

Oswald Road Primary School Resources Committee Meeting Minutes

Quorum: 3 - met at this meeting

Approved as a true and accurate record.

Chair: Richard Fletcher

Name..... *Richard Fletcher*

Date of meeting: 10 May 2016

Date..... *17/10/16*

Venue: Oswald Road Primary School

Chair of Committee / Governing Body

Attendees

| Name | Governor Designation | Term of Office End Date | Present – P Apologies – Ap Absent – A |
|-----------------------|----------------------|-------------------------|---|
| Richard Price (RP) | Co-Opted | 31/03/18 | P |
| Sheila Newman (SN) | LA | 31/08/18 | P |
| Richard Fletcher (RF) | Co-Opted | 13/12/19 | P |
| Caroline Taylor (CT) | Staff | 29/11/19 | P |
| Ali Ayub | Parent | 05/01/20 | P |
| Deborah Howard (HT) | Headteacher | N/A | Ap |
| Ann Kerrigan (AK) | Co-Opted | 08/11/19 | Ap |

| Also Present | Role |
|----------------|---|
| Sarah Nicholls | School Business Manager |
| Jon Beisly | Acting Headteacher |
| Gerard McCoy | Clerk - AGM Clerking and Administration Service |

Agenda Items

| Item | Apologies |
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| 1 | <p>The Committee thanked the School Business Manager for the pre-meeting training sessions designed to support Governors in their understanding and development. It was recognised that all members of the Committee had benefitted from the extra support.</p> <p>The Committee noted the apologies for non-attendance submitted by the Ann Kerrigan and the Headteacher. It was appreciated that the Headteacher was now on maternity leave and the Deputy Headteacher was now Acting Headteacher.</p> <p>There were no issues raised and the Committee agreed to accept the apologies submitted.</p> <p>The Committee members welcomed the Acting Headteacher to the meeting.</p> |

The Committee noted that a substantive Chair had not yet been appointed – the intention was to do so at this meeting, but it was considered that practically there was likely to be current academic year. It was determined to appoint a Chair for the remaining meetings and then review the situation at the start of the new academic year.

Following a short discussion Richard Fletcher was nominated, seconded and elected unopposed as Acting Chair for the course of the meeting.

| Resolutions / Agreed Actions | Owner | Date |
|---|---------------------|-------------|
| <ul style="list-style-type: none"> Agreed – accept apologies submitted. | Resources Committee | |
| <ul style="list-style-type: none"> Agreed – Richard Fletcher appointed as Acting Chair for this meeting. | Resources Committee | |

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| Item 2 | Declaration of Pecuniary Interests | | |
| There were no declarations of pecuniary interest in relation to any of the agenda items. | | | |
| Resolutions / Agreed Actions | | Owner | Date |
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| Item 3 | Minutes of the Previous Meetings and Matters Arising – 11.02.16 |
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| <p>Minutes of the Previous Meeting – 11.02.16</p> <p>The Chair presented the minutes from the previous meeting; the document had been circulated in advance to the Committee members.</p> <p>There were no corrections / amendments required and the minutes were approved as a true record of the events. A copy of the document was signed by the Chair and retained on record.</p> <p>Matters Arising.</p> <p>Sarah Nicholls the School Business Manager (SBM) presented the following points in relation to the matters arising:</p> <p>Item 7: Page 7 – SFVS Self-Assessment Document.</p> <p>The SBM confirmed that the document had been signed by the Chair and submitted to the Local Authority (LA) prior to the required deadline.</p> <p>Item 7: Page 7 – MTSA Service Level Agreement.</p> <p>The SBM confirmed that the above agreement had been renewed.</p> <p>Item 7: Page 8 – Remote Access CCTV.</p> <p>The SBM confirmed that the remote access CCTV had been installed during the Easter break; the Site Manager had an 'app' which allowed him to monitor the system remotely. Although there were some initial snagging issues these were being addressed.</p> <p>The Committee noted there had been no further intrusions since the installation.</p> <p>Item 7: Page 8 – Cleaning Contract.</p> <p>The SBM confirmed that cleaning contract was now in-house and an additional cleaner employed; the temporary post had been re-advertised.</p> | |

Item 11: Page 9 – Learning Mentor / Family Support Officer.
The SBM confirmed that the above post had now been filled

Item 11: Page 9 – Lunchtime Organisers.

The SBM confirmed that the Strategic Lunchtime Organiser role had been successfully filled, but and the Senior Lunchtime Organiser, vacant as a result of filling the above role, role was filled internally.

Item 11: Page 9 – Lunchtime Organisers.

The SBM confirmed that the Owl Club contact had been agreed and signed for a two year period; a copy of the agreement had been circulated to the Committee for information purposes.

