

CORB Y OLD VILLAGE PRIMARY SCHOOL

Minutes of Resources Committee meeting held Monday 6th November 2017, 6.00 pm at the school

1. **Present:** Revd P Frost (Chair), Miss P Thomas (HT) - (Head Teacher), Mrs Y Lowe (YL) – Associate Member, Mrs M Robertson (MR)

Apologies: Mrs A Logue (AL)

In attendance: Mr M Behnke (Clerk), Mrs S Hewitt (Business Manager) (SH)

2. **Welcome and Apologies**

Governors were welcomed to the meeting. Apologies were accepted as noted above.

3. **Declaration of Governors interests**

None declared.

4. **Minutes of last meeting (19/06/17)**

These minutes were agreed to be a true record of the meeting and were signed by the Chair.

5. **Matters arising**

- Page 107 – Both the Dress Code policy and Safer Recruitment Policy were agreed and signed off by the Curriculum Committee.
- Page 108 – Health and Safety Walk still to be organised before end of school year.

Action: AL/HT/SH

- IT contract was agreed and awarded.

6. **Budget Update**

- Governors were provided with a copy of the General Ledger Cost Centre summary:
 - The carry forward is £165,000
 - £46,000 is capital leaving £120,000 uncommitted.
 - £32,500 to come from Pupil Premium and Sports Funding.
 - The Sports Funding grant has been confirmed with the school to receive £16,000 plus £10 per child, based on the January census. This will total about £18,000 and needs to be spent by the end of the academic year. Will try and ring fence the funding for committed projects. The details are being worked on with Hannah, the PE leader. It is unknown whether similar funding will be available next academic year.
 - The 8% clawback will amount to just under £70,000.

- Indicative figures for next year (2018/19) based on the new National Funding Formula show 1 – 2% increase on this year's budget.
- Expenditure - £500 for plant pots for the new courtyard to offset the mosaic.

7 Health and Safety.

- No major issues to report excepting usual parking issues.
- Mobile hoist and sling are being delivered for a disabled child. Both YL and a TA will receive hoist training. A standing frame is also being delivered.

Q: Who initiates the supply of the equipment?

A: The Department of Health. School will need to organise the storage to accommodate the equipment which is bulky. This will be for the remaining 9 months that the child is at the school, after which, the equipment will be returned.

8. Policies

Teachers Pay Policy:

- The Policy is an NCC policy, which it is intended to adopt, as previously.
- Two sections (11 and 37) and appendices 2,3 and 4, have options for choices by the governing body to agree and adopt.
- **Section 11:**
 - Last year, the recommendation (STPCD) was 1% on the minimum and maximum of the main pay scales and COV agreed to give 1% across all the scales. The options this year include:
 - 2% on all pay points or **(a)**
 - 2% on minimum and maximum ranges with the remaining points having a 1% uplift **(b)**
 - School to devise its own pay reference point within the new min and max ranges
 - No reference points and appoint within the min and max scales.
 - Minimum level recommended by STPCD is:
 - 2% uplift to the min and max of the main pay range
 - 1% uplift to the min and max values of the upper pay range, unqualified teacher range, leading practitioner range, leadership group range and all the HT group ranges.
 - 1% uplift to the min and max values of the TLR and SEN allowance ranges.
 - School has previously budgeted for a 1% pay rise for teachers this year.
 - Governors received illustrated 3 year plan options for **(a)** and **(b)** shown above – V4 on sheet being **(a)** and V5 – option **(b)**.
 - Both the above, assume a 2% rise in 2018/19 and 1% in 2019/20.

Q: Which version will provide a pay increase across the board?

A: Both will give an increase, V5, majority of teachers will get 1%, V4 will give 2% across the board.

- **Governors agreed the 2% increase across the board.** Staff will receive this in their November pay packet, back dated to September.

