



**St. Paul's C of E Primary School
Resources Committee Meeting
Wednesday 5th February 2020 @ 6pm
Minutes**

Present

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

Apologies

Liz Bayliffe-Smith	Parent Governor
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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

- Apologies were received and accepted from Liz Bayliffe-Smith

3. Declaration of Any Other Business

- There were no other items of any other business declared.

4. 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.

5. Minutes of last meeting held 6th November 2019 & Part 2 Confidential Minutes
Governors approved the minutes of the meeting held 6th November 2019 including the Part 2 Confidential Minutes subject to the inclusion of Matt Shanahan in attendance.

Action: Governors to review training need regarding school funding (national funding formula) at the spring meeting.
See agenda item 8

Action: The committee meeting of the 5th February 2020 to include time at the start of the meeting to complete the SFVS statement.
See item 7

Action: The SBM to acquire quotes for a fire risk assessment.
The fire risk assessment was undertaken on the 21st January 2020 by MCC. The only issue is the intermittent strips on the fire doors need checking. Risk assessments which were lost when the computers data was lost are being redone as needed.

6. GDPR

- The next GDPR audit is due 12th March 2020. There were no incidents in the autumn term.
- There has been FoI request from the Liberal Democrat Party about bullying in schools.
- Governors discussed the impact of Brexit on GDPR and expectation is for GDPR to remain into GB law. The regulations are still relevant in this transitional period.

7. SFVS

- The checklist was displayed to enable Governors review the evidence and the compliance questions. It was explained the dashboard links spending to outcomes and benchmarking. The school benchmarking for leadership was shared.

Q: What is the area you are least comfortable with?

There are no areas of concern. The office staff data looks high and this reflects the inclusion of staff who are part of the leadership.

Q: The in-year balance is identified as a low risk, is this retrospective?

Yes, this is based on the CFR for 2018-19; the October 2018 census; and the November workforce data.

Q: The teacher contact ratio is lower than recommended, why is this?

The lower teacher contract ratio reflects the way this school organises PPA. This school covers this in a different way to other schools.

- For most areas the school is broadly in line with other schools. Q29 will be 'yes' by the time FGB receives this.
- Governors were confident this mirrors the discussion of the committee over the year.

Governors formally recommend approval by the FGB.

Governors gave formal thanks to Vicky Norbury for her work on the SFVS.

8. Training needs for Governors on current funding formula for schools

The expectation is the LA will provide this training when the new national funding formula was known.

9. School Data Matrix

9.1 Autumn Term 2019

- The report identified there are 342 pupils on roll. 20% of pupils are PP (pupil premium) and 9.6% of pupils are SEND.
- Governors noted it was heartening to see the attendance data to and the reduction in unauthorised absences (authorised absences have increased). Authorised absences tend to be given to nursery children where there is not a statutory attendance requirement. PA in Manchester is quite high at the moment at 14% when the national average is 10%. The school monitors those children who are close to becoming PA and letters are sent to parents before PA is reached.
- There has been one exclusion for one day in the autumn term. This has been discussed with the link governor for behaviour. This is a Yr6 child with ESMH (education, social and mental health) needs. The exclusion related to the need to protect other children. Governors noted this is rare in this school.

10. Personnel

10.1 Staffing Update

- This is not as good as usual and AMR (attendance monitoring review) meetings are occurring and these are genuine illnesses. Phased returns are over a four-week period. This can be as few as two half days per week yet staff are paid full salaries. Some LAs only pay for the hours work and this might have to be considered as budgets become squeezed.

C: Can the school change this payment arrangement?

This arrangement has been checked with the local authority and this seems to be custom and practice. This has not been an issue for this school. This school does not have staff insurance as this has not been needed. Insurance for sickness cover might be reviewed as budgets become more restricted.

10.2 Staff Attendance Data Autumn Term 2019

- The school has had some staff on long term sickness leave. Out of five staff, three are now back in work. Two staff are in the procedure. There was a member of staff who was in and out of work and it was felt it was better for the children for the staff member to be absent to fully recover. This absence did not need supply cover.
- The site manager absence was largely managed in-house.

