



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Resources Meeting
Monday 18th November 2019 at 5.00 pm

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
01/19	<p><u>Present</u></p> <p>Nicki Jenkins, Chair (NJ), Steph Marshall Power (SMP), Ian Johnson, Headteacher (IJ).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> None received.</p>	
02/19	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
03/19	<p><u>Review of Membership</u></p> <p>Election of Chair and Vice Chair for Resources Committee Governors unanimously agreed to appoint NJ as Chair of this committee. Three new governors have been recruited and it was likely that two of them will join this committee. To be discussed at the next FGB along with nominations for Vice Chair. CH has become an Associate Member and will therefore bring expertise to the board but will have no responsibilities or voting rights.</p>	Agreed
04/19	<p><u>Resources Committee TOR</u></p> <p>The Terms of Reference adopted previously were circulated prior to this meeting. NJ stated that some of the responsibilities/duties listed were no longer appropriate to this committee. NJ to update this document and present at the next FGB. BW to send model TOR to NJ.</p>	NJ BW
05/19	<p><u>Review of minutes from Resources meeting 13March 2019</u></p> <p>The minutes had been circulated to staff prior to this meeting.</p> <p>The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.</p>	Accepted
06/19	<p><u>Matters arising</u></p> <p>It was agreed that the minutes did not contain enough detail on key points. This will be addressed in future minutes produced by the current Clerk.</p> <p>Actions Documents for meetings are now sent out by the Clerk in one email.</p>	

	<p>The certificates have still not been received from EKV. The Complaints Policy had been uploaded to the website. Pay Committee – As CH has now become an Associate Member, it is proposed that the pay committee will now consist of SMP, NJ plus either MB or LG. This will be agreed at the next FGB meeting. There was some discussion amongst governors regarding the best time for this annual meeting to take place. IJ stated that the cycle of Performance Management meetings was from September to July. There needs to be sufficient time after the meeting to allow for an appeals process. IJ suggested that September would be the better time to hold it. It was agreed that the meeting would be held in September and this would be incorporated into the terms of reference. No further outstanding items from these minutes.</p>	
07/19	<p><u>Governor Training for 2019-20</u> NJ had completed the skills audit; however it now needs updating to include the skills of the new governors. NJ to send the original skills audit to BW. BW to then send to the new governors. NJ to update the analysis. NJ has started to update the Governor Roles and Responsibilities document. Once the new governors are in place this will need to be updated. NJ has also been investigating options for governor training packages to see which offers the best value for money and which governors are more likely to benefit from. Governors discussed the huge selection of online training that could be accessed via the NGA website. NJ said that there were advantages and disadvantages to this type of training. Although it was very easily accessed by all, the disadvantage was that there was no opportunity for explanations/questioning. NJ to continue to investigate options which will be agreed at the next FGB meeting. The three new governors will be required to attend New Governor Induction training. The next opportunity is in January.</p>	<p>NJ BW</p> <p>NJ</p>
08/19	<p><u>Policies/Documents for Ratification - Circulated</u> There was some discussion around the Policy Schedule document. NJ/SMP had been working on this and BW had sent an example to them to aid the process. No policies had been highlighted for ratification during this meeting. SMP said that work had taken place on all policies up to 2018. NJ/SMP to ensure that this document is updated. BW to send policy update documents.</p>	<p>NJ, SMP</p> <p>BW</p>
09/19	<p><u>Headteacher's Staffing/Personnel Update</u> IJ updated governors on the staff changes since the previous term. One member of teaching staff has handed in her notice and will be leaving at Christmas. She has been on sick leave periodically since September 9th but has now returned to work. This post will be filled through a job share arrangement between two existing members of staff. This arrangement has already been implemented due to the periods of sick leave. The implication for this however is that there is an added financial pressure. Governors agreed that this was unavoidable. Four new TAs have been appointed, all of whom were converted from supply staff to permanent. This arrangement has proved very successful as it provides more stability to the classes. In addition they bring with them valuable experience as one can sign, one previously worked as a SENCO and another covers reception and Yr6. Governors asked about the rules in using agency staff and whether a fee</p>	

