



THE LOCAL GOVERNING BODY OF ST AIDAN'S CE ACADEMY

Resources Committee

Minutes of the meeting of the Resources Committee held at 6.30 pm at the School on Tuesday 16 May 2017.

PRESENT

Mrs E Barrow (Head Teacher), Mrs L Earnshaw, Mrs N Evans, Mrs D Gott, Mrs K Hobson, Mr J McAreevey, Mrs N Moss (Chair), Mrs H Ricks, Ms F Thornton, Mrs R Sherrin

In Attendance

Mrs L Willimott (Staff)
Mr K Rothwell (Minute Clerk)
Nicky Evans (LA Governor)

	ITEM	MINUTES	ACTION
191.	Opening Prayers	The Head Teacher opened the meeting with a prayer.	
192.	Apologies for absence, consent and Declaration of Interest.	There were no apologies for absence or Declarations of Interest.	
193.	Minutes of the meeting held on 18 October 2016.	RESOLVED: That the Minutes of the meeting held on 18 October 2016 are a true and accurate record and should be signed by the Chair.	
194.	Matters Arising	<p><u>Minute 173 Terms of Reference.</u> RESOLVED. That the LA model terms of reference be adopted for the Resources Committee.</p> <p><u>Minute 177 (Minute 158) MAT .</u> This had been fully discussed at the meeting of the full governing body. The Trustees had agreed that the school's contribution to the MAT would be 3.5%.</p>	

		<p>Q. Have other schools been looked at as possible members of the MAT by sponsorship etc.? A. Two schools have expressed an interest and the Diocese has suggested another school. Nothing will happen until after the General Election.</p> <p>Q. Are these Church schools? A. Yes.</p> <p>Q. How do schools join the MAT? A. The other schools have to approach us or the Diocese asks us to admit them.</p> <p>Q. Is VAT reclaimed on the monthly payments into the MAT? A. Yes. The MAT is VAT registered and the VAT will be recovered monthly when the new Finance person is in post.</p> <p>Q. When does the finance person start and where will they be based? A. Gemma Falconer starts on the 1st June. It has been suggested that she will be based at Scissett First school but we have offered office space here. Her duties will take her round all the schools.</p> <p>Q. Will she work over the Summer holidays? A. No. Her appointment is Term time only.</p> <p>We will have a better idea of how things will work at our meeting in the Autumn term.</p> <p><u>Minute 181 Pupil Premium Spending</u> Q. Why do Huddersfield Town come into school? A. They read with the children - particularly boys, for who they are a positive role model.</p> <p><u>Minute 182 Pay Review</u> Under the LA process, support staff had automatic annual increments. Now they will be appraised and have to meet targets and be recommended by the Head Teacher.</p> <p><u>Minute 183 Budget Monitoring - Swimming</u> Safeguarding issues at Scissett Baths around</p>	<p>Update by HT at next meeting</p>
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		<p>public use overlapping with School use , had been discussed at a meeting of pyramid heads. The LA has instructed Scissett Baths about necessary steps and procedures to be taken and new signs regarding session timings have been put up.</p> <p>Q. Do we have to provide swimming instruction? A. Yes. It is compulsory.</p> <p><u>Lunches</u></p> <p>Q. Are we still getting school dinners from Kirklees? A. Yes. Catering, Cleaning, HR and Payroll are from Kirklees. We will continue with this for the next 18 months and then look at all the options.</p> <p>Q. Are the meals OK? A. Yes. We ask pupils, parents and staff for feedback, which then goes to the cook.</p> <p>Q. Has the confusion re sandwiches for school trips been resolved? A. This is now mainly resolved, with parents paying via Parent Pay.</p> <p>Q. Has the supply of fruit and veg. improved? A. Yes.</p> <p>Q. How many children bring packed lunches? A. 12 - some are fussy eaters or have food allergies.</p> <p><u>Benchmarking.</u> This will be considered at the next meeting.</p>	
195.	Analysis of year end budget figures	<p>Copies of the draft budget from 1 April 2017 to 31 August 2017 were circulated and discussed. We were still waiting for salary breakdown for support staff. A surplus of £7,560 was forecast.</p> <p>Q. Is Texting the most effective and economic way of communicating. A. The cost included an annual charge for the service and then a cost per number of texts. We try to keep it to a minimum. We will look how it has operated and review after the end of the Summer Term.</p> <p>Q. How much do texts cost? A. 0.05p per text.</p>	HT to raise

