

Governor Services, Learning Services and Skills Team

ARKHOLME CHURCH OF ENGLAND PRIMARY SCHOOL (01013)

Minutes of the meeting of the Resources Committee held at the school on Monday, 14 October 2019 at 6pm.

Present: Mrs L Wallace (Chair)
Dr A Helyar
Mrs E Sapsford
Mrs M Smith
Mrs B Waddington
Mr D Waddington
Mrs J Ingram (Headteacher)

Also present: Miss L Richardson (Clerk to Governors)

Apologies: Apologies for absence were received and accepted from Mr A Warriner.

19.44 Declaration of Interest

Mr D Waddington and Mrs B Waddington declared an interest in item 19.58. They agreed to leave the room during this item.

19.45 Election of Office holders: Chair, Vice-chair and Treasurer

Mrs L Wallace was elected as Chair, Mr D Waddington as vice-chair and Mrs M Smith as Treasurer for Governor's accounts, for the 2019/20 academic year.

19.46 Confirmation of Lead Governors

The following lead governors were agreed, linked to the areas within the committee terms of reference:

Finance – Mrs J Ingram, Mrs L Wallace and Mrs B Waddington
Personnel – Mrs J Ingram, Mrs L Wallace and Dr A Helyar
Buildings – Mrs J Ingram, Mrs L Wallace and Mr D Waddington
Health and Safety – Mrs J Ingram, Mrs M Smith and Mrs E Sapsford

Mrs Sapsford agreed to be nominated governor for Numeracy/Science.
(Taking over from Mrs L Wallace)

ACTION

FGB

ACTION

19.47 Terms of Reference for the Resources committee

The committee reviewed and agreed the Terms of Reference with the following amendments:

32. Addition of *'lock downs'*

37. Remove *'to review risk assessment exercise'*

There was discussion of, but no amendment to, no.5 regarding pupil premium. A governor confirmed that information about pupil premium was published on the website. The governor added that there was also information about sports clubs as also referred to in the TOR.

In response to **a governor question**, the headteacher confirmed that MFC still ran a lunchtime club on Mondays and Tuesdays and any child who wanted, could attend this club. Netball was still running on Friday lunchtimes.

19.48 Minutes of the Last Meeting

The minutes of the previous meeting, held on 13 June 2019, having been circulated, were approved and signed by the chair as a correct record.

19.49 Matters Arising

UK Energy Watch Presentation (Minute 19.27 refers)

The headteacher reported that the bursar continued to explore whether there were cheaper energy providers available.

Headteacher

Treasurer's Report (Minute 19.27 refers)

Mrs Smith had researched if there were any bank accounts that avoided a monthly charge but had not found any. There was a discussion of other options, which might avoid a regular charge. The headteacher agreed to look at whether the school could have another account designated as a 'governor's account'. The school banked with Santander and it was assumed that no further charges would be made for this. The clerk agreed to confirm with the headteacher, before the headteacher progressed with this solution.

**Headteacher/
clerk**

Staff questionnaire (Minute 19.35 refers)

Mrs Wallace had passed on details of the staff questionnaire to Mrs Sapsford and Dr Helyar. Mrs Sapsford had developed this and intended to circulate the questionnaire after half term. Mrs Wallace explained that comments could only be made at the end of the questionnaire not throughout. Mrs Sapsford and Dr Helyar would analyse the findings and provide general feedback to the Full governing body meeting.

FGB

Staff Updates (Minute 19.36 refers)

ACTION

Mrs Ingram confirmed that there had been no movement of teachers. The teachers remained with the same year groups as last year.

Policy Review (Minute 19.37 refers)

The chair of governors confirmed that she had sent a letter to parents early in the autumn term clarifying the role of the parent governor. The letter had explained that concerns should be raised with the headteacher. It was agreed, that this letter should be placed on the website for future reference.

Headteacher

PROP Scheme Update (19.38 refers)

See agenda item 19.59.