Governors formally thanked the staff for covering this work, Jenny Power and Josie Hewitt in particular have been opening and closing the building.

It was felt this option was easier than having to train the cover staff.

11. Finance

11.1 St Paul's CE Primary School LA Monitoring Period 9

- P9 has been sent to the LA. The P9 monitoring report was received by Governors. Variances were included in the report. The SBM and headteacher meet monthly to review variances. Variances over £2,000 are highlighted for governors. The revised outturn also includes variances. There are no major variances to report at this meeting.

11.2 General Ledger Cost Centre – Monitoring Period 9

- There were no questions on this report. It was explained this report allows Governors to cross check against the P9 monitoring report.

11.3 Proposed Revised Budget January 2020

- The new budget was shared with Governors in advance of the meeting. Savings were needed so each cost centre has been reviewed. The November budget has an in-year deficit of £85,000 and this has now been reduced to £66,777 in-year and a carry forward surplus of £53,536.
- The LA have asked for a recovery plan as this the deficit is over £50,000. This led to a review of different scenarios. The Headteacher, the SBM and the CoG met on the 17th January to review options. The Headteacher; the SMB and the Chair of the Finance Committee met on the 24th January 2020. The discussions from these meetings are reported in the Part 2 Confidential Minutes.
- The original budget was agreed in June 2019 and this showed an overspend of £58,533. This was revised in October and showed an in-year overspend of £85,231. This has now been further revised showing an in-year overspend of £66,777. The CFR shows cumulative surplus carry forward is £53,536 for 2020/21. The following years project a deficit so a recovery plan is needed.

11.4 Devolved Capital

- There was a devolved capital allocation of £7,796 for this year and a carry forward of £34,929 from last year giving a devolved capital budget of £42,725. There has been expenditure on flooring, including carpets; hardware purchases for IT; and capita licence SIMS including all upgrades.

11.5 Cashflow

- Cashflow is not an issue at the moment but this will be an issue going forward.

11.6 SLA Review

- The SLA report was shared in advance of the meeting. Tendering for the cleaning is being considered by the Schools Buying Hub in April 2020.
- FGB need to agree to continue purchasing Governor training, the cost is £1,377.
- The school is moving to MGL (Mersey Grid Learning) from One Education for SIMS support.
Governors noted the SBM has worked hard to reduce costs on the SLAs
- Governors were informed the Schools Buying Hub for water has saved money.

11.7 Benchmarking Review 2019/2020

- There were no questions on the benchmarking report.

11.8 Budget Planning for 2020/21

- Budget planning was discussed and reported in the Part 2 Confidential minutes.

11.9 KPIs

- The KPI report is based on the revised budget. This is based on the autumn term and is lagged. This school is under forecasting for pupils, the nursery has 39 places but the budget is for 35 children. This amounts to £5,000 less for the autumn term and £5,000 less for the spring term. Summer term was full.

Action: Governors asked for budget projections based on the nursery being full.

11.10 School Development/Impact Plan – 2019/2020

- The costings have been included and main costs are salaries.

12. Premises, Health & Safety

Brendon Jones, Liz Bayliffe-Smith and Josie Hewitt undertook a premises review on the 12th November 2019 and all items have been dealt with.

12.1 Accident Reporting – Autumn Term 2019

- There were two reportable accidents to the LA, none to the HSE.

12.2 Fire Drill

- There was a fire drill on the last day of term and there were no issues.

13. Policies & Procedures

Safer recruitment Policy

This is a model policy from the LA

Governors formally approved the Safer recruitment Policy

14. Safeguarding

14.1 Single Central Records/DBS

The SCR has been checked

Q: Are new governors included?

No, they will be contacted before the next meeting.

15. AOB

- Fire risk assessment will be presented to FGB

16. Date of next meeting

Wednesday 10th June 2020 at 5.00 pm (*earlier time*)

Signed..... Remote Meeting - Covid 19
Paula Millward (Chair)

Date..... 10-6-20

Meeting closed at 19.50

Summary of Actions

Action: Governors asked for budget projections based on the nursery being full.

