

**Resources Committee Meeting Wednesday 15<sup>th</sup> May 2019**

**Members:** Linda White (Ch), Debbie McCall, Duncan Priestley, Marie-Louisa Raeburn, Tom Cripps (new Associate Governor), John Walton (new Associate Governor)

Apologies: Maria-Louisa Raeburn, Tom Cripps (summoned to Orkney to help them move into their new hospital.)

Meeting start 3.30pm

Meeting finish 4:40pm

1. **Latest financial overview** – meeting joined by David Nattrass, School Business Manager, for this agenda item.
  - **Budget review**
    - 3 year budget - **Reconciled figures to end of February 2019** were circulated to FGB 14<sup>th</sup> March. David Nattrass had included a guestimate to show rough end of year figures (depending upon the invoices due/payments due against the council's workings towards the end of the year, close down deadlines etc.). Questions and comments had been invited by email, see replies below:

*DP's comments (circulated to FGB) :*

- a. *Photocopying came well under budget... always a good sign that the staff are on board with austerity!*
- b. *Electric and Oil actually came under budget by £700!*
- c. *Educational equipment, while above budget, I'm pretty sure that much of the spend has been recouped (or will be) through the FRIENDS buying musical & cooking items and more of the same.*
- d. *Internet was high as we paid to upgrade to super-fibre broadband. I think it won't be as high next year - is that right, David?*
- e. *Catering is £1000 over budget. Our school meal prices are already among the highest in the locality, so I wouldn't recommend putting them up. I note income from school meals is down on the forecast by £400.*
- f. *It was good to see that After school club brought in the predicted income. Expenditure by way of paying professionals and/or teaching assistants balances against this.*

*Neil Hughes-DP If you're content that school meal prices can be covered from elsewhere then I will be too!*

**DP**

*School meal prices have always been a concern. We've looked in the past but found no improved alternatives. I certainly would not want to take it in-house due to the administrative burden as much as anything else.*

*The proposed new contract with our external operator, Orian, outlines a cost of £3.27 per meal plus around £1200 costs for the year. We set one of the most expensive prices for school dinners in the area, so I wouldn't want to increase them - however we only charge £2.60 per meal. Currently, we do an average 25 meals per day. You*

*can do the maths to see how much we lose! Every 'free school meal' we serve to KS1 costs us 70p plus a share of the annual costs.*

*I was told yesterday of another company we could try for a quote - Caterlink, who are used by Tebay (as part of the academy chain led by Yanwath). I'll make some enquiries. It would be important to secure our cook, Freda, if we made the change. I'm told it's often a quite straightforward TUPE situation.*

*(Subsequent emails circulated from Linda White, Alan Woodward and Neil Hughes agreeing that we would not want to lose Freda.)*

*On a linked note, Orian have not engaged in their part of the Food for Life assessments and it's likely to cost us our Bronze award unless they change their approach.*

**Queries from LW**

*a) In December you were checking £3k charged, possibly incorrectly, to part-time teachers. Have you got to the bottom of it yet?*

*DN-Yes the £ 3k had been incorrectly charged and an adjustment was made in the next month.*

*b) Similarly there was £2k + due from devolved formula capital for internet charges at the last reconciliation. Any progress please?*

*DN-We have received all the devolved capital (formula capital) that we were due.*

*c) It is not a large amount, but why are midday supervisors over budget please?*

*DN-The midday supervisors isn't as straight forward to predict as some because one of the midday supervisors is paid on time-sheet according to work done and the frequency of those timesheets varies.*

No further questions or comments received from Resources Committee or FGB.

**THE RESOURCES COMMITTEE APPROVED THE RECONCILED FIGURES TO END OF FEBRUARY 2019**

○ **3 year budget - Reconciled figures to end of year, March 2019**

A carry forward surplus of £ 3,155 was predicted in September 2018 – the actual carry forward has come in at £ 2,667. Questions and comments were invited,

**Query from LW** - *Why is the actual carry forward surplus slightly less than projected?*

*DN - The carry forward is always made up of several different elements and to get that close, under the constraints under which we work is nigh on a miracle - I think it's the nearest I've come in over 20 years of setting such budgets.*

**THE RESOURCES COMMITTEE APPROVED THE RECONCILED FIGURES TO END OF YEAR, MARCH 2019**

- **New Budget Proposal 2019 – 2022/SFVS for approval – prepared by School Business Manager, David Nattrass in conjunction with HM, Duncan Priestley.**

Draft budget figures had been circulated to governors for information and approval, together with the SFVS dashboard. Questions had been invited from the FGB.