Health and Safety (Minute 19. 39 refers)

Mrs Sapsford confirmed that the PTFA had been successful in their bid to 'The Harold and Alice Bridges' charity and had received £1000.

The PTFA planned to put further applications in to this charity, in future years. A governor suggested looking at 'The Christopher Robin Trust' as another possible source of funding.

There had been new quotes gained for replacing the half of the soft pore that was in the worst condition and this decision was with the PTFA. The headteacher expressed concern that if the soft pore was laid during the winter, then there would be potential for damage from frost. It was agreed to aim to have the soft pore laid at Easter 2020.

Dr Helyar confirmed that replacement trees would be planted on the village hall fields. There was a discussion around the location of these trees.

Policies (Minute 19.41 refers)

The headteacher confirmed that pest control was separate to LCC PROP and could, in theory, be taken on by the school. It was agreed that this was not a priority at present and there were currently no pest control issues.

FINANCE

19.50 Accounts 2019/20

'Financial information for governors' had been circulated and included balances as of 24 September 2019:

DFC - £675.58+

Barchester - £1637.46+

The headteacher confirmed that the contribution from the Ripley Trust went into the Barchester Fund.

Pooled Resources Optional Plan (PROP) - £600 (minus)

The headteacher explained that PROP money had been transferred out to pay for recent building work. The transfer out had been made before

two outstanding payments had come out of this fund. PROP would be reviewed taking into account the ongoing asbestos quotes and future use of this money.

Unofficial School Fund - £6349.69+

School Meals

Summer Term Income = £6683.50+

Autumn Term Income (1 September to 24 September 2019) = £2042.70+

A governor asked if there was any reason for the increased uptake in school dinners. Mrs Ingram replied that there had been some changes and the meals were generally good quality.

Breakfast and After School Club - £1424+ (Covering income for period 1 September to 24 September 2019.)

A governor commented on this positive figure given that this was less than half a term of income. The headteacher agreed and confirmed that the club was nearly full. Mrs Ingram intended to review whether an additional member of staff was needed for busy days, possibly just for the first hour. In response to **a governor question**, Mrs Ingram confirmed that this would only be required after school and not for breakfast club.

Governor Business and Saving Account

Mrs Smith informed the committee that there had been no change. She agreed to email Mrs Wallace with the confirmed figure.

Mrs Smith

19.51 Agreed Budget Plan 2019/20, 20/21 and 21/22

The committee reviewed the agreed budget plan for the three-year period. The forecast was based on the approved 2019/20 budget adjusted for significant known changes and assumed full expenditure of budget headings at this point in the financial year.

A governor commented that it was difficult to predict over a three-year period but generally the budget going forward was looking positive.

19.52 Financial Monitoring Report – Summer Term 2019/20

The 'Financial Monitoring Report Summer Term 2019/20' had been circulated to governors. This report had been produced by Ms Angela Davies from the School's Financial Services.

The headteacher summarised that compared to the approved budget, the forecast outturn had increased by £3012. The estimated balance carried forward for 31 March 2020 was £12 694.

Mrs Ingram went on to explain that the main reasons for this difference were a favourable variance (101 – Funds Delegated by the LEA) due to

ACTION

more hours provided for the three and four year olds in the summer term than was estimated in the budget and additional PPG funding for three pupils eligible for Free School Meals.

The committee reviewed the reasons for significant variances to the current budget.

A governor asked about 'E07 Costs of Other Staff' Adverse variance of £4567. The headteacher explained that the overspend was due to additional casual hours for Out of School Club staff and Welfare to cover staff absences. The forecast variance assumed cover for the Out of School Club post until December and the welfare post until the year end. In response to **a governor question**, the headteacher provided some further detail on these staff absences. She also confirmed that the school only paid into insurance for teacher absence.

A governor commented that despite the adverse variances the estimated balance carried forward had increased and congratulated the headteacher and staff for this.

The headteacher agreed to confirm what was covered by 'I06 Other Government Grants'.

Headteacher

In response to **a governor question** the headteacher said that it was not yet known what would happen to the PE grant beyond 2020.

