

**Minutes of the meeting of St. Giles Governing Body
Resources Committee held on Thursday 19 October 2017 at 18.00hrs**

Part A Minutes

PRESENT:

Mr. Michael Swadling – Committee Chair, Mr. Callton Young, Mrs. Virginia Marshall - Head Teacher, Ms Kat Shields

ALSO PRESENT:

Mrs. Lisa Negus –School Business Manager (SBM), Ms Caroline Horgan, Mrs Sherry Wood – Acting Clerk

ABSENT:

Mr Neal Fraser, Mr Ken Morcombe, Mrs. Naledi McCarthy-Ocansey

1. Apologies and welcome

Apologies for absence were received from all absent Committee Members. The meeting was quorate and Governors welcomed Kat Shields to her first Resources Committee meeting.

2. Membership

Governors noted the membership of the Committee.

3. Pecuniary Interests

There were no declarations of pecuniary interest in relation to any of the agenda items, and all Governors present completed a declaration of interests form as an annual requirement.

4. Minutes

The minutes of the Resources Committee meeting held on the 12 July 2017 were agreed as a correct record of the meeting and were signed by the Committee Chair.

5. Matters Arising and referred items

- 1. Boilers** – LN confirmed that the LA has agreed funding and the boiler will be replaced w/c 23 October 2017.
- 2. Apprenticeship Levy** - VM stated that uncertainty remains around the accessibility of Apprenticeship Levy funds. It is thought that deductions will be made through payroll and that funds may be accumulated for up to two years in order to contribute to a more expensive course, e.g., teacher training, school business manager or social media training. VM confirmed that information regarding the range of courses available is needed. CY asked whether the courses are designed for young non-qualified individuals and VM confirmed that the scheme is in place to enhance staff training. VM stated that it is likely that the funds will be used to facilitate TA Level 3 training.

There were no other matters arising from the minutes which were not covered by agenda items.

6. Estate & Health and Safety

The Committee received School Business Manager's Report, which was very comprehensive, and covered a range of matters listed on the agenda. The Committee thanked the SBM and the following matters were discussed;

1. **Car Park** – LN confirmed that the car park refurbishment is scheduled for w/c 23 October 2017 and, as per the plan previously circulated to Governors, contractors will remove two bollards and a flower bed and will create two minibus parking spaces and two additional staff car parking spaces. CY expressed concern that the congestion caused by vehicles continuing to offload on the Pampisford Road and LN confirmed that this is a result of both minibuses and parental vehicles and the situation has been further hindered by the installation of a pedestrian crossing with hatched lines which has resulted in a reduction of spaces for offloading. VM suggested marking spaces for minibus parking only. CY expressed concern at one parking space which is blocked by a minibus that infrequently moves and questioned whether quotes for alternative specifications should be sought. VM confirmed that the cost includes floor height adjustments, drainage works, roofing removal and a tarmacking.
2. **Site Security** – VM confirmed that interim plans for lockdown or evacuation procedures have been put in place pending an official Lockdown Procedure which VM is currently drafting. The document aims to set out the procedures in the event of an intruder in the School buildings or site and other scenarios such as air pollution issues. VM has requested feedback from Teachers in the first instance and is investigating warning methods such as mobile telephone alert messages. Governors noted that the cost, a total of £7,000, for the installation of double doors from the reception area into the sensory corridor and school hall will be met from the community focused funding budget.
3. **Toilet Refurbishments** – Governors viewed sample materials for the proposed toilet refurbishment and LN confirmed that quotes have been received from two companies, both of whom offer the same product. Two quotes for the men's toilet were £7,500 and £9,000 and include a suspended ceiling, cladding, washbasins, two cubicles and flooring. Governors agreed to appoint County Washrooms to upgrade the men's toilet at a cost of £7,500. The Committee considered whether a discount on costs might be offered should the company also be appointed to undertake works to the ladies' toilet or whether the project should be kept separate in order to monitor workmanship. LN confirmed that the works are likely to be undertaken during Summer 2018.
4. **Sensory Garden & Ladybird Area** - VM stated that additional fundraising projects need to be undertaken prior to the main fundraising event in the summer in order to raise funds for the outdoor learning and sensory area.
5. **Five Year Electrical Tests** – LN confirmed that the five-year electrical test was undertaken at a cost of £2,000 plus materials and 48 recommendations were received.

6. **Audits** – VM reported that LN has been asked to assist with audit preparation at a local school.
7. **Pupil Numbers** – Governors noted that there are currently 88 Croydon pupils on roll. One new Croydon pupil is expected to start imminently and there is a possibility of a clawback for funding in due course.
8. **Contracts** – LN confirmed that the electricity supply contract is due for renewal on 30 March 2018 and LN will present quotes to Governors in the new year. VM stated that the new Photocopier contract is in place and the arrangement is working well with older pupils appointed ‘printer monitors’.