	<p>has to be paid when they are taken on. IJ explained that if staff have been recruited from the agency, school has to decide whether to keep them on as permanent members of staff after 12 weeks. Governors agreed that this seems to have worked well for the school and means that a further recruitment process is not required.</p>	
10/19	<p><u>Premises/Health and Safety</u> Governors noted that they had found the premises report difficult to understand, particularly as it contained a lot of information that wasn't needed and was unclear about the priorities for action. In addition, the devolved capital budget report needed to be presented separately as part of the finance item. Governors agreed that the report format for future meetings would be amended to highlight progress since the last meeting on key items. This would identify prioritisation and next steps for outstanding actions. An additional report on devolved capital budget should also be produced. Instead of the monthly premises report, a report would be produced to update for each meeting. Boundary wall repair - The boundary wall repair was discussed. The quote received last year for £6k will need to be found within the school budget. IJ explained that planning permission has now expired so school will have to reapply if the plans go ahead. SMP asked if the wall will be knocked down anyway for the planned car park extension. IJ said that this was not the case. NJ asked who had advised that the wall was repaired and what the implications were of not repairing it. IJ said that this had come up in the conditions report but had not been flagged up in the survey. School improvements – improvements to the stair area and office have now been carried out and have been well received. IJ reported that the hall floor had been repaired and looks great. There is still a bit of snagging to do. Governors asked if the Health and Safety Audit had been circulated yet. IJ agreed to follow up, Future Work IJ said that regarding future work, there is potentially a big issue relating to damp caused by a water leak affecting two classrooms. Ade is also looking into a roof issue on the walk through and there are problems with two boilers in the kitchen. Ade has suggested replacing one of the boilers initially at a cost of around £1800. This will need to be taken out of the school budget. SMP asked about the other ongoing boiler issue in the boiler house. IJ said this work was in the process of being carried out. Governors asked about the complaint received about the trees on Kedleston Road. IJ explained that a tree survey is being undertaken and some work to cut back the shrubs has already been started. The willow sculpture has been taken out as it had died off and was deemed to be dangerous. IJ explained plans to push the fence inwards towards the playground and create another 6/7 spaces in the car park. Parking is a major issue and all other options had been exhausted. It was felt that this was the best solution and companies have already been contacted regarding the work.</p>	IJ
11/19	<p><u>Finance</u> The budget document was circulated on Governorhub prior to this meeting. The overall budget outturn is positive, with a projected healthy carry forward. NJ queried what the projected carry forward was as a result of. IJ explained that this was partly due to procurement, but also an increase in SEND funding. The SEND funding was higher than it had ever been. IJ said that the higher c/f is usually down to staffing costs and a HLTA</p>	

	<p>member of staff had left. However, the cost of TA agency supply staff had been forecast at £58k but this will increase as additional supply staff had been taken on (item P1001). £10k lottery money had been received for the outdoor area. NJ asked about the overspend regarding water. IJ said that the energy/water costs will be closely monitored. NJ asked if item N5015 Universal Infant FSM Grant and item N9901 Grants Internal should be the same item. NJ also queried how the year end forecast or variance became 00. This should be a positive outcome. IJ to check this as it could be a typing error as the boxes are not usually populated. However, this will not impact on the c/f figure.</p> <p>Cleaning – there have been issues with the staff from the cleaning company as they had been sending employees without the relevant training or DBS checks. After several problems they have now written to IJ to say that they want to terminate the contract. IJ said that while it was preferable to part company with the cleaning firm and employ our own cleaners instead, this needs to be done in a timely manner to ensure the appropriate arrangements could be put into place. The company had also suggested TUPE may be an issue; therefore legal advice is being sought from Flint Bishop. SMP said that governors will support on this matter if required.</p>	IJ
12/19	<p><u>Determination of confidentiality of business</u> Nothing identified.</p>	
13/19	<p><u>What difference has this meeting made to our pupils?</u></p> <ul style="list-style-type: none"> • Consideration of what environmental improvements need to be made within the school. • Ensuring financial effectiveness. 	
14/19	<p><u>Date of next meeting and items to include</u></p> <p>FGB Meeting 28 November 2019 at 5pm Resources Meeting 23 January 2020 at 5pm Curriculum Meeting 6 February 2020 at 5pm</p>	

The meeting ended at 6.10 pm

Signed _____ Dated _____