



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Resources Meeting
Wednesday 24th March 2021 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
01/21	<p><u>Present – This was a virtual meeting due to the Coronavirus crisis</u></p> <p>Matt Ball, Chair (MB), Ian Johnson, Headteacher (IJ), Nicki Jenkins (NJ), Lauren Gascoyne (LG).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> None received. All present.</p>	
02/21	<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>	
03/21	<p><u>Review of Membership</u></p> <p>All members of the Resources Committee attended this meeting. NJ said that the new Governor who will likely be joining the Board will be part of the Curriculum Committee.</p>	
04/21	<p><u>Review of minutes from Resources meeting 15 October 2020</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 will be signed and dated by the Chair when the current crisis is over.</p>	Accepted
05/21	<p><u>Matters arising</u></p> <p>30/20 Health and Safety Audit update – addressed later in this meeting. 45/20 Premises/Health and Safety – MB and SS currently updating the format of the premises/health and safety report. IJ said that the conditions survey will take place over the Easter break and a new report will follow. No further outstanding items from these minutes.</p>	MB
06/21	<p><u>Health and Safety Audit</u></p> <p>The YMD Boon action plan is ongoing. The premises report will be available after the Easter holiday. MB asked if there were any other issues. IJ said that there is a glazing issue which has been inspected by Derby City Council. Discussions are underway and the work is planned for the Easter holiday. IJ also said that the coping stones which run along each side of the roof are the incorrect size. This was a fault at the building</p>	

	<p>stage in 2012. When it rains there is flooding on the inside wall and this was repaired 18 months ago. Unfortunately, there is an issue with it again. The work was initially carried out by Tomlinson's and then overseen by Derby City Council. YMD Boon have now become involved as they carry out some of the maintenance and project work which requires a professional adviser. We will then approach DCC with the matter. MB asked if the cost could be recovered. IJ said that it could but the process is time-consuming. YMD Boon completed the conditions survey and it was them who established that the incorrect size coping stones had been used. It will cost £20k to repair.</p> <p>NJ said that this is a substantial amount of money. If governors can help in any way then please inform.</p> <p>MB asked if there were any Covid updates to be discussed. IJ said that school is continuing to follow protocol. Parents have been reminded that they must wear masks when dropping off and picking up their child. NJ raised the issue of reminding parents to retest. IJ said that parents can apply for lateral flow tests. Unfortunately, if the child has symptoms and the test is negative, parents are sending them back to school. They should take a further PCI test to ensure that it is negative.</p> <p>NJ asked if the staff are all ok with the testing regime. IJ said that all staff will continue with this after Easter too.</p>	
07/21	<p>Budget Plan – Circulated Documents: Final Budget Allocation Budget Guidance Notes Contracts and Terms 2021-22 (includes DCC Sold Svcs) Best Value Statement Value for Money Statement</p> <p>NJ thanked IJ for sending out a narrative to accompany the above documents. This helped enormously.</p> <p>IJ said that a monitoring meeting had taken place recently which will be the final one before the year end. The final picture is unclear at the moment but there may potentially be around £9k to carry forward. IJ felt that it is also possible that this will be a break-even figure. The increases to staff pay and contributions have had to be factored into the budget as there have been no extra payments towards this. IJ said that he has also had to be sensible in certain areas, for example Hygiene and Cleaning. In this area alone, seven times as much as usual has been spent due to Covid.</p> <p>C7001 There has been an increase in hours for the cleaning company. The cost of hygiene has increased dramatically at a projected £8k. Put into perspective, this cost £10k last year and the year before it was only £3k. This will be reviewed depending on the situation with the pandemic. MB said if there was another spike then this may be a reason to review this item.</p> <p>E1010 (Non-ICT Learning Resources). IJ said that school will be using the imprest account more often if products are needed quickly.</p> <p>E1025 (ICT Resources). This figure looks smaller because the computer subscriptions and licences have been moved from this category which would have been around £13k. Also, the government issued school with 50 laptops so no more are required. The next potential purchase will be a batch of ipads.</p> <p>E1503 (Canteen Equipment) This figure includes money for kitchens in case the other oven breaks down. It is a contingency.</p>	