Mrs Ingram enquired that, if the budget allowed, it would be good to look at a small reduction in the teaching hours of the headteacher. The committee asked Mrs Ingram for the costings, for reducing her hours by one afternoon a week.

Headteacher

19.53 Virements

The committee reviewed the adjustments to budget heading allocations. £2500 had been moved from 'Reserves' to pay the 10% contribution to capital building works on the main entrance, in the summer term. £900 had been moved from 'Reserves' to pay for the felling of two large trees in the summer term.

The headteacher confirmed that she would be following up the invoice for the tree felling as the quote had included leaving the wood behind for the school - which had not been done.

Headteacher

19.54 Model Scheme of Delegation Internal Financial Regulations

The committee approved the model scheme of delegation.

The clerk agreed to clarify whether all staff were required to complete the register of business interests or whether it was just staff governors.

Clerk

		<u>ACTION</u>
19.55	School Financial Value Statement (SFVS) The committee reviewed the draft of the Schools Financial Standard. Question 14 - Mrs Wallace and Mr Waddington agreed to undertake a benchmarking exercise. Question 17 – In response to a governor question , the site supervisor would look at the guttering issue.	Mrs Wallace/Mr Waddington Headteacher
19.56	Policies The committee reviewed and adopted the 'Charging and Remissions Policy'. PERSONNEL	
19.57	Policies The committee reviewed and adopted the Whole School Pay Policy. Whilst the school usually adopted this LCC policy, the headteacher explained that the governing body could make changes if it wished. This policy would be ratified, at the Full Governing Body meeting, when the named Pay Committee would be confirmed, and the process for replacing committee members if they were unavailable on the specified date. A governor commented that the Pay Policy was useful to refer to for the Pay Committee.	FGB meeting
19.58	Staffing Update This item was deemed confidential and minuted as such. BUILDINGS	
19.59	PROP Scheme update The headteacher explained that the process of remodelling the main entrance area had been frustrating although ultimately rewarding. She confirmed that the school had not received any financial support from the diocese. Mrs Ingram proposed that the school looked at the option of holding their own DFC. A governor asked how this would be viewed by the diocese and whether it would impact on future LCVAP bids. Mrs Ingram said that moving DFC should not impact on future LCVAP bids.	

ACTION
**Headteacher/
FGB**

It was agreed that the headteacher would look at the options and provide further information to the Full governing Body.

As discussed at previous meetings, the headteacher explained that whilst the 'Re-active' part of the contract had worked well in the past, there had been ongoing frustrations with the amount of time taken up chasing LCC PROP to get responses and to get work done. This had been discussed, at the head's cluster meeting, and there was agreement that this was a shared concern. Some schools had already moved away from LCC PROP.

Mrs Ingram had circulated a list of comparative costs between LCC PROP and DBE Property Services (TPM) at the previous resources committee and, overall, the annual costs were very similar.

In response to **governor questions**, the new LCC surveyor, Mr John Whitham appeared to be more responsive. She went on to clarify that if the school left LCC Prop they could return to the service at a future date.

A governor asked whether this role, could be taken on by someone within school or whether it needed to be an external person/organisation. Mrs Ingram felt that the quantity of work involved would be too much for school to manage. The school would look to appoint a 'go between' who would source appropriate contractors to cover all the areas previously covered by LCC PROP including water testing, PAT testing, fire alarms etc. The headteacher felt that the LCC approved contractor list meant that prices did not always appear to be best value.

A governor cautioned that this was something to be aware of with any new contract as well.

A governor asked if the cluster could approach LCC as a group to discuss their problems and try to bring about change. Mrs Ingram confirmed that this had already happened but changes to personnel and the lack of capacity within the team to do work meant continuing problems.

In response to **a governor question**, the headteacher would confirm the notice period required to leave LCC.

Headteacher

The committee agreed that this decision needed to go to FGB.

A sub committee would be needed to interview possible alternatives, including TPM, prior to the FGB meeting.