There were no additional matters arising that were not included on the current agenda.

| Resolutions / Agreed Actions | Owner | Date |
|--|---------------------|-------------|
| <ul style="list-style-type: none">Approved – previous minutes (11.02.16) as a true record. | Resources Committee | |

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| Item 4 | 2015-2016 Year End / Budget Closedown |
| <p>Sarah Nicholls, the School Business Manager (SBM) presented the 2015-2016 Year End / Budget Closedown – the relevant documents had been circulated prior to the meeting. This included a copy of the documents submitted to the LA.</p> <p>The following points were noted in discussion.</p> <p>The Committee considered the 'Report for Governors' highlighting the individual budget area and indicating the original budget, the percentage year to date, the changes made, and the actual budget. An additional commentary was included to support the Committee's understanding.</p> <p>In addition the Committee reviewed and considered the following documents: the proposed CFR; the income and expenditure report; the final bank statement for the 2015-2016 financial year; reconciled and unreconciled items; the MCC income and payroll 2015-2016; and the summary aged creditors report. It was especially noted that there were no creditors over 30 days.</p> <p>The Committee discussed the reconciled and unreconciled items highlighted – it was noted that the items related to invoices processed through FMS6 but the corresponding cheques had not yet cleared the account. It was especially recognised that there were no items more than six months old.</p> <p>Q. There appears to be a variance in the payroll? A. Yes – this relates to a salary adjustment from the previous year of £1,500.</p> <p>In addition the Committee considered the cumulative expense analysis and the balances and reserves reports. The surplus was noted as was the savings made during the course of the financial year.</p> <p>Q. Why were there savings in the staff budgets of £21,000? A. These relate to teacher and teaching assistant (TA) staff savings; although the savings in these budget areas would be offset by additional supply staff cover costs.</p> | |

The Committee also reviewed and considered the cash flow forecast for the 2015-2016 financial year.

The Committee noted that the projected surplus was £110,955 but the actual surplus was £202,809. This figure being slightly above the 8% allowance; previously the LA would have been entitled to clawback the surplus above 8%, but this was no longer the case. However, it was appreciated that the LA could challenge the school's intended use of the surplus.

There were no further issues raised in relation to the supporting documents associated with the budget closedown and these were approved by the Committee.

There were no additional points raised in relation to the 2015-2016 Year End / Budget Closedown and this was approved by the Committee.

| Resolutions / Agreed Actions | Owner | Date |
|---|---------------------|-------------|
| <ul style="list-style-type: none"> Approved – budget closedown supporting documents. | Resources Committee | |
| <ul style="list-style-type: none"> Approved – budget surplus 2015-2016. | Resources Committee | |
| <ul style="list-style-type: none"> Approved - 2015-2016 Year End / Budget Closedown. | Resources Committee | |

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| Item 5 | 2015-2016 Analysis of Reserves | | |
| The SBM confirmed that as discussed above there was no analysis of reserves to complete. | | | |
| Resolutions / Agreed Actions | | Owner | Date |
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| Item 6 | 2016-2017 Proposed Budget |
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| <p>The SBM presented the proposed 2016-2017 budget; the supporting documents had been circulated in advance of the meeting and the following points were noted in discussion by the Committee.</p> <p>In addition the Committee also reviewed and considered the projected budgets going forward up to and including the 2020-2021 financial year.</p> <p>The individual budget areas / cost centres were reviewed taking into account the additional narrative supplied by the SBM. It was recognised that £20,000 had been allocated to allow for the refurbishment of the Early Years (EY) playground and outdoor provision. It was appreciated that the actual costs would be in the region of £30,000, but the extra funds would be met through the devolved formula capital (DFC) budget. It was confirmed by the SBM that the school intended to bid for extra finance through the Lottery.</p> <p>The Committee also noted the breakdown for the budget allocated to B0070 – other occupation costs; as per the narrative aspect of the report.</p> <p>The Committee discussed the allocation for C1021 – photocopier lease; it was appreciated that the school was in the process on renegotiation of the lease with a likelihood that this would generate a saving while improving the schools capacity.</p> | |

Q. A0015 – supply teachers (agency) budget seems quite high?

A. Yes but this includes £20,000 to meet the growing demand in relation to pupils with special educational needs and disability (SEND) and an additional £20,000 as a contingency.

The Committee also noted the breakdown in relation to cost centre C1051 – professional services. It was understood that this included speech and language therapy and dyslexia support. It also included Commando Joe, but only until the end of the current academic year.

Q. Is the school replacing the Commando Joe programme?

A. It was more a case of moving the provision in-house by developing the role of physical education (PE), and the lunchtime / after school club provision.