7. Staffing & Personnel

1. **Teacher Pay Progression** – VM stated that following Government guidance that teachers would receive an overall 1% pay rise in 2017 / 18, despite those at the top and bottom of the main pay scale receiving a rise of 2%; Croydon Council and the Teaching Unions have now recommended that there should be a 2% increase for M1 to M6 pay scales with a 1% increase for other staff. LN confirmed that a 1% increase was budgeted for, however, the 2% increase only affects two or three members of the teaching staff. The Committee agreed that the proposal is fair and affordable and agreed to recommend to the Full Governing Body for approval.
2. **Performance Management Reviews** – this was reported at PART B of the minutes.
3. **Staff Absence Report** – SLT continue to monitor the Staff Absence Report and undertake rigorous checking of monthly reporting. Two long term sickness absence issues are ongoing.

There were no other staffing matters to report.

8. Financial Reports

1. **Quarter 2 Statement of Income & Expenditure** – Governors noted the Quarter 2 Statement setting out an estimated carry forward of £498.00. LN confirmed that capital funding from the LA in respect of the boiler has been agreed at £10,000 but has not yet been received.

An additional £9,000 in respect of Site Team long term sickness absence and £4,200 in respect of midday meal supervisor sickness absence are shown as negative variances. VM confirmed that the School self-insures for staff sickness absence.

The Committee noted the estimated Year End figure of £236,493 and considered future projects requiring spend. CH stated that the whiteboards are currently being phased out and suggested that Governors consider allocating a budget for suitable replacements in due course.

The Quarter 2 Statement of Income and Expenditure was approved and signed by the Chair.

2. **Friends Accounts** – LN confirmed that the Friends Accounts for 2016 / 17 are currently being audited, however, the balance of Friends and School Fund account totals £43,000. Governors noted that the Friends are a small group of active parents with LN acting as treasurer and CH as secretary. VM requested clarity on the amount of funds the Friends will donate to the sensory garden project and further stated that the School will consider future fundraising initiatives and enrichment events carefully.

3. **PPG Funding** – Governors noted the Pupil Premium Grant Funding Report and VM stated that a review of the reporting format will be undertaken to ensure an accurate reflection of initiatives, interventions and impact. The Committee approved the report for publication on the School website and VM agreed to review and update if necessary.

4. **Sports & PE Funding** – Governors noted the Sports and PE Funding Report and VM confirmed that funding for sports and PE is for primary pupils only and has increased to £16,000 plus £10.00 per primary pupil. The Committee noted that an A-Level Student has been appointed as a TA1 for 12-16 hours per week to undertake PE activities with more able students. MS asked if there is a requirement to spend on PE to ensure the School meets commitment on funding and VM confirmed that unspent funds are not absorbed into the School. LN stated that the recruitment of an additional swimming teacher is a possibility and Governors agreed that it might be difficult to find individuals able to provide bespoke PE classes. VM agreed to update the Report to show actual spend and LN agreed to investigate the criteria for funding in order to consider the matter further.

5. **Butlin's Residential Trip** – Governors noted the costings for the Butlin's Residential Trip and VM confirmed that Old Coulsdon Rotary donated £1,000, however, a subsidy of £475.52 is required to balance the costs. Pupil feedback was positive and it is hoped that the trip will become a regular event.

9. **Whole School Development Plan and Governor Monitoring**

Governors received a rag rated progress report on the School Development Plan. LN confirmed that liaison with the LA is ongoing regarding the leaking roof. Governors noted that a review of the five-year building and maintenance plan will be undertaken and presented to the Governing Body with costings.

VM confirmed that discussions with the LA and Croydon College are ongoing regarding provision for Post 16 and Post 19 students and VM continues to explore opportunities with a number of post-secondary educational organisations.

10. **School Policy Review**

Governors received and noted the following Policy documents;

- Business Continuity Plan – Governors agreed that staff should be urged to have access to the document at all times.
- Lettings Policy

- **Swimming Pool Lettings Policy** – Governors noted that the administration charge for the Pool has increased from £2 to £10 and that the lettings fee is higher compared to other pool lettings as the pool is located inside the school and there is a need for site staff to be on site.

VM confirmed that all documents have

The Policies were formally approved.

No other Policies were presented for approval or noting at the meeting.

11. Any Other Business

- 1. Benchmarking** – Governors noted the outcome of a national benchmarking exercise for 2015 / 16. The Committee agreed that the costings were an accurate reflection of spend at the School and were mostly comparable to similar Schools. VM stated that administration spend is lower than other schools, however, sickness absence is covered within the team and administration staff cover lunchtime supervisors where necessary.

There was no other business.

12. Confidentiality

There was one item of a confidential nature which was reported in the Part B minutes and it was agreed that the Part A Minutes could be published after they had been agreed by the chair.

13. Date of next meeting

The next meeting of the Resources Committee will take place on 20 March 2018.

The meeting closed at 20.00hrs.

Date

Chairman