



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 17 October 2017.

PRESENT

Mrs E Barrow (Head Teacher), Mrs D Gott, Ms K Hobson, Mrs N Moss, Mrs R Sherrin, Ms F Thornton, Mr J McAreavey

In Attendance

Mrs J Edmunds (Minute Clerk), Mrs H Ricks (Associate Member)

	ITEM	MINUTES	ACTION
206.	Opening Prayers	The Head Teacher opened the meeting with a prayer.	
207.	Election of Chair & Vice-Chair	Nominations were taken from the meeting: RESOLVED: That Mrs N Moss be elected as Chair and Ms K Hobson elected as Vice-Chair of the Resources Committee until the date of the first meeting of the Resources Committee meeting in the next Academic year.	
208.	Committee Terms of Reference	This item was omitted from the meeting.	Clerking Service – please add to the Agenda for the next Resources Committee meeting.

209.	Apologies for absence, consent and Declaration of Interest	Apologies were received from Mrs L Earnshaw (consented). Apologies received from Mrs N Moss that she would be joining the meeting late. There were no Declarations of Interest.	
210.	Minutes of the meeting held on 16 May 2017	RESOLVED: That the Minutes of the meeting held on 16 May 2017 are a true and accurate record and should be signed by the Chair with the following amendments: 200. "The total allocation was £16,060" should read "The total allocation was £15,620". 201. "Denby Dale Environment grant of £1,000" (to replace trim trail") should read "Sports for All grant".	
212.	Matters arising from the minutes of the meeting held on 16 May 2017.	<u>Minute 200</u> A £600 grant had been received from the Denby Dale fund. The Academy were not successful in their application for £10,000 Awards for All grant. £500 had also been applied for from the Denby Dale fund for musical instruments for the garden, and an application was also being made to the Emley Show fund for the same. The PTA had also applied to the Co-op for a grant towards the musical instruments. The sponsored skipping event would help to pay towards the trim trail. <u>Minute 195</u> Pupil Pay had been contacted regarding the issues that were occurring in relation to texting, and duplicate texts were no longer being sent out to the same family. Where possible the Academy were using emails or Facebook to share information with parents. In addition, information had been received back from Gemma Faulkener, Finance Officer, regarding the pension deficit. However, both the Academy and the MAT now had a raised awareness to monitor this situation in line with this being reviewed every 3 years, and both would hold a percentage contingency each year to ensure there were sufficient funds to meet any shortfall.	

		<p><u>Minute 201</u></p> <p>In relation to the “lock down” procedure, there had been no further action. Quotes would now be obtained for a keypad on the door in the corridor.</p>	HR
213.	Review Teachers’ Pay (Minute 32 refers)	<p>The Head Teacher reported that all Teacher performance had not yet been fully completed, due to the absence of a member of staff. Five members of staff were due to go up an increment and the Head Teacher confirmed that all had achieved their performance management targets. New targets had been set around achievement and attainment. The Head Teacher asked if the Governors would be happy to approve awarding increments to all these staff members despite the process not yet been fully complete for the person currently on sick leave.</p> <p>RESOLVED: That the Governors were in agreement to approve one point increments to all 5 members of staff, pending completion of the appraisal process for one, backdated to 1 September 2017.</p>	
214.	Financial Analysis and Financial Monitoring	<p>Mrs H Ricks presented the Bank Reconciliation Statement. This had been received from Gemma Faulkner, Finance Officer, based on the accounts on HCSS.</p> <p>With VAT money still outstanding, the Finance Officer had reported an anticipated carry forward of £70,000. Mrs Ricks however felt this figure was skewed in some way by the accounting procedure and felt the true figure would be considerably less. She would meet with the Finance Office to try to gain some clarification.</p> <p>The Finance Officer was also looking at the accounts with Mrs Ricks in preparation for an audit at the end of the MAT’s first accounting year.</p> <p>Mrs Ricks presented a Report from HCSS system – 1 March to 31 August 2017 breakdown of expenditure. Further breakdown of the items could be extracted from this system if requested.</p> <p>Questions were invited by the Chair. There were no questions.</p>	
215.	Staffing Review	<p>The Business Support Manager and the Admin Officer had both had their annual appraisals and both had met their performance targets.</p>	

