiet at the possibility of works being delayed beyond the start of the summer holiday: should they remain uncompleted before the onset of winter, bad weather had the potential to exacerbate existing problems.**

Chair said that he would draw the LA's attention to colleagues' concerns about the matter in his letter to them (cf. Item 4.1 above).

On behalf of Governors, Chair thanked SM for his report and continued contribution to school.

SM withdrew from the meeting at 6.10pm

6. Finance

6.1 Budget Monitoring Report

Mrs Liz Diggle, School Bursar (SB) tabled her termly budget monitoring report which comprised the following:-

6.1.1 *2016/17 Budget Closedown (inc. Cost Centre Summary Report & Supplier Account Summary) – for approval*

A request was made for approval of the budget closedown for 2016/17, the LA's Finance Officer having visited today to confirm its details. The final out-turn was £76K, an increase on that estimated previously (£65K), which was due largely to the underspending of some cost centres, in particular that for staff – a consequence of unpaid maternity leave. Additionally, there would be a devolved capital carry-forward of £4500.

- **Governors challenged the significant difference in the predicted carry-forward since the last meeting.**

SB explained that in accordance with the Finance Officer's advice she was required to err on the side of caution; only towards the end of the financial year when final details were confirmed did the outlook become clearer.

- **Governors approved the 2016/17 budget closedown.**

6.1.2 Commitment of 2016/17 Reserves (Analysis of Reserves)

- **Noted and approved.**

6.1.3 2017/18 Budget (inc. Cost Centre Summary Report & Cash Flow Statement) – for approval (statutory)

Approval of the 2017/18 budget was requested, SB advising as follows:-

- Total income in 2017/18 was estimated at £940K.
- The latter sum comprised funding of £906K, which from 2018/19 was predicted to fall due to reduced admissions and the transfer a current large cohort to high school.

- **Governors queried the variation between February's data and that presented today, specifically that in 2017/18 the former showed an in-year deficit and the latter a surplus.**

SB said that again she had been exercising caution earlier in the year; also that the data had been affected by the brought-forward figure from 2016/17 which was now more accurate. Head added that the DfE had also implemented changes to EYS funding this year which had impacted income.

Governors were informed of the retirement of Mrs Margaret Millar at the end of August and, given school's current financial constraints, their views were sought in respect of securing cover for her. Two options were proposed:-

- i) The recruitment of a TA3 to replace Mrs Mellor: While this would be a saving on salary, Mrs Mellor being a TA4, and would also be affordable within the 2017/18 budget, it would increase the budget deficit significantly in the years thereafter.
- ii) The non-replacement of Mrs Mellor and the transfer of a current member of staff to Nursery five mornings per week.

- **Governors suggested the appointment of a part-time replacement on a fixed-term basis.**

Head advised that HR did not normally support the replacement of permanent posts with fixed-term contracted ones for the purposes of financial expediency.

- **Following extensive discussion, Governors agreed as follows:-**

- **That a TA should be recruited on a one-year, part-time, fixed-term contract in the first instance;**
- **That the arrangement should be reviewed after twelve months;**
- **That while covering Mrs Mellor's post, the position would also be non-assigned.**

SB said that she would adjust the budget accordingly.

- **On the basis of the above amendment, the 2017/18 budget was approved.**

SB confirmed that she would ensure that all relevant documentation was signed by the Chair of Governors when she visited school at the end of the week.

6.1.4 3 – 5 Year Budget Projections

Cf. Item 6.1.3 above.

- **Governors noted the predicted in-year deficits from 2018.**

6.2 Pupil Premium & Primary School Sports Funding

SB advised that she was currently unable to supply details of Pupil Premium expenditure as it had yet to be apportioned according to the relevant financial year. She explained that funding was received in September for the academic year and was therefore was not in tandem with the financial one; for reporting purposes, the data needed to be adjusted accordingly.

She was in the process of undertaking such an exercise and once complete would ensure that Governors received details.

Action: Mrs Liz Diggle

Head reported that regulations in respect of Sports Premium use had been tightened: it could not, for example, be used for sports coaching unless it included an element of CPD for staff; it also had to meet the five objectives listed in the impact statement, details of which had been circulated.

Inviting Governors to review the latter she drew attention to:-

- The range of activities available (eg. cycling, golf, basketball);
- The number of competitions entered (eg. hockey, cricket, girls' football); and
- The establishment of after-school sports clubs, now taking place at least three times a week.

Details of all activities funded by the Sports Premium in 2016/17 would be posted on the website by the end of the year; those for 2015/16 were already there.

6.3 Asset Register (inc. disposal of assets)

Governors were informed that following its installation a new CCTV monitor had been added to the asset register. The PTA had also purchased some iPads for school's use; these too were to be included. No other adjustments had been made to the schedule and no disposal of assets was requested.

6.4 SIP/SDP Budget Plan – for review

Head reported no changes to the SDP; an up-date of its progress would be presented to the FGB at its next meeting in July. It had been brought to her attention that the plan was not in tandem with the budget – the former relating to the academic year, the latter to the financial one. To address the anomaly, one option would be to have a rolling SDP; an alternative would be to allocate money to budget headings initially, then re-allocate in September when the plan was finalised, which would have the benefit of focusing teachers' attention upon the use of their respective budgets and expenditure. Further consideration would be given to the matter.

7. **Personnel**

7.1 Staffing Structure 2017/18

The following staff appointments were announced:-

- Mrs Susan Leech as Yr6 teacher: Though few applications for the post had been received, Head was confident that a good candidate had been selected.
- Two midday assistants.
- A cleaner: engaged on a casual basis initially, her appointment could become permanent.

8. **Policies – for review & approval**

8.1 Staffing & Employment Advice for Schools (DfE Guidance)

The DfE guidance document was tabled for Governors' information.

- ***Noted and approved.***

8.2 Personal Emergency Evacuation Plan (LA policy)

Governors were invited to approve PEEP procedures which had been introduced in accordance with the recent H&S audit.

- ***Governors enquired about the frequency of the policy's renewal.***

Head said that as it was an LA policy she assumed that it would be reissued as appropriate.

- ***Governors asked whether the LA had provided guidance on responses to immediate invasive threats, such as has occurred recently at another local school.***

Head reported that it had not but that she had been in receipt of critical incident training which related to the similar incidents.

9. Any Other Business

None.

10. Date of Next Meeting

It was noted that the date of the next meeting would be decided at the next full Governing Body meeting on Thursday, 13th July.

The meeting concluded at 7.30pm

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

(Mr Chris Neale, Committee Chair)

Minute	Action	Responsible
4.1	Meeting to be arranged with Ian Ivens to draft letter to LA re. Mott MacDonald survey.	Chris Neale
5.	Aforementioned letter to reference GB concerns about effect of possible delay in works to flat roof.	Chris Neale
5.	Enquiries to be made re. re-decoration of dining area.	Louise Keogh
5.	Clarification to be sought re. impact of scaffolding on playground area.	Aaron Turner
6.2	Governors to be emailed a breakdown of PP expenditure once available.	Liz Diggle