



Markeaton Primary School, Bromley Street, Derby DE22 1HL

**MINUTES
Resources Meeting
Thursday 27 April 2023 at 5.00 pm**

| <u>Item</u> | <u>Topic</u> | <u>ACTIONS</u> |
|--------------------|--|-----------------------|
| 16/23 | <p><u>Present and apologies</u></p> <p>Matt Ball, Chair (MB), Laura Martin (LM), Ian Johnson, Headteacher (IJ)</p> <p>(Following the request at the last meeting for either Ade Shelton or Sally Shaw to attend these committee meetings, Ade joined to present an update of works ongoing and planned).</p> <p>Clerk: Minutes taken by LM. Typed by BW.</p> <p><u>Apologies for Absence:</u> Billie Welford, Lauren Gascoyne , Claire Connor</p> | |
| 17/23 | <p><u>Review of Membership/Governor Training</u></p> <p>It was agreed that no further board members are needed to join this committee.</p> | |
| 18/23 | <p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. Nothing declared.</p> | |
| 19/23 | <p><u>Review of minutes from Resources meeting 19 January 2022</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 virtually signed and dated by the Chair on Governorhub.</p> | Accepted |
| 20/23 | <p><u>Matters arising</u></p> <p>Audited accounts – Billie to check if this item needs to be removed from the agenda</p> | |
| 21/23 | <p><u>Headteacher's Staffing/Personnel Update</u></p> <p><u>See separate confidential minute</u></p> | |
| 22/23 | <p><u>Health and Safety Audit/Premises</u></p> <p>AS presented an update on work pending around the school. IJ advised</p> | |

| | | |
|-------|--|--|
| | <p>that all schools were given money by the government to be spend on making the buildings more cost and energy efficient. Markeaton received around £19k.</p> <ul style="list-style-type: none"> • The 7 upstairs classrooms are going to have the flooring replaced, at a cost of approximately £1300 per room. • Quotes have been sought in relation to replacing the boiler in Bromley House. These range from £8145, £8800 and £12987. These works have to be overseen by YMD Boon – this refers to the process not the actual installation. AS shared the detail of one of the quotes which shows the extent of the work that will be carried out (which includes pipe work modifications and new sensors). YMD Boon will also look at other providers to supply quotes. • Bromley House chimney flashing needs to be removed and replaced – a date for this is to be arranged. • Cut offs from the re-surfacing of the MUGA are going to be used in the outside shelter – this will mean the space can be utilised more, including for outdoor lessons. This will take place on 1st June. • Actions from the conditions survey are about 90% complete. • There are plans to change the boys urinal from troughs to singles over the summer break. • Some deep cleaning is needed in the upstairs classroom windows as dust has been falling down when they have been opened. • Damage from an upstairs toilet overflowing caused damage to the downstairs toilet – this resulted in the roof needing to be repaired – AS advised this work was carried out by caretaker staff who have done a great job and limited the amount needed to be spent. • Fire panel is showing a fault – the engineer is coming out on 28.04.23 to look at it. IJ and AS advised that the panel is looked at each day and all checks are logged in the fire logbook. MB advised that the fact that a fault has been identified demonstrates that these checks are being carried out and acted upon effectively. Text alerts of any issues are sent to IJ and AS. <p>LM and MB asked AS to pass on the governing boards thanks to all of the site and cleaning staff for all of their hard work. AS stated that it would be appreciated if LM could visit and give this feedback in person – LM confirmed she would be more than happy to do so. MB is also going to carry out a site visit with AS.</p> | |
| 23/23 | <p><u>Budget Plan</u> Discussion held in relation to the documents shared prior to the meeting.</p> <ul style="list-style-type: none"> • 2022-23 carry forward is around £80k • Staffing costs account for 76.5% of the budget which is a more than acceptable percentage – this includes 3 new midday supervisors, 3 caretaking staff. IJ also confirmed that all cleaning staff are now managed in house. • MB confirmed with IJ that the rate of inflation has been taken into account as much as possible. • IJ advised the most unpredictable element is the outcome of the on-going teacher strikes as it is not yet known whether or no central government will fund any of the yet to be agreed pay increase. IJ advised that the local authority have calculated a 3% | |

