

**Minutes of the meeting of St. Giles Governing Body
Resources Committee held on Tuesday 16th July 2019 at 6.00 p.m.**

PRESENT:

Michael Swadling - MS (Chair), Virginia Marshall - VM, Neal Fraser - NF, Caroline Horgan - CH, Kathleen Shields - KS, Curlita Campbell – CC, Peter Denman - PD

ALSO PRESENT: Lisa Negus –School Business Manager (SBM), Colin Milsom – Clerk

1. Apologies and welcome

Paul Pearce sent apologies. The meeting was quorate.

2. Membership

The committee noted the membership of the committee and it was agreed that it needed to be reviewed at the next board meeting.

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 19th March 2019 were agreed as a correct record of those meeting, and signed by the committee chair.

5. Matters Arising and referred items

There were no identified matters arising but the committee received updates on the following:

Car Park and site security – The business manager reported that she had still not received any comment from the Council regarding pupil access to the school via the main road. It was agreed that this now be deferred to the autumn as it was so close to the end of term. It was also noted that the LA had changed its pupil transport contractor and this might have an impact on the pupil transport arrangements in the autumn.

Use of unqualified and NQT Staff – The school had followed this up and other schools were using unqualified staff. The individual was under supervision and was planning to take a fast track NQT course once they had achieved the required entry grades which would be during the next academic year.

Peter Denman arrived during the discussion of this item.

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 Report & Health and Safety

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

Site Feasibility Study – This was still with the Council and publication was not now expected until sometime during the autumn.

Building and Premises work

The report covered a range of work either completed or planned and some of this related to preparing classrooms for pupils in the autumn term. There were two lots of significant building work that were being undertaken during the summer holidays. Changes were being made to the science room to turn this into a general classroom and Christy/Hawking class was being refurbished. The school had now been informed that the cost of this work would be met by the Council and would not need to come from school resources.

The school would be replacing the flooring in pink class and the committee noted that the school would be using a contractor who had undertaken similar work for the school in the past. This would be a safety surface that would be easy to clean as there was a vulnerable pupil in that class and extra hygiene would be essential.

Other minor works were noted.

There was still no progress from planning on the fencing but it was confirmed that Harris would be paying half of the installation cost.

Roof Leaks – The LA would start to undertake some work on the flat roof areas that were the cause of leaks within the building and this would commence on the 29th July. The work would take 2 weeks. The surface was supposed to be guaranteed for 10 years.

The HSBC funding was being used to extend the equipment in the sensory rooms and it was likely that this would be installed during the autumn half term.

The report on the use of Friends funding indicated the works to the pupils outside play areas.

Some tree work was planned and it was suggested that replacements be planted where old trees or stumps had been removed. This would be considered.

7. Staffing & Personnel

Teaching & Learning Responsibility (TLR) Allowances – Paul Pearce was leaving and he currently held a TLR for communications work. The school would need to review how it provided support and training for communications and Makaton, although there were now several members of staff who were sufficiently skilled to be able to undertake course to become trainers.

A teacher had been appointed to cover the music aspects of his role.

Given the changes to the way OfSTED would be managed in future the school might wish to review its subject lead approach and the whole structure of the school.

There were 2 additional pupils who should have left the school and as a result the school was using agency support in the autumn until the position was clarified.

Speech and Language and Occupational Therapy provision - The current provision had been discussed in detail at earlier meetings and one option that could be considered was the commissioning of extra support for the school in these two areas. The current funding generated by community activities could usefully be used in this

area. The head teacher reported that it was possible that other schools had received some additional funding to provide this and it would be investigated. If it was the case then the school could make an application for extra funding as this was an essential service required at the school which was not being fully met through the Health Authority.

There were no other staffing matters.

8. Financial Reports

The School Business Manager report covering all areas of the funding.

Q4 and Q1 – The reports had been sent to all board members. Q4 had been formally approved by the Steering Committee but was reviewed at the meeting. It was noted that the school had a significant carry forward but the committee was aware that the projections for the next three years would result in the school using the carry forward to meet ever increasing costs and in the third year there would be no surplus to meet the budget deficit. The latest information was that there would not be any additional funding made available to the LA and school. The school had prepared a list of works that were deferred for a variety of reasons which include the projected long term deficit and the uncertainty concerning the future use of the site which was covered by the feasibility study.

The budget for the current year did include some essential works such as new software upgrades for the heating system, white boards and a mobile hoist. As the school was now projected to have 104 pupils not 102 the budget had been revised to take into account additional place funding and income but if the pupils were moved the budget would be adjusted again.

6 Year Building Maintenance Plan – This had been circulated and the content noted. There was likely to be some fire safety work carried out by the LA following a whole borough survey although there was no information on the timing of this work. This would affect some doors but the committee was concerned about accessibility for pupils as fire doors tended to be heavier and these would be difficult for pupils to open unless they had appropriate access mechanism.

The Procurement card report was noted.

Gas Contract – Quotation information had been sent to all board members. Thus was discussed and it was agreed to enter into a three year contract with Opus. This was not the main contract which would be due for renewal in summer 2021.

LA Funding – There was still one sum outstanding from the LA for capital work undertaken.

The LA had still not provided the school with a formal funding sheet for the current financial year and this was being followed up.

There was one OLA invoice outstanding at the present time.

The committee received a report on the gifts received by the school.

The committee agreed that the quotations for the Hoist of £5,064 and the Heating computer upgrade of £6,996 both of which were above the £5,000 threshold, be accepted without the need for additional quotations.

The SBM was thanked for her comprehensive report.

9. School Policy Review

There was one minor change to the Pay Policy regarding the fact that non-teaching staff were no longer subject to performance related pay progression. This was agreed in principle and a copy of the updated policy would be sent to governors. A further change would need to be made in the autumn once the Teachers Pay document was published.

No other 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 Minutes it was agreed that the Minutes could be published after they had been agreed by the chair.

12. Date of next meeting

The published dates below were noted. The only change which was till to be confirmed was moving the spring full board meeting to Tuesday 31st March instead of Thursday 2nd April.

Autumn	Strategy – Tuesday 1 st October
	Resources Monday 14 th October
	A & S Wednesday 6 th November
	FGB Wednesday 4 th December
Spring 2020	Strategy - Tuesday 14 th January
	A & S - Wednesday 22 nd January
	Resources - Tuesday 24 th March
	FGB - Thursday 2 nd April (<i>to be confirmed</i>)
Summer	Strategy - Tuesday 28 th April
	A & S - Wednesday 6 th May
	Resources - Wednesday 8 th July
	FGB - Wednesday 15 th July

As there was no other business the meeting closed at 8.00 p.m.

Date

Chairman