

Resources Committee Meeting 21st January 2019

Members: Linda White (Ch), Debbie McCall, Duncan Priestley, Marie-Louisa Raeburn

Apologies: Maria-Louisa Raeburn left the meeting at 5pm.

Meeting start : 3:00pm

Meeting finish : 5:35pm

Headmaster Appraisal – Governor Sarah Rogers joined the meeting for this agenda item only. Duncan Priestley was asked to temporarily leave the meeting.

Sarah, together with Debbie McCall, met with Duncan on 4th December at North Lakes Hotel to carry out Duncan's annual appraisal. They were supported by Liz Stewart, Head of Patterdale C of E Primary School. Their report was circulated prior to the meeting.

- Duncan had fulfilled all targets identified at his last appraisal;
- Targets were agreed for the next year.

The Resources Committee agreed that Duncan should progress to the next level on the pay scale.

David Natrass had advised that although there was no rise included in the 2nd budget (as move from L7>L8 had been approved in Jan this year (backdated to Sept '16) and a move from L8>L9 in February (from Sept '17) and therefore no increase was included. Cost of increase would be £136 per month.

Sarah was thanked for her attendance and then left the meeting. Duncan rejoined the meeting.

Latest financial overview - David Natrass joined the meeting

Budget review

- Going well. No particular concerns, breaking even in year 3;
- Budget approval letter received from County for October 2018;
- December reconciliation questioned, discussed and agreed – no particular concerns.

Note : Updated Broadband being installed on Wednesday.

ACTION : ~~David to forward SFVS for completion/agreement/signature by FGB – Urgent.~~
Update - now received and on FGB agenda for approval and signature 30/1/19.

Benchmarking – Report David Natrass

Using data accessed from the Government Benchmarking site:

- Staffing – low on the list;
- Bottom on funding;

- High on energy - SALIX report being commissioned at £500 paid via government grants. **Action David**
- Generally CR is low on the list of compared schools, with the exception of Premises. Our figures include a total of £10.5k for a grant-aided project and payments to the Barchester Scheme for previous capital expenditure.

David reported that we are meeting our statutory requirements regarding Benchmarking checks, but often experience and networking with local schools helps enormously.

School sports funding update – David Natrass :

- To date have spent 2/3 of funds with a further £6,500 expected in June to take us through to next year.
- The funding is healthy and well used.

Pre-School update – Duncan/David

- With 5 children on a Monday and Friday and 4 on Wednesday – almost running at breakeven. Only 4 children would cost us money.
- Considering offering extended hours to ease parental burden of multiple pick-ups if they have older children in the school. Under consideration as to whether this would be financially viable.

David Natrass was thanked for attending and then left the meeting.

Trustees update – Duncan/Linda

- Trustees AGM is on 30th January, which is a clash with CRFGB meeting. Duncan and Linda have been invited but are unlikely to be able to attend. Emails of explanation have been sent.
- LW has made contact with Emma Brass – Chair of Trustees. Explained previous Chair and LA Governor, Ruth Painter, has resigned due to ill health. Potential new LA Governor, and therefore invited onto Board of Trustees, Councillor Neil Hughes is progressing his application.
- Duncan writing to thank Trustees for their generous offer to support potential budget shortfall, not now required.
- LC VAP application for funding will require 10% self-funding. Hopefully this figure of £3,800 would be donated by Trustees.

Staffing update – Duncan

- No changes.

- Lin Ball continuing to settle well in her new role. She is happy to be flexible, which is extremely helpful.

Update on pupil numbers – Duncan

- Currently 29. Previously 30, but a boy in class 1 has gone off roll. It is hoped he will be back in April, initially on a flexible basis.
- 5 in Preschool, hopefully 6 in April.

Building issues latest - Duncan

- Awards for All Grant for extending play trail. Application submitted after Christmas. 10-12 weeks required for response. If successful, hope to start work this spring.
- Site Security Risk Assessment reviewed and amended to include reference to keyholders. This was then approved and will become part of the H&S Policy. See last agenda item - Policy list No 9

Grass cutting/Grounds Maintenance

- 2 quotations had been received for the grass cutting and grounds maintenance at the school, together with their respective public liability insurance documents. In line with the agreed procurement process, both quotations were circulated for consideration by the committee prior to the meeting. Although costs for both quotes are broadly similar, one satisfied the committee as more beneficial. It comes from a local source with a long record of completing maintenance tasks for school to an excellent standard at no charge. The quote also includes:
 - an aspiration to lower the cost of the work if found to take less time than initially estimated
 - inclusiveness of removal of ALL grass clippings around the school. Ingress of grass into school is a problem which results in additional cleaning costs.
 - an offer to construct a composting area for clippings as required at no charge.

H&S

- Update from Debbie McCall
 - Debbie was congratulated on her hard and very successful work in driving the audit actions through to near completion. She has done an excellent job.
 - Audit Actions - Debbie advised that Alan and Susan have both given updates and are well on track with their actions. Sarah has started and will contact Kym Allen to clarify her actions.

- H & S Policy update January 2019 - Agreed and unanimously adopted by the Committee
See last agenda item - Policy list No 1

Policies Reviewed and Approved at Meeting

1. Health & Safety Policy (as above) (DMc has forwarded to Clerk)
2. Financial Delegation Policy – January 2019 (updated again Jan 2019 to change Chair of Govs) (LW has forwarded to Clerk)
3. Out of School Club Policies and Procedures (cost of sessions removed)
4. Induction Policy (formerly “Staff Induction & Staff Development) – (DP has sent to Clerk)
5. Intimate Care: Nappy Changing and Pull-ups Policy – Approved with the addition of notice in toilet area to be included as appendix.
6. Child Protection Policy and Procedures
7. Charging and Remissions Policy
8. Accessibility Plan
9. Equality Information – updated and on website
10. Site Security Risk Assessment – amended with keyholder information. (DMc has sent to clerk)
- 10a. Missing Child Procedure
11. Supporting children with Medical Needs – Updated with addition of GDPR para (DMc has sent to clerk)
Action : IHCP to be prepared for MK - Duncan
12. Governor Monitoring Visits Policy – Updated at meeting
13. Complaints Procedure

Policy Out of Date and To Be Retired

- Confidentiality Policy

Policies Currently Under Review

1. Freedom of Information Policy – under review by Neil McCall
2. Data Protection Policy – under review by Neil McCall
3. Statement of Behaviour Principles – **Actions : Duncan to check whether this is required. Debbie to check Staff Code of Conduct to see if up to date.**

AOB

- More Governors on Resources Committee – 3 Governors at a meeting to be quorate. This is an issue as the Committee is very short on members. A new potential governor (although not necessarily suited to the Resources Committee) has made contact with Linda and will be invited to join the FGB meeting on 30th January.

Date of Next Meeting : Wednesday 15th May – Time to be confirmed