	<p>Mrs H Ricks left the meeting</p> <p>Mrs H Ricks rejoined the meeting</p>	<p>The Head Teacher recommended to Governors that they should both be awarded a one point pay increment. In addition to the Business Support Manager taking on new and additional responsibilities as a result of conversion, the Admin Officer had also taken on additional tasks and responsibilities and had also mentored the newer member of staff in the office.</p> <p>RESOLVED: That the Governors were in agreement to approve one point increments to the Business Support Manager and the Admin Officer.</p> <p>Discussion took place around the need to review the additional hours which it had been agreed the Business Support Manager would work to support the conversion process, The Head Teacher reported these hours had accommodated the Business Support Manager taking on extra responsibilities.</p> <p>RESOLVED: That the additional hours worked by the Business Support Manager would be reviewed at the Resources Meeting in May 2018.</p>	
216.	Premises	<p>Mrs H Ricks reported that the 5-year Premises Plan would need to be updated once the Caretaker had ascertained where money may need to be spent. Quotes had been received to treat damp on one of the walls, and the cost of carrying out this work would be £480.</p> <p>Replacement of the skylights was still outstanding. An application for Capital works money submitted by AHR had been unsuccessful. Discussion took place about whether AHR were effective in supporting the school and whether it was necessary to use them or whether the Academy should submit the bid directly. It was suggested it might be appropriate to add the damp work into the bid.</p> <p>There were also problems with an automated toilet flush and the batteries for this function were expensive. A quote had been obtained from an electrician and these would be wired into the electricity.</p> <p>Q. Who is the electrician, and is the MAT using the same electrician for work in order to make contracts cheaper?</p> <p>A. It is a small job and we are using a local electrician who we have used previously.</p>	

217.	Pupil Premium Funding	<p>It was stated that the Pupil Premium Funding and the impact of this, was on the Academy website.</p> <p>This year money had been allocated for PA hours; support with class trips for pupils with premium funding; growing fund; specific SEN resources for specific children, such as Dyspraxia; and bereavement training for at least 1 staff member.</p> <p>Q. Do the staff do any mental health first aid training?</p> <p>A. We are putting together a Mental Health and Well Being policy for children and staff and we need to look at how we support this.</p> <p>It was suggested this could be considered as a focus of some funding in the next financial year. A Governor also highlighted a mental health an on-line resource “The Big White Wall”.</p>	
218.	Any other business.	<p><u>Copymark Contract</u></p> <p>A number of issues had occurred in relation to the Service Level Agreement signed by St Aidan’s for Copymark to provide photocopiers and printers for the Academy for the next 5 years. These included, the equipment not arriving in school prior to the summer holidays, Copymark not contacting the Academy during the holidays as agreed to arrange installation, being informed in early September that because they allegedly could not make contact with the Academy the machines had been installed in other schools. In addition the Academy had received invoices from both Siemens, who had been the supplier of the equipment previously, and also Associate General, but had refused to pay these until issues were resolved. The contact from Copymark had asked the Academy to pay these invoices on the understanding he would provide a cheque back to the Academy for some of this money, and also asked them to provide positive feedback to Associate General for the service being received. Both these requests were refused.</p> <p>Direct contact had now been made with Siemens and Associate General. Siemens had emphasised that until the equipment was received back to them, the school remained liable for the cost of the machines and also the maintenance. They were eager that the equipment be returned directly to them rather than through Copymark. Siemens had not received notice of the intention to end the contract with them (28 days required). Associate General had agreed to freeze future invoices while the situation was resolved.</p>	

		<p>St Aidan's had also made several requests to Copymark for a copy of the Service Level Agreement but a copy had not been received.</p> <p>RESOLVED: That an email be sent to Copymark to state that the Academy had no copy of the Service Level Agreement and did not intend to continue with the contract, stating that the equipment would be returned directly to Siemens. Siemens and Associate General would be copied into this email. The Academy would give Siemens notice to end the lease of their equipment and would arrange for this to be returned directly to the company. Invoices from Siemens would be paid. A new contract for photocopying and printer equipment would be obtained from tenders obtained in June, asking for second choice to provide a service on the terms offered at that time.</p> <p><u>Electronic Payslips</u></p> <p>The Governors remained dissatisfied with the response they had received regarding staff receiving payslips via insecure email addresses. The response had contained no reference to the General Data Protection Regulations. These concerns had been highlighted to the CEO for the MAT and Gemma Faulkner, Finance Officer. Head Teacher would be expressing her concerns to her Trade Union.</p>	EB/HR/NM
219.	Dates of future meetings and possible agenda items.	<p>RESOLVED: The next meetings of the Resources Meeting would be: Tuesday 6 February 2018 at 6.30pm Tuesday 22 May 2018 at 6.30pm</p>	
220.	Agenda, minutes and related papers – school copy.	<p>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.</p>	

The Meeting concluded at 7.45 pm.