

CORBY OLD VILLAGE PRIMARY SCHOOL

Minutes of Resources Committee meeting held Monday 25th June 2018, 6.30 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), 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. There were no apologies.

3. **Declaration of Governors interests**

None declared.

4. **Minutes of the last meeting (12/03/18)**

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

5. **Matters arising**

- Page 115 – Carried forward action from last meeting - Health and Safety Walk still to be organised before end of school year. **Action: AL/Chair/SH**
- Page 116 – Strictly ED payroll service to be continued to be monitored until January 2019.
- Page 117 – Debtors report was sent out to governors but there were no issues to report.
- Page 118 – benchmarking link was circulated but academy information is still not included. This should be released in the summer so will look at this again in September.
- Other items to be picked up in agenda.

6. **Budget Update**

Governors were provided with a copy of the General Ledger Cost Centre summary and the 3 Year summary:

- Additional staffing cost is a TA SEN Level 1 appointment for a child joining Reception in September. Can't apply for HN funding until they've been at the school for 6 weeks.
- The budget figures therefore show red working on the basis that won't receive the HN funding applied for. YL confirmed that she had sent off another HN funding application recently for another child.

- Figures have been updated with the teaching costs and now have a site supervisor (Barry Davis) in post (starts 09/07/18) so that cost is also included. He has been booked on a training course on 11/07/18.
- Overall, SH reported that some of the figures/budget areas were tight and there may be a need to vire some money across in the coming months.

Q: The SEN ancillary, shows a negative figure of over £2,000?

A: HN funding has not yet been received which is received monthly. The negative figure will disappear.

- SH mentioned the DfE's new document on schools efficiency which was working on 2015/16 data. The school was rated as a 3 (on a scale of 1-10 where 1 was the best and 10 the worst). The data compares schools to others on a range of areas such as SE, PP, income distribution etc. Whilst useful, the data was old and will wait for an update next March. MR asked for a copy to be sent to her.

Action: SH

- **Gas Contract:** - Prices are steadily rising but this was the best time of year to fix them as usage is low.
 - SH had circulated a gas price comparison sheet detailing a range of providers, charges and total costs.
 - Based on this, using 'Business Savings Expert', SSE (the current provider) appeared to offer the best option for a 3 year deal.
 - Governors preference was for a 4 year option and asked that SH investigate this with BSE. If this was not possible, agreed to go with the 3 year option listed.

Action: SH

- SH added that Crown Commercial Services, recommended by the DfE for schools, expected you to sign up before indicating its prices. It had been looked at by SH as an option but rejected due to the above reason and that many of the local bursars did not use it. Relevant emails could be circulated to governors to indicate the discussions held.

Action: SH

- **Music:** - Contract is with NMPAT.
 - The preference was to continue with the 1.5 hour sessions which fit into the school day.
 - NMPAT charge £110 per term for direct billing to parents. The charge to schools not on direct billing is currently £71.50 per child per term. This is heavily subsidised by the school at £25 per student.
 - Governors recognised that the subsidy needed to be reduced and **agreed that the cost to families be raised to £30 for next term**. Pupil Premium money could be used for this by those families in receipt.
 - A letter would be sent to families informing of the cost rise but highlighting the lessons were still heavily subsidised.

Action: SH

- **After School Clubs:** - MTs report had been previously circulated relating to feedback from parents in the questionnaire.
 - Clubs were held on Tues/Wed/Thurs with 29-32 children participating. The most popular session was outdoor play followed by sign language, outdoor drawing and football.

YL joined the meeting at 7.00pm.

- Up to now, Pacesetters had been used as the provider, costing £52.50 for a club for a day. They do 2 at the moment, Football and rounders, which are subsidised using PP money. Could continue with these next year but can't get the interest.
- SH mentioned an approach from MMA (Mixed Martial Arts) who would come into an assembly to promote their activity and charge only £15 a term.
- It was noted that MMA is not a registered sport and as such, has no recognised governing body. It would therefore be important to ensure their insurance details were up to date and relevant.
- Other potential providers/activities included Finding Fitness who do different clubs such as Boxercise, Unihoc, Kwik Cricket. SH to also check the Golden Mile initiative.

