



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Resources Meeting
Thursday 23rd January 2020 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), Matt Ball (MB), Lauren Gascoyne (LG), Chandra Bhashyam (CB) (arrived at 5.15pm).</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> <p>Governors were also reminded to ensure that they completed the annual electronic declaration on Governorhub. Instructions had previously been circulated by BW.</p>	
03/19	<p><u>Review of Membership</u></p> <p>The Governing Board is now operating at full capacity with no vacancies.</p>	
04/19	<p><u>Review of minutes from Resources meeting 18 November 2019</u></p> <p>The minutes had been circulated to Governors 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
05/19	<p><u>Matters arising</u></p> <p>07/19 See minute 06/19 below.</p> <p>08/19 SMP had taken charge of developing the Policy Schedule. BW had sent an example spreadsheet to SMP/NJ but a Word version has been adopted. SMP continuing to develop.</p> <p>09/19 IJ had pursued the variance figure issue. This had been a typo as suspected.</p> <p>No further outstanding items from these minutes.</p>	SMP
06/19	<p><u>Governor Training for 2019-20</u></p> <p>Skills Audit - NJ had updated the skills audit to include the new Governors and completed the analysis. This shows that there are no major skills gaps amongst the Governing Board. Most of the areas with the skills gaps relate</p>	

	<p>to school experience, particularly within the 'Accountability' section. Governors have some of the required skills but not applicable to schools. IJ offered to help Governors to develop in this area, possibly with a workshop around school data and to revisit MAGs. NJ to circulate the skills audit to all Governors. SMP thought that Governors should arrange an after school visit to have 1-1 discussions with IJ and a member of the teaching staff. They could then undertake MAGs and Performance Data training with a better understanding of it.</p> <p>MB and LG have completed the Governor Induction training.</p> <p>Training Options – NJ had been researching the cost of training. £695 was currently being spent on governor support provided by DCC. This payment also includes subscriptions for School Bus, NGA, Governorhub, 2 places on the Governor Induction training and Chairs'/Clerks' briefings Any additional training via DCC has to be paid for on top of this. Over the last two years school has spent between £400-£500 on additional training courses. For an extra £87 Governors could also access the NGA Learning Link which provides on-line training and would be more cost effective. LG commented that although on-line training is more accessible for most, group discussions are lost which can be valuable. The DCC courses would still be available if required. It was agreed that this was worth trialling for a year. Governors plan to implement it from April.</p>	<p>NJ</p> <p>Agreed</p>
07/19	<p><u>Policies/Documents for Ratification - Circulated</u></p> <p>SFVS Document for 2019/20 Accepted and signed by the Chair on behalf of all Governors.</p> <p>Policies H&S Policy - MB Risk Assessment Policy - MB Lettings Policy - MB Lone Worker Policy- MB Lone Worker Risk Assessment- MB PAT Testing Policy- MB</p> <p>SMP explained the policy process to new Governors and that they are tailored to the school environment. MB asked who had produced them. SMP explained that some were LA policies which could just be adopted. If Governors read them and thought only minor amendment was required then they could be ratified at this meeting. If changes were made to the actual policy then they would have to be amended and brought back to the next Resources meeting.</p> <p>MB asked about the Lettings policy and how many lettings the school had. IJ said there were not many at all but included Cycle Derby and Arts Trail etc which were sporadic bookings. IJ said that lettings were an opportunity to help make the school more sustainable in the future. Currently the upstairs area is off limits so lettings are usually for the hall use only. This was for security reasons and although the outdoor space is a good facility, part of the school would have to be open for access to toilets etc.</p> <p>Governors discussed whether Lone Working/Offsite Working were one and the same but it was determined that they were individual policies.</p> <p>MB to take responsibility of all of the above policies to update. On completion, MB to circulate to all Governors for ratification.</p> <p>IJ requested a list of the policies which have to be brought to the FGB for ratification. BW to send.</p> <p>School Bus logins were requested by SMP.</p>	<p>Accepted</p> <p>MB</p> <p>BW IJ/SS</p>