Mrs Wallace, Mrs Smith and Mrs Sapsford agreed to arrange a date, on a Monday, to meet.

FGB

19.60 Asbestos update

An 'Asbestos Bulk Sampling Report' and an 'Air Monitoring Test Certificate' had been circulated.

The headteacher informed governors that Mr Whitham had contacted her to say that the sump pump, located in the cellar, kept tripping and needed to be investigated. The cellar had been sealed for a number of years as there had been asbestos previously identified.

On the wall of the room, before going down to the cellar, there were a few marks that looked like paint on the wall. The sampling report identified these as asbestos. The quote for removing these three marks was £730. Mr J Whitham had informed the headteacher that the HSE would need to be informed but further information put this in doubt.

The headteacher had emailed Mr Whitham to confirm whether HSE needed to be informed and whether other quotes could be gained.

There was a short discussion, which agreed that the headteacher should contact Mr Whitham to ask for other options available e.g. painting over the affected area.

In response to **governor questions**, the headteacher confirmed that the tests completed had already been paid for by the school. The air monitoring test had been passed – there were no problems with air quality. The sump pump which had caused the investigation had still not been checked. Neither the asbestos removal nor the sump pump was planned expenditure

Headteacher

19.61 School Maintenance and Improvement Plan (SMIP)

The headteacher had begun a cycle of redecoration around the school. This had not been done in recent times due to funding constraints.

Mrs Ingram had gained quotes for supplying and fitting carpet tiles to classroom 3, classroom 4, the office, the staffroom and the back classroom areas.

The committee considered the quotes for re-carpeting.

In response to **governor questions**, the headteacher explained that carpet tiles stayed down well, and meant that one tile could be replaced if need be, rather than the whole floor. Governors commented on carpet that could be cleaned and/or protection for high use areas. Mrs Ingram said that painting would be done at another time, out of the next budget.

The headteacher proposed that the office (purple tiles) and classroom 3 (grey tiles) should have their carpet replaced as they were in the worst condition.

A governor proposed that the staff room (in purple tiles) should also be included.

The committee approved new carpet for the office, staffroom and classroom 3 with money to be taken from the surplus.

Approximate total cost = £1225 (classroom 3), £635 (office), £625 (staffroom).

19.62 Policy Review

The committee reviewed and adopted the Disposal of Assets.

HEALTH AND SAFETY

ACTION

19.63 Accidents, Incidents and Near Misses

The headteacher had circulated an 'Accidents, Incidents and Near Misses' report from the summer term 2019.

A governor suggested that it would be helpful to include the number of weeks in each term in the data so that comparisons between terms could be made. The headteacher agreed to add this information in future.

A governor asked if the headteacher had any worries or if there had been any major incidents.

The headteacher said she had no worries but that the use of the pallets was under review as although the children enjoyed them, the pallets were getting older.

Headteacher

19.64 Health and Safety/Safeguarding

The headteacher reported that the new entrance had a massive positive impact on safeguarding. Mrs Ingram and Mrs Smith had completed a walk around using the Health and Safety at Work checklist. Overall, there was little to report, with the play area much as it had been but the school was still waiting on emergency lighting.

The headteacher added that they had begun to padlock the front gates at lunchtime.

A governor suggested that the main entrance sign could be moved to the other side of the building to indicate where the new main entrance was. This would make the entrance clearer from the village hall side. The headteacher agreed to look at this.

Headteacher

A governor asked if the school was up to date with a list of individual child allergies. The headteacher confirmed that the list was updated, with information from parents, it was reviewed regularly and displayed in the staffroom. **Another governor suggested** that a note could be put in the newsletter, to remind parents, to keep the office informed of any changes to allergy information.

Headteacher

19.65 Confidentiality

Item 19.58 was deemed confidential and minuted as such.

19.66 Date and Time of Next Meeting

The next date for the Resources Committee was **Monday 10 February 2020 at 6pm.**

The chair thanked governors for their attendance and input and closed the meeting at 8.17pm.