	<p>Agency supply teachers and TAs. IJ said that some of the staff that have been used previously will get permanent contracts.</p> <p>W6020 (Income). This shows a decrease of £35k which is due to 7 EHCP children leaving and an overall decrease in the amount of E3 funding payments per child. NJ said that this amount was a significant loss. How will it be mitigated? IJ said that some of the TAs will be lost. NJ also asked if the PE grant was being awarded. IJ said that it is.</p> <p>N5015 (showing Free School Meals) This will decrease by £10k based on fewer free school meal children. However, IJ felt that there will be more Pupil Premium children too.</p> <p>NJ asked about the apprentice levy. She explained that this was an essential tax payment for apprentice training. IJ felt that this was not worthwhile.</p> <p>NJ thanked IJ for his hard work preparing the budget. IJ said that he was please with it overall. He went on to explain that the initial ideas for the outdoor space had been scrapped as it is too expensive. However, he is now looking into building something on a smaller scale, e.g. a modular community space costing around £15-20k. It is much less expensive but still fulfils all of the requirements for a community space. IJ is still applying for bids and asked Governors for their opinions. MB asked where the building would be sited. IJ said that it would be by the all-weather football pitch. NJ felt that this idea was more achievable and that if it generates an income then money can soon be put back. IJ said that there would be a sustainable income for school. If bid money (e.g.£10k) is successful, only £5-10k may be needed from the budget. IJ has spoken to the PTFA who will be focusing on raising money for this only. MB asked how progress was going. IJ said that a bid had been submitted which was unsuccessful. He now has information to send out but asked Governors how they felt about using the main budget for the idea.</p> <p>NJ said that she was comfortable with the idea in theory but needs a couple of months to review. IJ agreed and said that it would not be spent until the summer holidays anyway and was hoping for a September roll out. MB said that more detail is required if the money is to come out of the main budget. Risks need to be highlighted to see if the project is worthwhile.</p> <p>LG felt that it is a good idea to generate income and agreed to the idea in principle. IJ said that there is definitely interest in the community and felt it was sensible to see how other schools were using their space.</p> <p>Contracts and Terms – NJ noted that the YMCA contract is up for review. What are the options for renewal?</p> <p>IJ said that there are 2 options. Firstly, a fixed contract for the next 3 years at a cost of £20k. This includes wraparound, PPA and holiday clubs. The second option is not fixed and is £900 cheaper. IJ had decided on the first option. Their experience of the company was very favourable and their staff were fantastic. They had become partners with school and the 3 year contract gives some stability to that relationship.</p> <p>LG said that she had noticed a few contracts ending soon and the document did not specify if they would continue. For example, the ICT technical contract ended in March last year. IJ said that it was not needed last year but will be renewed. NJ said that the document needs updating.</p> <p>Sold Services – IJ enquired about the governor funding. NJ said it is required for training etc.</p> <p>NJ asked if there were any outstanding actions in the SFVS regarding benchmarking. IJ to look into.</p> <p>IJ informed Governors that he would like to spend around £200 on</p>	IJ
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	upgrading his office. Governors unanimously agreed to this.	Agreed
08/21	<u>Policies/Documents for Ratification – Circulated</u> Statement of Internal Control (Ian and Nicki to sign) – Governors discussed the need for a statement to be added before signature. NJ to draft this. Financial Management Competencies – Governors - March 2021 Financial Management Competencies – Staff - March 2021 Financial Management Policy – Some amendment required. NJ said that Governors did not receive the financial report monthly. To change to 5 issues per year. Charging and Remissions Policy Procedure for handing over monies to the person responsible for banking Financial Delegations 2021-2022	NJ Accepted Accepted IJ IJ Accepted Accepted Accepted
09/21	<u>Determination of Confidentiality</u> Nothing identified.	
10/21	<u>Dates of next meetings –</u> FGB 22 April 2021 at 5.00 pm Curriculum 13 May 2021 at 5.00 pm Resources 24 June 2021 at 5.00 pm FGB 15 July 2021 at 5.00 pm <i>All Meeting Dates for 2020-21 on Governorhub</i>	

The meeting ended at 6.00 pm

Signed _____ Dated _____