Q. There was an increase in the overall staff budget for 2016-2017?

A. Yes – this funding allocated to the staffing cost centres was based on a full staffing structure which was not the actual case by the end of the 2015-2016 financial year.

Q. Why was there a projected decline in staffing costs going forward for future financial years?

A. The programme takes into account the end date for current fixed term contracts, these are therefore not carried forward in future financial years. It was always possible that some of these may not be renewed going forward.

In addition the Committee noted the decrease in the IT budget and the increased school meal expenditure.

Q. Was the cost of the maternity insurance cover added back into the budget?

A. Yes – the school was due to receive payments for three instances of maternity leave; the payments were expected prior to the end of the current academic year as the staff concerned return to work.

The SBM confirmed that due to some confirmed costs not yet having been received there may be a need to adjust the current budget slightly. This was noted by the Committee and it was proposed that any changes to the current budget would be circulated to the members of the Committee via e-mail for additional consideration.

However, there were no additional points raised or noted with the 2016-2017 budget and this was approved in principle by the Committee.

There were no additional points raised / noted and the Committee approved the 3-5 year budget projections.

| Resolutions / Agreed Actions | Owner | Date |
|---|---------------------|-------------|
| <ul style="list-style-type: none">• Approved – in principle 2016-2017 budget. | Resources Committee | |
| <ul style="list-style-type: none">• Approved – 3-5 year budget projections. | Resources Committee | |
| <ul style="list-style-type: none">• Action – circulate changes to agreed budget following any confirmed additional costs. | SBM | |

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| Item 7 | 2016-2017 Staffing Structure | | | |
| <p>The SBM confirmed that the 2016-2017 staffing structure was as confirmed at the previous Resources Committee meeting – 11.02.16. There were no further additions / changes to the structure beyond those already approved by the committee at the above meeting (Item 11). The costs for the structure were as per the 2016-2017 budget approved above – see Item 6.</p> <p>The Committee noted the staffing structure as per the previous meeting and approved the 2016-2017 staffing structure.</p> | | | | |
| Resolutions / Agreed Actions | | | Owner | Date |
| • Approved – 2016-2017 staffing structure. | | | Resources Committee | |

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| Item 8 | EYFS Play-area Quotes | | |
| <p>The SBM presented the quotes sourced for the refurbishment of the playground – the document had been circulated to the Committee prior to the meeting. The following points were noted in discussion.</p> <p>The Committee noted the three separate elements of the work including the outdoor gazebo, the development of the EY playground and the shelter.</p> <p>Q. Has the school investigated the requirements for planning permission? A. Yes – the school has been advised by Manchester City Council (MCC) that planning permission was required, but this was not expected to be challenged due to the location of the work.</p> <p>It was noted that Pentagon was the preferred bid for the gazebo and fencing; the Committee recognised that the school has previous experience with this contractor and they have provided a good level of service. It was recognised as the mid-range in costing.</p> <p>Q. Would Pentagon also support the school with the Lottery Funding bid? A. Yes.</p> <p>The SBM confirmed that Pentagon were also in a position to offer support in relation to the documentation when applying for planning permission.</p> <p>There were no issues raised in relation to the above preferred quote and this was approved by the Committee with the proviso that the required planning permission was secured.</p> <p>In relation to the shelter aspect of the development the Committee noted that the preferred contractor was NBB School Shelters. This contractor was recognised as having a good reputation for excellent service with other schools and was also the least expensive.</p> <p>There were no issues raised in relation to the proposed contractor for the shelter and the Committee approved awarding the contract to NBB School Shelters.</p> | | | |
| Resolutions / Agreed Actions | | Owner | Date |
| <ul style="list-style-type: none">Approved – Pentagon for gazebo and fencing work. | | Resources Committee | |

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| <ul style="list-style-type: none"> Approved – NBB School Shelters for new shelter. | Resources Committee | |
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| Item 9 | Shelter Quotes | | |
| The SBM confirmed that the matters to be discussed were raised as part of Item 8 above. | | | |
| Resolutions / Agreed Actions | | Owner | Date |
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| Item 10 | Health and Safety | | |
| <p>The Acting Headteacher presented his verbal health and safety report and the following points were noted in discussion.</p> <p>The Committee noted that the contractor for health and safety had recently attended the school and completed a feedback session in relation to the previous fire risk assessment.</p> <p>It was noted by the Committee that all of the issues raised in the assessment were either already dealt with or were being addressed currently.</p> <p>In addition it was confirmed that the contractor was also to be scheduled for a whole staff health and safety training session – this was part of the current service level agreement (SLA) and did not represent an additional cost.</p> <p>Q. Has the school had any reportable health and safety incidents? A. No.</p> <p>There were no additional points raised in relation to the health and safety report and the Committee agreed to accept the report into the record of the meeting.</p> | | | |
| Resolutions / Agreed Actions | | Owner | Date |
| <ul style="list-style-type: none">Agreed – accept health and safety report into record of meeting. | | Resources Committee | |

