



**St. Paul's C of E Primary School
Resources Committee Meeting
Wednesday 6th November 2019 at 6.00pm
Minutes**

Present

Liz Bayliffe-Smith	Parent Governor
Ms Josie Hewitt	Co-opted Governor (Staff member - SBM)
Dr Brendon Jones	Foundation Governor / Vice chair
Ms Paula Millward	LA Governor (chair)
Ms Jan Sorohan	Headteacher
<i>Mr Matt Shanahan</i>	<i>co-opted</i>

In attendance

Ms Kathy Crotty	Clerk
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Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.

1. Welcome and Introductions

- Governors were welcomed to the meeting by the chair Paula Millward.

2. Apologies for Absence

- There were no apologies as all Governors were present.

3. Review of Terms of Reference of this committee

The Terms of Reference was approved by the FGB meeting held on the 25th September 2019.

Governors accepted the Terms of Reference for this committee.

4. Declaration of Any Other Business

- There were no declarations of Any Other Business.

5. Declaration of Non/Pecuniary Interest

- Liz Bayliffe Smith has one child in the school. Matt Shanahan has one child in the school.
- Josie Hewitt has a family member who works for the HR company Peaks & Plains.

6.1. Minutes of last meeting held 12th June 2019 and matters arising

Governors formally approved the minutes of the 12th June 2019 including the confidential minutes as a true record.

Action: Clerk to include school meals charges on the next FGB agenda. See item 9

Action: Brendon Jones to meet with Josie Hewitt by the end of June to undertake the premises walk around.

This has been actioned and there have been two premises visits. One occurred on the 3rd July 2019 with Brendon Jones and Josie Hewitt and the second walk around occurred on the 5th November 2019 with Brendon Jones, Liz Bayliffe-Smith and Josie Hewitt.

6.2. Part 2 Confidential minutes

Action: Revise the pay policy and CoG to respond to the request in conjunction with the vice chair of resources.

This has been actioned.

7. Self-evaluation of the Resources Committee

- Governor agreed the committee members between them have much knowledge and experience in the areas of finance, budgeting, premises and staffing. Governors were asked if anyone felt they needed any training and one issue was identified about the lack of knowledge of the new national funding and this is expected to be settled after the upcoming general election.

Action: Governors to review training need regarding school funding (national funding formula) at the spring meeting.

- Manchester is one of the highest funded authorities due to the levels of deprivation and despite politicians stating there would be increased funding for education, this is not expected to be allocated to areas already funded more generously. Schools with less deprivation are funded less and these schools are expected to receive an increase. The expectation is for a 0.5% increase for schools. Governors discussed the impact of funding wealthier LAs as they do not have the same level of SEND needs as the needs in areas of deprivation.

8. GDPR

- In the summer term there was one Fol (freedom of information) request about asbestos. The Fol requests tend to be the same each year. The school is asbestos free and the suspicion is these are from companies looking for business.

Q: Does the school still need the SLA with Global Policing?

It was felt the school still needs this SLA as this includes an annual audit and a report regarding compliance. The company keeps the school up to date for example in relation to Brexit preparations.

9. Review of School Meal Charges

- Manchester have kept the charges the same at £2.30 per meal. The school charges £2.30 to parents.

10. School Data Matrix Summer Term 2019

- There were 343 pupils in the school when the summer term ended. There are currently 342 children with much mobility. On census day there were 342 children and this will determine the budget. The capacity is 354 children.

Q: Governors asked how many children are in the nursery and in reception.

Reception is full, the spaces in the nursery can be filled termly. There are four spaces in the nursery.

- In Yr1 there are two vacancies; in Yr4 there is one vacancy; in Yr5 there are four vacancies. In Early years, Nursery five vacancies and Reception two vacancies.

Q: Why is there more mobility in Yr5, is this due to children moving into the independent sector?

The school is not aware of children moving to the independent sector but families may move geographically to other areas for a particular high school.

Q: Governors asked about the pastoral factors (FSM; EAL; PP; Medical conditions; and SEND status). What is the percentage of children in more than one category?

Most of the children are in more than one category.

- This school has less PP than the Manchester average.

C: How does the school compare with national averages for these pastoral factors?

The IDS (integrated data set) puts this school in third quintile, and the national is 23%. The SEND support is 6.7% and the national is 12.6%. St. Pauls has 2% of children with an EHC plan which is above the national average of 1%. The school is in the second quintile for EAL (25%) and the national is 21%. The national average for stability is 86% and this school is 89%. The school is in quintile 3 for deprivation and this school is in the fourth quintile indicated less deprivation. The school has 15 out of 17 ethnic groups.