08/19	<p><u>Headteacher's Staffing/Personnel Update</u></p> <p>Staffing Structure - NJ had circulated a Staffing Structure document for the benefit of new Governors.</p> <p>Staff absence - IJ said that there had been little change since the previous FGB meeting before Christmas. The most obvious change has been the cleaning contract as school has parted company with the previous providers. It transpired that only one cleaner had TUPEd over to us from Astrum and she has now decided to leave. There is an advert currently for someone to do the outside cleaning. School now has its own cleaning team and supervisor. IJ is still undecided whether to complain to Astrum regarding their unprofessional behaviour.</p> <p>IJ said that 31 May is a key date for staff to hand in their notice if they are intending to leave. This enables staff to start a new post in September. As forward planning/thinking, IJ had sent out a questionnaire to staff but there had been no indication that anyone wished to leave. He said that some of the staff had completed middle year training and it would be beneficial for them to move on to another post. NJ asked if there were any areas where there would be a substantial knowledge gap if a member of staff left. IJ said there were no significant areas.</p> <p>CB asked what notice period was required from staff. IJ said that teaching staff are obliged to give a term's notice but TAs were only required to give a month. IJ said that he was now only using agency staff for TAs which cost around £100 per day. Some have been kept on permanent contracts. IJ said that he would not recruit TAs in the usual way again as this method was much better.</p> <p>The member of staff that was leaving but had been off sick since handing in her notice had now left. This had settled the financial burden of having to pay two members of staff for the same role.</p> <p>One member of staff had asked to reduce their contract by a day. Another member of staff had asked to increase their contract by a day. This has worked out well. IJ said that he has renewed the insurance for teaching staff absence and is still considering whether this should be taken out for TAs too.</p> <p>NJ asked IJ to circulate a breakdown of staff absence. NJ stated that if categories of absence are recorded it is easier to identify particular issues such as mental health/wellbeing. IJ said that although this is true, it is often difficult to ascertain whether the issues arise from work or home life. IJ said that this could be cross referenced with the staff questionnaires which contain a lot of mental health questions.</p>	IJ
09/19	<p><u>Premises/Health and Safety</u></p> <p>SBM/Site Manager/Headteacher Reports</p> <p>Format - Previously, 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.</p> <p>The report has been amended using a new template that the Governors provided. However, there were still gaps in the content such as priority and risk ratings. The commentary only needed to focus on progress since the previous report. MB, as Health and Safety Governor, agreed to work with the SBM in order to develop this report.</p> <p>An additional report on devolved capital budget has also been produced. NJ to send template to MB.</p>	MB NJ