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| Item 11 | Policies / Documents |
| <p>Scheme of Financial Delegation.</p> <p>The SBM presented the updated Scheme of Financial Delegation – the document had been circulated prior to the meeting and the following points were raised / noted in discussion.</p> <p>The Committee noted that the limit for the virement of funds between cost centres was limited to £5,000; this was viewed as quite a small sum considering the cost of items. Following further discussion the Committee agreed that the document would be reviewed again in September / the start of the new academic year by the full Governing Body; it was considered that £10,000 would be a more realistic figure for the virement of funds.</p> <p>There were no additional points noted and the Committee approved the Scheme of Financial Delegation with the above proviso.</p> <p>Operational Financial procedures Manual.</p> | |

The SBM presented the updated Operational Financial procedures Manual – the document had been circulated prior to the meeting and the following points were raised / noted in discussion.

There were no additional points noted and the Committee approved the Operational Financial procedures Manual.

| Resolutions / Agreed Actions | Owner | Date |
|--|---------------------|----------------|
| <ul style="list-style-type: none"> Approved - Scheme of Financial Delegation with above proviso. | Resources Committee | |
| <ul style="list-style-type: none"> Action - Scheme of Financial Delegation to be agenda item first Governing Body meeting of new academic year. | HT / Chair / Clerk | September 2016 |
| <ul style="list-style-type: none"> Approved - Operational Financial procedures Manual. | Resources Committee | |

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| Item 12 | AOB |
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Photocopier Quotes

The SBM confirmed that two of the current leases were due to end in October 2016 and therefore the school was already sourcing quotes from a number of potential suppliers and the existing provider.

The Committee noted the value for money statement in relation to the photocopier leases that had been circulated prior to the meeting and the following points were raised in discussion.

The Committee noted the school's preference for a RISO machine because of the good previous experience with this machine – the current two machines would be replaced by a single RISO copier. The preferred supplier would be Midshires.co.uk.

Q. With fewer copying machines would the school still have sufficient capacity?

A. Yes – the current models do not perform well and the replacement model has a greater capacity, more service options and improved facilities.

Q. Was there a maintenance contract?

A. Yes – still with Midsires.co.uk due to the good working relationship.

There were no additional points raised / noted and the Committee approved the preferred photocopier machine and lease with Midshires.co.uk.

School Catering Contract

The Committee queried the inclusion of a briefing document relating to the school's consideration to change the current catering arrangements / contract with Manchester Fayre.

The SBM confirmed that the documentation was purely for 'information purposes' and was intended to provide the Committee with an update in relation to the process taking place. No specific action was required currently.

The Committee noted that the school had already sought feedback from / consulted with pupil and parents. In addition anecdotal information has been sourced from other schools who have brought the catering 'in-house'. It was appreciated that these schools had maintained nutritional standards, improved choice for pupils and also generated savings.

The Committee discussed the main points associated with the feedback from the parents and the requirements of the school – greater choice / variety, the potential level of wastage associated with greater choice and the maintenance of nutritional standards.

Q. Have parents been offered the opportunity to actually see the food offered to their children?

A. Not yet as Manchester Fayre has not met with the school to discuss the situation. There would be scope for this exercise as part of the process – this was still at the investigative stage.

Q. Has Manchester fayre been flexible with the menu choices?

A. They have been more progressive recently and offer some flexibility with the menu.

The Committee noted the briefing document and it was agreed that a fuller briefing would be presented at the next scheduled Governing Body meeting.

| Resolutions / Agreed Actions | Owner | Date |
|---|---------------------|-------------|
| <ul style="list-style-type: none"> Approved – new photocopier and lease with Midshires.co.uk | Resources Committee | |
| <ul style="list-style-type: none"> Action – catering arrangements to be agenda item next Governing Body meeting. | HT / Chair / Clerk | 11.07.16 |

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| Item 13 | Date of Next Meeting | | |
| The Committee noted that the next scheduled meeting would be in the new academic year; it was recognised that a proposed schedule of meetings would be submitted at the next Governing Body meeting for consideration and approval by all Governors. | | | |
| Resolutions / Agreed Actions | | Owner | Date |
| • Action – 2016-2017 Governors meeting schedule to be agenda item next Governing Body meeting. | | HT / Chair / Clerk | 11.07.16 |