C: Governors asked about why authorised attendance has reduced and unauthorised attendance has increased. PA (persistent absence) has decreased.

These are holidays which are not authorised.

Governors noted the school has made progress in reducing PA.

- The school is reducing the number of lates. Attendance is over 96% which is very good.

Q: Are you continuing attendance week?

Yes, the children enjoy this week.

11. Personnel:

11.1 Staffing Update

There are currently three people on long term sickness. This is reported in the Part 2 Confidential Minutes.

Q: Is there a lone working policy?

Yes, the school does have a lone working policy but staff are not in the building alone for very long. This policy will be reviewed ready for the return to work of an absent staff member.

Q: Is the school planning to use agency staff?

Not until the end of the autumn term. The staff feel this is too busy a term to train up staff so this will be a priority in the spring term if staff are still absent.

11.2 Staff Attendance Data 2018-2019 Academic Year

- Staff attendance data continues to be excellent. The IDSR (unvalidated data) in November 2018 showed the school had 44.4% of staff with one period of sickness absence (this could be one day), against the national average of 54%. There are no teacher vacancies.

11.3 implementation of Teachers' Pay Award September 2019 (MCC and Trade Union

Governors formally approved the Pay Committee recommendation to award 2.75% in line with DfE and LA recommendations.

- The budget included 2% for this pay rise and the 0.75% will be refunded via a pay grant. Governors approved the scales recommended by the LA and the DfE.

Governors approved the Pay Committee recommendations for teacher progression.

12. Finance

12.1 St Paul's CE Primary School LA Monitoring Period 6 (April-Sept.) & General Ledger Cost Centre Summary

The statutory documents for P6 monitoring have been sent to the LA.

Governors formally approved the P6 monitoring.

12.2 Proposed Revised Budget 2019-2020

Q: Is the teacher pay grant included in the budget?

This is listed in IO1 and is not a separate grant. The grant of £13,984 has been received for September to March.

Q: Governors asked for clarification about the supplementary fund?

This is for the additional superannuation costs and is included in the Novembers pay roll. The LA have asked schools to include a projection to avoid a deficit budget. £26,982 has been assumed, the actual grant is not yet known.

Q: Apart from the realisation of these grants, are there any other changes to income expected?

There are no expected changes to income but the spending might not all occur. The supply costs might not all be used. (E26 agency supply staff of £14,000, the school has only spent 10% up to 5th September 2019).

Q: Governors asked about staff teacher insurance

This is for maternity leave.

Q: What is 'other insurance costs' (E23) of £14,000

£13,720 is the cost of public liability. Governors thought this was high and were informed this policy was the cheapest and is from the LA. The Manchester LA policy charges per pupil. The next quote was £22,000. The school has in the past has been insured from the Diocese but the current policy was the cheapest.

Q: Governors asked what other staff related insurance was (E11)?

This is de-delegated insurance from Manchester which is included in the balance in the delegated income from the LA. This includes for instance costs for city wide trade union representatives who are seconded from their jobs.

Q: How many LOs does this school have?

There are 10/11 LOs and this includes additional hours reflecting additional children in the breakfast club. There has been some handover when there are staff changes.

Q: Do your TAs cover lunchtime?

In EYFS there is TA who does some cover and new TAs have this cover included in their contract. There is little savings as the staff still need a lunch break. Many of the TAs in this school are on term time only contracts which is cheaper than the TAs with AYR (all year round) contracts pro rata. The TAs have one hour unpaid over lunch. LOs are paid at a lower rate than TAs.

C: There is a projected deficit of £85,000, can this be met in efficiency savings.

The school had a clawback of £10,000 from the excessive balance calculation and is likely to have an in-year deficit of £58,000.

Q: Have you always had these pupil numbers historically?

No, the numbers have always been about 350. The numbers have dropped in the last year. This school qualified for an extra £44,000 for children eligible for the additional 15 hours of nursery provision. 17 of 34 parents were eligible and this may be less next year. This was acknowledged as a risk.

C: What does the school intend to do to reduce the deficit?