- The Chair suggested a note from himself to staff, stating that bearing in mind, the financial situation schools find themselves in, this was the best option available. ***This was agreed by governors.*** **Action: Chair**
- **Section 37: *The following was agreed by governors:***
 - Similar to last year, honour teacher's portability and pay whatever scale they were on in previous role
- **Appendix 2:**
 - Teacher completes the school's application form and submits this with supporting evidence to the HT by 30th September.
- **Appendix 3:**
 - The figures for the pay scale detail as noted above.
- **Appendix 4:**
 - For Pay Progression, Option A (page 25 in Policy), 1 point to be awarded for meeting expectations and 2 points for exceeding.
- Following governor approval and agreement of the above, the Chair signed the adoption of the Pay Policy and the agreed appendices.

9. Pay Committee for Teachers

YL and SH left the meeting at 6.35pm. This item has been recorded under Confidential Minutes. YL and SH rejoined the meeting at 6.42pm.

10. GDPR

Will come into force in May 2018 and is an extension of the current Data Protection Act.

- There is a stronger emphasis on the individual's right to withdraw their consent and give specific consent. Have to opt it in.
- More specific detail on the Internet and use of Social Media.
- Will need to redo all privacy notices and publicise to all stakeholders.
- All parental consent forms will need to be revised and sites used will have to be specified eg Facebook, Twitter, photos to be signed.
- Staff, governors, parents and others can ask that they don't appear in eg Facebook and other social media.
- Each company/organisation will need to keep record and evidence if people want to opt out at a later date.
- All staff must be trained and records kept. SH has been trained and can now train other staff.
- Data mapping needs to show where, how and why information is stored.
- A Data Protection policy needs to be written to include Breach Action Protocol. Any data loss must be reported to the ICO (Information Commissioner's Office).
- Fines will be much larger for companies, up to 10 million euros or 2% of the company's income. There will be an increase on school fines as well.
- Every organisation/company will need to have a designated Data Protection Officer. This cannot be someone who deals in using the data. Schools have queried this and is in the hands of lawyers who will clarify the ICO's views on this.
- SH provided a handout (article from Governing Matters) on the GDPR and its implications for schools and governors.

11. Any Other Business

- **SFVS:**
 - To be completed and signed at the next meeting. Has to be submitted by 18/03/18.
- **Online Payments:**
 - School has gone live with online payment service for dinners. The system could be extended to allow payments for other areas such as clubs, trips and uniforms.
 - This was put to the Parent's Forum, who were not keen if this meant club fees would be increased due to transaction fees.
 - An additional issue was that LoveFood currently pay for all of the transaction fees. If the service was extended to cover other payments, they would be able to see all school activity if the system was shared. This would cause concern under the Data Protection Act.
- **Lighting Upgrade:**
 - Lighting has been upgraded.
 - School has been approached by UK Energy Partnerships asking if the school was interested in installing Solar Panels, utilising a Salix loan. The project would be managed by them with a survey and planning permission sought. Pay back period would be over 8 years.
 - Rough cost would be £28,000 for 25 kilowatt panels.
 - With the government giving the school £1600 over 20 years, and the school saving £2,255 over each year, the Salix loan would be paid back.
 - All costs and savings would be agreed by Salix before any loan was agreed.
 - The figures quoted have been done on the old lighting, which has now been upgraded and is more efficient.

Q: Do the panels belong to the school?

A: Yes, from the start. They will require maintenance; an inverter is used which has a 10 year warranty and will cost £1,000 to replace.

Q: In terms of the state of the roof; Will the cost be more if the roof has to be repaired? Is there an insurance cost if it is damaged?

A: We don't know but will check as normal housing insurance doesn't cover this type of situation.

Action: SH

- Action required at this moment is to complete and submit an expression of interest form. There is no commitment at this time and no liability to the school if the work cannot go ahead. However, if the surveys are completed and the school then changes its mind, there is a £1,000 cost incurred.
- Two other local schools, Southend Juniors and Croyland have had this done. The survey will identify the liability and roof visibility.
- **Governors agreed to go ahead with the expression of interest** on the proviso that the insurance query is resolved. PF signed the form on behalf of the school.

12. **Date of Next Meeting**

- The next meeting will be on 12/03/18. Items for inclusion on the agenda are:
 - SFVS
 - Budget Proposal.

There being no further business, the Chair closed the meeting at 7.12pm.

Signed..... Date.....