

Coombe Road Primary School
Minutes of the Resources Committee Meeting

Meeting Date: 22 November 2017

Meeting Time: 3.00-4.30pm

Present: Peter Freeman (PF), Vicky Phillips (VP) – Head Teacher, Ray Williams (RW), Efchari Kapoli (EK)
 In attendance: Melanie Arnold (MA) – Clerk, Jean Smith (JS) – Business Manager, Chris Piper (CP) – Observer
 Apologies: Mo Marsh (MM), Anne Meadows (AM), Nargis McCarthy (NM)
 Quorum: The meeting was quorate (at least two governors, plus the Head Teacher, or her representative, attending).

Item	Discussion and Decisions	Action
1.	<p>Welcome and apologies for absence</p> <p>The Chair welcomed Chris Piper, potential co-opted Governor, to the meeting as an observer. The Committee accepted apologies from MM, NM and AM.</p>	
2.	<p>Declaration of interests: There were none for this meeting.</p>	
3.	<p>Election of Chair</p> <p>Governors nominated and seconded PF as Committee Chair for 2017-18. There were no other nominations and he was unanimously elected.</p>	
4.	<p>Terms of reference 2017-2018</p> <p>Governors accepted the terms of reference that had been agreed by the Full Governing Body on 27 September 2017.</p>	
5.	<p>Minutes of the Resources Committee meeting on 20 June 2017 and matters arising</p> <p>a) Accuracy: The Committee agreed the minutes as an accurate record of the previous meeting.</p> <p>b) Matters arising: The action had been completed.</p>	
6.	<p>Outturn report 2017-18</p> <p>Governors reviewed the Outturn Report in depth, including:</p> <p>Cost centre changes/adjustments: JS pointed out a number of cost centre changes and Governors asked if these were changes in substance or technical adjustments. JS confirmed the latter. She said that the local authority had asked that Breakfast Club and After-school staffing be set up as separate cost centres.</p> <p>Apprentice levy: This had been imposed by the LA as a result of school staff being technically their employees: Governors asked what the school might get in return. VP said that it allows a school</p>	

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	<p>to seek apprentices from the local authority or for school staff development, but Coombe Road does not have any suitable roles. Governors noted this as a cash loss.</p> <p>Insurance: Governors sought clarification on insurance costs. JS said that this covered salary reimbursement for the sickness absence of a teaching member of staff. Governors were aware of the limited funds available to cover staff absence and asked whether this posed particular problems. VP said any impact would be on the quality of education provided by the school.</p> <p>Governors acknowledged that despite minor changes, the school is still projecting a balanced budget after taking account of £54,684 carried forward from last year. They noted that pupil numbers are down this year and that next year's budget will be equally tight. They accepted the Outturn forecast and noted the Chart of Accounts Review. Governors thanked JS for her work.</p> <p>VP went on to feed back to Governors on the recent Head Teachers' meeting. Discussion had focused on the services that schools pay for through Services to Schools. Head Teachers questioned some of the services provided and agreed to ask the local authority for further information on a number of others. The outcome of the Head Teachers' discussions will be taken to the next Schools Forum. Governors considered the impact of the costs on the budget and discussed their concerns about pupil funding for the coming years.</p>	
7.	<p>Pupil Premium (Disadvantaged pupils) report 2016-17 and plan 2017-18</p> <p>Governors received the Pupil Premium report and strategy and congratulated the Head Teacher on the presentation, clarity, and detail of the documents. They felt that the documents showed a creditable performance from the school and its staff. Governors checked that both documents were on the school website and VP confirmed they were. As Pupil Premium income will reduce next year because the school has fewer pupils, Governors asked if the school was picking up on everyone who is entitled to free school meals. VP said the school asks all parents to apply for free school meals. Governors observed that pupil premium eligibility may become more complicated with the introduction of Universal Credit.</p>	
8.	<p>Scheme of Delegation: Annual review</p> <p>Governors noted that this had been approved at the last Full</p>	

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	<p>Governing Body meeting. They reviewed the Scheme for this year and, after consulting with the Head Teacher, they agreed to increase the Head Teacher virement from £2,000 to £2,500.</p>	
9.	<p>Staffing (other than Pay Committee matters)</p> <p>Governors discussed the staff changes outlined in the Head Teacher's report on staffing.</p> <p>Staff absence: There had been a number of staff absences due to illness and Governors asked about the impact on the pay budget. VP reported that staff receive full pay for the first six months of sick leave, followed by six months at half pay. Governors asked if insurance covered this. VP said it only applied for teachers, not support staff. Governors asked if Head Teachers would consider discussing insurance for support staff and VP agreed to raise this at a Head Teacher's meeting.</p> <p>Buddies: Governors noted that Buddies was being covered by VP and a member of support staff. Governors were concerned by this and discussed whether there was another solution. VP felt that currently there was no alternative as there were no spare funds for staff cover. Governors wondered if it was possible to increase fees, but VP reported that these were already high.</p> <p>Probation: Governors asked about arrangements for the new staff mentioned in the report. VP confirmed that probation would not apply as the staff will be on fixed term contracts.</p> <p>Governors acknowledged the difficulties faced by the Head Teacher and approved the arrangements set out in her report for covering staff absence and vacancies.</p>	VP
10.	<p>Charging and Lettings policy</p> <p>Governors reviewed the policy and asked whether it was possible to generate any more income from the building. VP said they had hired out another room to the pre-school for £5 per week. There were further savings because the pre-school was taking responsibility for cleaning. Governors asked if there was a good demand for places and VP confirmed that they are full. Governors anticipated that this could impact on entry numbers to the school and JS reported that there had been more interest than usual. Governors wondered if any part of the site could be let out on a longer term commercial basis. VP felt this was possible if it was during school term time. Governors agreed it was not possible to raise the charge to the pre-school, noting that the original</p>	

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	contract says room-hire would be on a non-profit basis.	
11.	<p>Buildings</p> <p>a) Premises, including pre-school requirements: Governors received the Head Teacher’s premises report. A key issue was still the snagging with the new toilets, which included not being able to access valves to test for Legionella. A snagging list has been sent to the local authority and contractors are returning in December to redo the plumbing. Governors felt frustrated by the problems involved in this work.</p> <p>b) Health and Safety: Governors considered VP’s report, including:</p> <p>Electrical survey: The school had failed the survey carried out by the local authority electrical contractor. Governors raised concerns that the contractor that carries out the survey is also contracted by the council to complete the work. In this case, the school caretaker has identified another contractor to complete and certify the work.</p> <p>Business contingency plan: VP and JS are reviewing this. Governors asked what prompted the review. VP explained that council’s business contingency officer recommended it.</p> <p>Health and safety visit: RW will do this next term.</p> <p>General Data Protection Regulations (GDPR): Governors asked whether the school now meets GDPR and JS confirmed she is working on this. Governors asked for GDPR compliance to be added to the agenda for the next meeting.</p>	<p>RW</p> <p>MA</p>
12.	<p>Governor Expenses policy</p> <p>Governors received and approved the allowances and expenses policy. MA will add it to the next Full Governing Body agenda for noting.</p>	MA
13.	<p>Any other business: There was none.</p> <p>The meeting ended at 4.30pm.</p>	

Signed
(Chair)
Date

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Action List - Summary

Item	Heading and action	Who	Progress
9	Staffing Take issue of insurance for support staff absence to a Head Teachers meeting.	VP	
11	Buildings Health and safety: Governor visit next term GDPR: add compliance to next agenda	RW MA	On agenda for 14/03/18
12	Governor expenses Discuss at next FGB	MA	Agreed by FGB on 12/12/17