The school is assuming the general election will not result in the allocation of additional income for this school. Governors noted there are uncomfortable decisions that might be needed. The Headteacher reported the school is looking at different scenarios with the school consultant. The savings will be identified and this is likely to be about £50,000. This will impact on staffing mainly. There is little room for other efficiency savings. There may be some natural wastage by not replacing staff leaving or retiring. The school will look at leadership time outside of class to save money. A restructure may be possible.

Q: When would these decisions have to be made?

These financial decisions might have to be made by January – March 2021. The scenario work might need decisions in the summer term 2020.

Q: What will the scenarios be based on?

Current pupil numbers are expected to be slightly less. The scenarios will assume the teachers pay grant will be awarded in future years along with the pension grant but these are not guaranteed. The PP grant is likely to drop each year. Next years budget does not include the nursery income for the additional 15 hours as the eligibility will not be known until admissions.

Q: 342 is the budget pupil numbers, if they are lower will you have a clawback?

There is a minimum funding formula guarantee.

- Governors noted the work being done by leadership and welcomed the technical independent advice. The staffing budget is high due to this school having many experienced staff paid at the higher scales.

Governors approved the budget with the knowledge this will be updated in the spring term

12.3 Devolved Capital

Q: Governors questioned the £7,000 allocated as this seems a low amount.

This is the amount given to new buildings. (This school is 15 years old)

12.4 Five Year Budget Projection & Budget Dashboard

Governors noted they are aware of the budget projections and await the options.

12.5 Cash Flow Forecast – September 2019

There are no issues this financial year.

12.6 Academic Year 2018-2019 School Trips Analysis/Write Offs

Governors agreed to write off £16.14.

Governors noted this was a very low amount and Governors formally thanked Vicky Norbury for her work on reducing debts to the school.

13. School Development Plan

The SDP has been discussed in the curriculum committee on the 24th October 2019. All school improvement priorities are included in the budget and there are no additional spending needs at this time. The SDP will be shared at the next FGB scheduled for the 20th November 2019.

14. School Financial Value Standards (SFVS)

The SFVS is now changing to an online system and the compliance questions have changed.

Action: The committee meeting of the 5th February 2020 to include time at the start of the meeting to complete the SFVS statement.

15. Premises, Health & Safety

15.1 Accident Reporting

There were two accidents in the summer term.

Q: Did these accidents result in visits to a hospital?

The HSE was informed of the accident resulting in a fracture.

15.2 Facilities Management

This is ongoing even with staff absence. The school is complying with all statutory requirements.

15.3 Fire Drill

This has not occurred this term and will be undertaken before the end of the term.

Q: Governors asked if they need to see a copy of the fire risk assessment.

Governors were informed the original fire risk assessment was undertaken when the school was built. This assessment is reviewed annually. The building has not changed and so a new assessment is not needed. When the school was new the children's coats were identified as a risk and remedial action was taken by the installation of heat detectors. The bin stores are near school so this is monitored. The school has a sprinkler system and legionella testing occurs as required.

16. Asset Register and Portable Asset Log:

16.1 Write Offs

The updated log was shared. Laptops were disposed of in the summer term.

17. Policies & Procedures Review

17.1 Fraud Policy

There are no changes. This is a One Education Policy

Governors formally adopted the Fraud Policy

17.2 Risk Management Policy

Governors formally approved the Risk Management Policy

17.3 Staff Attendance Policy

Governors formally adopted the Staff Attendance Policy

18. Safeguarding – Single Central Records/DBS

There are no issues to report. The DBS of Governors DBS is next to be checked.

19. AOB

C: The chair asked Brendon Jones about fire risk assessments in the student halls of residence.

Brendon Jones answered halls of residence and tower blocks are fire risk assessed more often.

- This school has no extension cables as a new build there are sufficient sockets. The assessment is reviewed every September 2019 by the SBM.

Governors approved the expenditure on a new fire risk assessment.

Action: The SBM to acquire quotes for a fire risk assessment.

20. Dates of next meetings

- Wednesday 5th February 2020 at 6.00 pm
- Wednesday 10th June 2020 at 5.00 pm (*earlier time*)

Signed.....



Mr Brendon Jones (Vice Chair)

Date.....

5/02/20

Paula Millward Chair

Meeting closed at 19.50

Summary of Actions

- Action: Governors to review training need regarding school funding (national funding formula) at the spring meeting.
- Action: The committee meeting of the 5th February 2020 to include time at the start of the meeting to complete the SFVS statement.
- Action: The SBM to acquire quotes for a fire risk assessment.