

**Minutes of the meeting of St. Giles Governing Body
Resources Committee held on Thursday 19th July 2018 at 6.00 p.m.**

Part A Minutes

PRESENT:

Michael Swadling (Chair), Virginia Marshall, Knoshin Kanis, Callton Young, Ken Morcombe, Neal Fraser, Caroline Horgan, Paul Pearce, Kathleen Shields

ALSO PRESENT:

Lisa Negus –School Business Manager (SBM) Colin Milsom – Clerk

1. Apologies and welcome

No committee members were absent. The meeting was quorate.

2. Membership

The committee noted the membership of the committee and at the present time there were no planned changes.

3. Pecuniary Interests

There were no declarations of pecuniary interest in relation to any of the agenda items, and no new declarations from members of the committee.

4. Minutes

The minutes of the Resources Committee meeting held on the 20th March 2018 were agreed as a correct record of those meeting and signed by the committee chair.

5. Matters Arising and referred items

Car Park and Site Security – Resurfacing, removal of walls and bollards, and redesign of the layout of the car park along with adjustments to the delivery arrangements, had increased the capacity and more minibus transport could be accommodated on site for the delivery and collection of pupils. This freed up space on Pampisford Road. The second suggestion had been that the school investigate the installation of electronic vehicle and pedestrian gates but the cost of this would be approaching £12,000 with a lead in period of 6 to 8 weeks and an installation period of 2 weeks. The other suggested alternative was a security barrier but both of these would require intervention by office staff to operate them remotely and in any event they would have to be left open at the start and end of the day to allow for the pupil transport access.

There had been a couple of instances of vehicles using the driveway to turn round but there had not been any school security breaches. An alternative suggestion at the meeting was the once the pupils had been delivered, the gates be either padlocked or pulled to. During school time it was used for deliveries and parental and visitor parking so it was agreed that the gates be pulled to and all visitors parking on site be requested to close the gates after themselves. This would commence in the autumn and would be monitored, with a report back to the board at the end of the autumn term. **Action: All Staff, parents and visitors.**

In addition it was agreed to improve the signage at the entrance to make it clear that it was private property and that there was no access. **Action: SBM**

There were no other matters arising from the minutes which were not covered by agenda items, or other matters referred for consideration by the committee.

6. Estate & Health and Safety

The report School Business Manager listed a range of property related matters. The committee went through the main areas.

Capital works and Estimates – The completed works were noted.

Reception Area Toilet Quotations – These had been sent to all board members and the view had been expressed that as they were still operable it was not good value for money to proceed with the suggested works. An alternative suggestion was that the male toilet be converted into a disabled access toilet that could be used either by male visitors or disabled individuals irrespective of their gender. The only other adult disabled toilet was in the lower school area and the improved internal site security made access to that area more difficult. It was agreed to seek quotations for this work. **Action: SBM**

It was also agreed to see if this work could be funded by the LA from their disability access funding. Action: Head Teacher

An additional possible source of funding might be Whizz-Kids who used the school site and it was suggested that they might be approached to see if they could make a grant towards the possible cost.

The LA was funding the installation of a rise and fall sink in one classroom, which should have been installed when they paid for the refurbishment of the room.

Carpeting – There was a request for funding of £2,500 to be allocated to replace the carpeting in one room, as this was now well worn. This was agreed.

The school had just been notified that as a result of a fire and electrical survey carried out at the start of term, the main fuse boards, fire alarm panel and some of the emergency lighting system would be either replaced or installed during the summer recess.

Wooden Planter – This was now in dangerous state and would need to be replaced. A wooden structure would cost £7,950. (The committee recessed at the end of the meeting to look at the area and agreed that the bed be removed, the ground levelled as appropriate with some form of barrier on the upper level to ensure adequate safety, and that if necessary different planters that were accessible to pupils be installed in a slightly different location, with sensory planting as required.) The area could be grassed or have some planting. The head teacher would discuss this with Ken Morcombe.

Sensory Room Upgrades – External grant funding was being sought for this work.

Boiler Control – The school had funded this and it had not formed part of the ongoing boiler and heating works paid for by the LA over several years. The controller was purpose built hence the cost. It was approximately 10 years old.

Contracts

Energy Supply Gas – This was discussed and it was agreed to accept the Black Sheep Utilities Gazprom quotation for the site of £27,052 for a three year contract.

Other contracts had been negotiated and were listed in the SBM report that had been

sent to all board members.

7. **Staffing & Personnel**

Several staff were leaving at the end of term and all vacant posts had been filled.

Q. Was there a good field of candidates?

A. This had been a difficult process because of the low number of applicants. One experience member of staff had been appointed, one NQT, one unqualified teacher and one via an agency.

It was confirmed that the school would be charged an agency fee. The net effect of these changes, along with an increase in the pupil number for the school from 100 to 102 had resulted in a reduction in staff costs of £59,000, a funding increase of £11,000, and the overall in year revenue deficit of £56,000 becoming a surplus of £13,900.

Accidents – The report was noted. All had been thoroughly investigated. Staff were making increased use of the Health Assurance support and as a result the cost had increased from £400 to £600 per annum but it still paid for itself in reduced absences.

Q. Is the Managing Change and Loss (Bereavement) CPD being run again?

A. Yes in the autumn. Some staff members had suffered bereavements, but thankfully the school had not had to deal with any pupil bereavements recently but given the staff turnover it was appropriate to revisit this.

Staff Absence Report for the summer term – This had just been completed and was circulated at the meeting. At the next meeting the committee would be provided with the annual data analysed several ways, including, as requested, on a monthly basis, and by working days. A small number of staff had long term absence which distorted the figures. The school had 130 staff members.

There were no other staffing matters to report.

8. **Financial Reports**

The School Business Manager had provided all governors with a written report covering all areas of the funding and premises related matters.

Final Q4 and year end position including the CFR Report – The final report had been agreed at Strategy and signed by the Chair. There were no additional questions on this.

The CFR report reflected the closing balance for the 2017/2018 financial year and the SBM went through the key elements such as debtors, creditors and accruals, in response to questions. This had also been signed off by the Chair.

Other reports included the funding report for the year which the Chair signed.

Q1 – The committee then reviewed the Q1 report.

Q. Does this include the final non-teaching cost of living pay awards and any proposed performance pay?

A. Yes they have been included.

Q. What about teaching staff?

A. At the present time there is no information on cost of living pay awards for

teaching staff and the latest indication is that it could be some time during the autumn. As an interim measure the budget includes a 2% uplift from September and any finally agreed increases will have to be backdated to September.

Q. What is the community focus income?

A. This related to pool lettings. Although it might be desirable to use this to improve facilities, at the present time, given the lack of overall funding increases which the school has experienced, and may well be the case in the future, this money might be required to maintain the current staffing and other support level costs. At current expenditure levels, and without an increase in the funding allocated, the school will run out of carry forward surpluses and will have no reserves to cover its costs.

Bench Marking – As requested a revised report had indicated that the school was using its funds effectively and appropriately

Procurement Card Report – The committee noted the report on the use of the card and this was agreed.

Other funding was noted.
Friends and School Fund financial information was noted as was grant funding received from a variety of sources.

The SBM was thanked for her comprehensive report.

9. School Policy Review

No policies were presented for approval or noting at the meeting.

10. Any Other Business

There was no other business.

11. Confidentiality

As there were no matters of a confidential nature contained in the Part A Minutes it was agreed that the Part A Minutes could be published after they had been agreed by the chair.

12. Date of next meeting

These would be discussed and agreed with the full board at the meeting which followed the committee meeting.

As there was no other business the meeting closed at 7.25 p.m.

Date Chairman