Action: SH

- Governors were happy to look at other options and not go with Pacesetters for next term.
- In the feedback, parents were happy to pay £2.50 and didn't want that cost to rise citing that the sessions were largely run by staff and therefore where were the additional costs. It was agreed that the letter to parents with the club details for next term would explain the cost breakdown and that staff did this as additional work and had to be paid. It was noted that a TA club to be viable, required a minimum of 4 children participating.
- The Chair also mentioned a possibility of running some Campanology (bell ringing) sessions for children at the church to provide a future legacy for the church.
- SH would circulate a memo to staff about the issues raised by parents.

Action: SH

Q: Do you still do any performing arts?

A: They were popular but then the numbers dropped this term.

7 Staffing Update

- An additional TA SEN appointed for Reception child starting in September. There may be another child, possibly 2.
- One TA resigning at the end of July, looking to replace them.
- Lunchtime Supervisor/Cleaner have handed in their notice so will need to fill 2 roles.
- Teacher on maternity leave will be back in July. Has been an on cost to the school of £6,000.
- One SEN TA is leaving at the end of the year as the child they have been supporting is leaving the school. They will be able to apply for other positions which become available. As they have been at the school for under 2 years, there is a redundancy payment of £900.

8. Policies

Gifts and Hospitality Policy:

- Has resulted from increased issues with academies being reported as spending sums on gifts and trips. Whilst the school is not an academy, it is good practice to have a policy in place.

- SH reported that she had added in to the policy, a working lunch for visitors and interview days - £5 per head being used as a guideline.
- No gifts from families to staff totalling over £25.
- The aim being to flag up large gifts which then get put on a list.
- HT stated that the school has been considering rewarding staff who without payment/compensation, attend residentials with the children each year. An example given was of a school which gives £100 as a thank you bonus or a day off in lieu.
- After discussion, **governors agreed to the proposal**, to award staff members time off in lieu (payments could be taxed), to launch the scheme from September and package it under a staff wellbeing initiative.
- **Governors agreed to the policy** which will be put to staff and then go to FGB for ratification.

Special Leave Policy:

- MR queried the statement on page 5 relating to time off for dependants – ‘5 days paid leave a year (Sept to Sept), other days will be unpaid. After discussion, it was agreed to leave the statement as was.
- Statement about annual leave has been changed and will be in bold lettering.
- Added about leave taken in term time will be unpaid.
- The above was checked with NCC who were happy with the changes/additions.
- Medical appointments are encouraged to be in staff own time. Paid time off will be given in instances where 2 weeks’ notice has been given. Governors added that staff need to produce evidence of all appointments.
- **Governors agreed to the policy** taking into account above comments/changes.

Sickness Absence Policy:

Q: Should be timescales included on page 3?

A: The policy is taken directly from NCC. If staff are continually absent, then they will be classified as AWOL.

Q: Page 4 mentions return to work meetings – are these recorded?

A: Yes they are.

- Relating to the above, governors asked that a formal return to work interview form be adopted which is completed together by the staff member and the manager. This closes the loop and provides evidence that the staff member is being offered support.

Q: On page 5, under sickness absence review meeting, it mentions that a staff member can be accompanied by a friend or representative. Is this normal?

A: Has been the policy up until now.

- It was agreed to change the above to just read work colleague.

Q: On page 6, it talks about the ‘manager will set a period of support and monitoring, which will normally be no longer than 8 calendar weeks’. Is that long enough?

A: This comes directly from the NCC policy and covers a half term period.

- In summary, SH agreed to firm up the triggers in the policy. Subject to the changes discussed, **governors approved the policy** which, once changes were made, would go to staff and then FGB in July for final ratification.

9. **GDPR**

- All staff have been trained and the school is working through everything covered.

10. **Any Other Business**

- HT reported that planning permission has been granted for the site next door to the school, for 9 homes with 18 parking spaces. The school will assess the fencing situation once the work has been done.
- Planning permission has also been granted for 60 secure flats (rented accommodation) by the station, which may secure future reception children for the school.
- SH reported that the installed solar panels had gained £300 for the period April – June. The next 3 month period will include August when the school is closed.
- The next 2 items have been recorded under Confidential minutes.
- The HT reported that Jodie Matthews had conducted a recent School Improvement visit to the school. She had mentioned Roade Primary who were seeking to set up a MAT of those schools still not academized. The HT agreed to contact Roade and see what was happening, reporting back to governors in due course.

Action: HT

11. **Date of Next Meeting**

- The next meeting will be on Monday 12th November at 6.30pm.

There being no further business, the Chair closed the meeting at 8.06pm

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