| | | |
|-------|---|------------|
| | <p>increase however it was discussed that the figure will be higher than this. IJ stated that Markeaton has a high proportion of staff who are on the higher end of the pay scales (it has been suggested that such staff may receive a 5% increase) and only 1 newly qualified teacher (who it has been suggested may receive a much higher increase of 11%). IJ stated that the carry forward will absorb this increase in staffing costs, but it is also unknown what increase there may be to support staff wages.</p> <ul style="list-style-type: none"> • Energy bills have nearly tripled with a forecast of a spend of £45k. • Cost centre E3002 – visits/trips – accounts for a potential deficit in parent contributions. • E1504 – food – catering manager adjusts the menu accordingly as prices of certain foods increase. • Agency – supply teachers – 1 member of staff covering all the time, will likely be offered a contract. IJ stated that there was lots of staff absence last year. • TA supply – fluctuates but we have a high number of pupils with special needs. • IJ advised that SEND income is now fairly accurately predicted – the local authority have a new system in place which works well. Discussed that last years intake was low as it was a low birth rate year. This resulted in proactive steps of visiting a wide range of local nursery providers to deliver leaflets about the school. Discussed having the video of the school on the website being an accessible resource for families from out of the area. IJ advised we have seen a lot of new families from Nigeria. • Looking to keep next years carry forward at £108k for as long as possible until there is some resolution to the strike action. <p>Following the above discussion MB and LM advised that they are happy to take this budget plan for the FBG meeting in order for it to be confirmed and signed off.</p> | |
| 24/23 | <p><u>Private School Fund</u> This was an account where any donations received from the school were placed – it also included things such as the commission received from school photographs. The account had to be audited annually. The account has now been closed down – Finance Officer Rachel Noble advised no other school has one anymore. The account has been emptied (closing balance was just over £2k) and placed within the main account. LM asked where any donations received would now be put – IJ unsure.</p> | |
| 25/23 | <p><u>Policies/Documents for Ratification</u> No new policies were received for ratification. MB and LM advised they have started to work through the policies placed on Governor Hub for review and ratification. Agreed a deadline of the 05.05.23 for any changes to be proposed.</p> | ALL |
| 26/23 | <p><u>Premises Health and Safety</u></p> <ul style="list-style-type: none"> • SBM/Site Manager/Headteacher reports • Maintenance Priorities <p>See Minute 22/23</p> | |

| | | |
|-------|--|--|
| | <p><u>AOB</u></p> <p>IJ was successful in his bid for funding to improve the existing hardware and software – this will result in faster internet and tech which will last longer. IJ advised that all the costings have been done and it has been confirmed that the outlay of £62.5k will be made by the school and we will then be reimbursed. IJ needed a signature from LM to authorise this level of spend. MB and LM happy with this – IJ to forward email chain confirming the costs will be reimbursed.</p> <p>Discussion held around any significant complaints received by the school should be discussed within this committee. It was agreed this would be the most appropriate forum – IJ and LM confirmed that they hold discussion as and when needed about any pressing issues between formal meetings. BW to add ‘Complaints’ as a standing agenda item within this committee.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • MB to carry out a site visit with AS • LM to visit and speak with cleaning and site staff and pass on the governors thanks for all their hard work. • All members to review the policies sent for ratification by 05.05.23. • IJ to forward the emails which confirm the costs of the IT upgrade will be reimbursed to the school. • BW to add ‘Complaints’ as a standing agenda item. | |
| 27/23 | <p><u>SFVS</u> This is now complete.</p> | |
| 28/23 | <p><u>What have we achieved from this meeting?</u> Ensured a sustainable financial future for the school and ensured there is a safe learning/working environment for the pupils and staff.</p> | |
| 29/23 | <p><u>Determination of Confidentiality of business</u> 08/23 Headteacher’s Staffing/Personnel Report</p> | |
| 30/23 | <p><u>Dates of next meetings –</u></p> <p>Curriculum 25 May 2023 at 5pm (Teams) FGB 11 May 2023 at 5.30pm (in School)</p> <p><i>All Meeting Dates for 2022-23 on Governorhub</i></p> | |

The meeting ended at 5.40 pm

Signed _____ Dated _____