	<p>Maintenance Priorities - IJ said that regarding future work, there is an issue relating to flaking paint to the ceiling in reception. It has been suggested that it may be caused by a water leak from the eaves. However, this has been checked and no leak was found and there was no pooled water either. IJ stated that this is an old building where issues are expected. This is not a major issue and does not compromise health and safety. CH volunteered to take a look at the issue as he is a civil engineer.</p> <p>IJ said that a lot of paint work had been completed in classrooms and the stair well. Nothing else major outstanding regarding maintenance. The car park work will be next in line which will create a much needed 8 more spaces. Currently, a Professional Advisor has been appointed to liaise with LA/contractor/school. They have checked if planning permission is required but have found no pipes etc beneath the ground. The work will be undertaken when school is open. It will take around 3 days to complete and will not affect the children.</p> <p>Governors enquired about the water which was building up outside the school gates. IJ said that it was land that did not belong to school so they are not able to fix the work. It is a council matter which will not be deemed to be urgent.</p> <p>H&S Audit Feedback/Notes – The audit feedback had not yet been received but there was nothing identified in the inspection which was cause for concern. Most of the issues raised had been worked through and ticked off the list. The PAT testing policy had arisen on the back of this inspection and school is going to purchase a machine to enable it to be done in-house. Ade to be trained up for this. IJ said that recurring comments on walkabout were regarding having fireproof glass cabinets for displays and staff propping fire doors open. Report to follow.</p> <p>NJ asked what the HT risk assessment is but IJ was not able to answer this.</p>	CH
10/19	<p>Finance</p> <p>Budget - The budget document was circulated on Governorhub prior to this meeting. There is a projected healthy surplus which has dropped a little but is more realistic now. IJ said that there has been a small shift as staff are expecting back payment, Learning resources at £1010. Course fees are up by £10k. More was used for Flint Bishop last year so this figure has been increased. Agency costs for supply staff have been increased slightly. IJ said that he has used worst case scenarios for the figures.</p> <p>Lettings and income were discussed by Governors. IJ said that the profit share with the YMCA was encouraging and that up to last half term £3k was generated. IJ said that the budget figures for this academic year are the best yet. NJ praised the good work of balancing the budget. IJ said that procurement will not save a lot of money. It is more about being aware of money pots such as lottery funding. If an opportunity is identified then it is pursued. IJ and SS to attend budget training in February. IJ to check if there is a Governor version of this training.</p> <p>NJ said that the ultimate aim is to identify the projected budget for more years in future. IJ said that future planning could include staffing costs if there are no changes. Funding is a different matter as this would be just guesswork.</p> <p>Devolved Capital – IJ explained this to new Governors. Mainstream schools are allocated a pot of money based on pupil numbers. It can only be spent on new building work or computers. It can only be spent on computing equipment if there are no priorities regarding building work. IJ said that if upgrades rather than repairs are requested then it is usually permitted.</p> <p>Governors asked that the report be turned into a spreadsheet to enable</p>	IJ

	<p>monitoring. NJ to send a list of headings for the document to IJ.</p> <p>SFVS – Action plan circulated to Governors and NJ worked through the actions that had been completed. The staff Financial Competency Matrix is now complete but the matrix for Governors needs completing. BW to send copy to NJ. Benchmarking – NJ to run report again from the website.</p> <p>Oracle for Purchase Orders – This has been discussed previously with Governors and NJ looked into the current system during an invoice check. If this were to be implemented it would mean a complete change of the current system which is working well. IJ said that a significant amount of work would be created for office staff if this was implemented and would potentially require an additional member of staff. It was agreed to keep the current system as is and keep this under review. SMP said that she had consulted with other schools regarding this system and the majority were giving the same feedback. To be reviewed.</p> <p>ICT Technician Service Level Agreement – Governors questioned how robust the contract with the ICT technician is if there is no SLA. The document needs to clearly define the responsibilities for the school's ICT maintenance. IJ to follow this up with SS.</p> <p>Contracts and Terms Report – This report had been circulated to Governors prior to this meeting. Items had been separated and some review dates added. SMP said that the document still needs to be much clearer and show when contracts are coming up for review, for example. If a contract has been extended or renewed then it should be updated. This document is a work in progress. IJ to feedback to SS.</p>	<p>NJ</p> <p>BW NJ</p> <p>Agreed</p> <p>IJ</p> <p>IJ</p>
11/19	<p><u>Determination of confidentiality of business</u> Nothing identified.</p>	
12/19	<p><u>What difference has this meeting made to our pupils?</u></p> <ul style="list-style-type: none"> • New Governors have brought more skills to resources meetings. • Spending priorities have been reviewed, ensuring financial effectiveness. • Governors have considered school lettings for future revenue. • Priorities have been identified for buildings and for children. 	
13/19	<p><u>Date of next meeting and items to include</u></p> <p>Curriculum Meeting 6 February 2020 at 5pm NB: Resources Meeting 27 February 2020 at 5pm FGB Meeting 27 February 2020 at 6pm</p>	

The meeting ended at 6.20 pm

Signed _____ Dated _____