		<p>RESOLVED. That the draft budget 1 April to 31 August 2017 be approved.</p> <p>Copies of the Academy Grant Allocation expenditure to date were circulated and discussed. The grant was £27,000 with a balance of £17,514 remaining of this. It had been confirmed that the outstanding £2,000 (included) will be received.</p> <p>i) <u>Apprenticeship Scheme Grant</u></p> <p>The claim for Miss Kay had missed the deadline due to their error. We have an email confirming their responsibility for this. It was agreed to ask Legal Services to pursue our claim for the grant.</p> <p>ii) <u>Support Staff Pension Shortfall</u></p> <p>Q. Do we know how much the shortfall is? A. No. We have discussed this with West Yorkshire Pensions and they say they cannot give a figure until after conversion.</p> <p>It was agreed that our representative would raise this matter with the Trust Finance committee by email.</p> <p>Q. Is the MAT or school responsible for the shortfall? A. Each school will pay their own liability.</p> <p>Q. How many staff are involved? A. 15 plus 1 casual staff.</p> <p>iii) <u>Staff Training.</u></p> <p>More would be done on-line to cut costs.</p> <p>Q. Have we enough stationery? A. Yes, at present. We will have to look at cost savings in this area.</p> <p>iv) <u>Staffing</u></p>	<p>at next HT meeting MAT trustee to raise at MAT meeting</p>
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		<p>We aim to use natural wastage to reduce costs. We are looking to recruit an apprentice and are working with Barnsley College, who will vet applicants for us to then interview. It was agreed that the Careers department of Shelley College should also be contacted to find applicants.</p> <p>Q. What tasks will an apprentice do? A. The same as a TA, with a mentor in the class with them.</p> <p>Q. Is there a trial period? A. A probationary period.</p> <p>RESOLVED. That the committee approved the recruitment of an apprentice for 12 months, 37 hours per week (term time).</p> <p>The committee discussed possible staffing needs.</p> <p>RESOLVED. That the Head Teacher be authorised to recruit a teacher on a short term contract for 2 or 3 terms, starting in the Autumn term.</p>	
196.	Review three year plan and set clear objectives and targets for the coming year	We are waiting for final figures and the plan will then be reviewed.	
197.	Approve statement of internal control	RESOLVED. That this item be deferred to the meeting on the 28th June 2017.	
198.	Internal financial controls self evaluation	RESOLVED. That this item be deferred to the meeting on the 28th June 2017.	
199.	School audit of equipment	<p>The audit was in progress. The 5 year contract for printers and photocopiers will end soon. Three months notice of termination will have to be given by 26 June 2017.</p> <p>It was agreed to discuss a joint approach with the other schools in the MAT and in the</p>	

		meantime possibly take out a shorter contract (12 months).	HR
200.	Update on Pupil premium spending and sport premium and impact	<p><u>Pupil Premium spending</u></p> <p>Copies of a report on Pupil Premium spending for the year ending 31 August 2017 were circulated. The total allocation was £15,620 and details of allocated spending so far were given. Expenditure of the remaining balance of £4,566 had already been decided.</p> <p><u>Sports Grant</u></p> <p>The amount available for the year is £8,690. Amount spent from September 2016 to 31 March 2017 was £7567 and projected amount from 1 April to 31 August 2017 is £3,842. Details of Provision ; Sessions, Cost and Notes were given. The projected overspend of £1,169 would come from the school budget.</p>	
201.	Premises	<p>We have applied for a grant to replace the skylights now that all windows have been replaced.</p> <p>Trees. For safety reasons, work is required on some trees. Three quotes have been obtained and the cheapest accepted.</p> <p>Damp. There appears to be rising damp in an area of wall in the extension, This is being investigated.</p> <p>Q. Have we any claim against the builders for this? A. No. Too long has passed.</p> <p><u>Resources.</u> No expenditure is necessary at present but 1 whiteboard will be replaced this Summer. A rolling program for IT replacement is being drawn up.</p> <p><u>Safeguarding.</u> Schools are being asked to ensure that they could "lock down" if there was a threat. The possibilities were a new door in the corridor or a keypad for the door in the corridor. To prevent entrance to hall when children were there, a bar will be provided to secure the door handles. Any work will be covered in the budget.</p>	
202.	Funding	Details of various grant applications were given,	

		<p>£500 had been received from Denby Dale PC.</p> <p>We had applied for a Sports for All grant of £1,000 to replace the Trim Trail (total cost estimated at £10,000). It was agreed to have a competition open to pupils and parents for a suitable name for the project, after half term.</p> <p>Q. Could this include provision for Autistic/Asperger's children? A. We will consider this.</p> <p>The committee considered use of the facility by outside organisations but considerations of Health and Safety and insurance could make this difficult.</p>	
203.	Any other business.	There were no items of any other business.	
204.	Dates of future meetings and possible agenda items.	No dates were decided.	
205.	Agenda, minutes and related papers – school copy.	RESOLVED: That no part of these Minutes, Agenda or supporting papers be omitted from the copy to be made available at the School under the Freedom of Information Act.	

The Meeting concluded at 8.25pm