**Note :** The budget will need to be set at today's Resource Committee meeting to meet the County's deadline.

**ALL EMAILS RECEIVED FROM GOVERNORS WERE TAKEN INTO ACCOUNT AND DISCUSSED, AND DAVID NATTRASS WAS PRESENT AT THE MEETING TO ANSWER FURTHER QUERIES.**

Email queries, comments and replies below:

***Queries from NH –***

- a) *Clearly energy issues, even though a relatively small proportion of the total budget, still needs to be addressed.*
- b) *I'm not clear on what the 'teacher contact ratio' figure implies so won't comment there – but would like more info.*

*DN – Teacher contact time figure is a percentage of teacher time spent with pupils. The SFVS form has several tabs, some of which point you to the proportions they're looking for - additionally there's a hyperlink with guidance on the key sheet which leads to the DfE guidance which sets things in context - They're looking for the magical 0.78 - I think they're working between 0.74 & 0.80 or 0.81 (this is their aim). However, it is only a sausage machine, you put your information in and churn out what you get. You will already know that with a teaching Head, like Duncan, he is always going to be in front of a class more than is necessarily good for him and that will mean that your teacher contact time is higher than ideal. Like everything within a school, it's all about the management of scarce resources (in this case, the time of the Head).*

- c) *Also would wish to know the significance of having a high carry-over (end of year) total, though presumably such would imply that resources are not being as fully deployed as they should be.*

*DN - Re surplus & carry over - the SFVS tool suggests that we are in a relatively good position. There is a policy which states that if you have a higher than 8% of your budget carry forward then it can be recouped from you, unless you can demonstrate that it is being set aside for "good reason". It is expected that you will have a "rainy day fund" and the big no-no is to have a deficit and or be carrying a deficit.*

***Queries from DMcC -***

***Delegated Budget Funds -***

- a) *I assume these figures are based on children that we think will be attending school and what funding they will bring with them. Why does early years funding only start next year?*

*DN - 2019-20 is based upon October census figures (no. in school on a particular day in October- the years after are guestimates)*

*b) Where is the sports grant?*

*DN – Sports grant is separate to this budget. This is the school's delegated budget only.*

*c) Refuse Collection – why does it stop?*

*DN - Figure not yet entered. Discussion with DP to follow and will then be entered.*

*d) Internet charges (including Broadband) – why the drop?*

*DN – Change in providers.*

*e) Contributions by other Organisations - - why the drop?*

*DN – Some funding carried over from last year plus some additional funding.*

**Queries from Tom Cripps**

*1) Can it be assumed that any potentially "excessive" underspend can be addressed (and eliminated) during the financial year or should we be developing a plan to deal with it at this stage?*

*DN & DP have reviewed.*

*2) Am I right in interpreting the Salix emails as indicating that we have not had an energy survey and are not likely to get one? If so what should we be doing about it?*

*( see item 2.b. Benchmarking – Salix ) DP has encouraged Salix to work alongside the Local Authority in order that every school can have the opportunity to benefit from an energy review. Local Authority Governor Neil Hughes has taken note.*

**Queries from LW**

*1) On raw data form, please could you identify "cost of other staff" – which staff please, by role ?*

*DN- Other staff is generally Midday Supervisors.*

*2) Please confirm Grounds maintenance – Drop 2019 – 20?*

*DN - Grounds Maintenance – money received from the Diocese.*

*3) Fire & Security -drop?*

*DP - Monitored alarms under review.*

Email query by Tom Cripps and question raised at the meeting by LW asked whether Duncan and David considered this budget demonstrated that the school's situation was financially viable with the predicted drop in pupil numbers by year 3. This was particularly relevant as staff and deployment are the majority of the budget. Should we be considering a "Plan B"?

David and Duncan agreed that this was the best position the school had been in when preparing budgets during their time at the school, and that most local schools will be wrestling with similar problems. The budget is based on what is known, but we would hope to improve on this position. Indeed already Duncan has received positive news regarding a target child who will stay at the school and who has twin siblings who may well follow.

**Number on roll developments**

2019: NOR in school remains 29 plus 6 in pre-school.  
2019/20 : NOR is predicted at 26 plus up to 5 in pre-school  
2020/21 : NOR is predicted at 24 plus 4 in pre-school  
2021/22 : NOR is predicted at 26 plus 3 in pre-school

There were no further queries.

**THE 3 YEAR BUDGET 2019-2022 WAS APPROVED AND SIGNED BY THE CHAIR ON BEHALF OF THE FULL GOVERNING BOARD.**

**SFVS**

The previously circulated SFVS is for Governors to agree and complete. David Natrass recommended September to January would be a good timescale to aim for submission rather than leaving until the last minute in March 2020 : **ACTION LW/ Resources/FGB**

**Note:**

As previously identified DP's teacher contact time is higher than ideal. With Duncan teaching so much of his time, there is little out of class time for HM duties. David advised that half a day of non-contact time for Duncan would add £3.6k per annum to the budget. During the remainder of the summer term, with 2 student teachers helping, Duncan did not feel that non-contact time was a problem, but the Resources Committee believed, should the budget allow, this be considered for the next school year. **ACTION : Budget permitting, to be considered further by Resources Committee and FGB.**

**Pre-School :**

Following consultation with parents, the school has extended the hours of pre-school. It is important that the pre-school is a feeder for the school and it should be self-funding. Take up is good, and a full year's trial will establish its financial viability. Currently it is breaking even or running at a small loss. Breakeven requires 5 children attending.

**2. Benchmarking**

Fuel, more than double Morland despite being much smaller school.

Oil Consumption - SALIX report (comprehensive report for £500 paid via government grants)

SALIX have apologised to DP for the delay in an update regarding Switching to Low Energy Scheme expression of interest. In the past few months they have been in

discussions with their partners who provide the survey and report, updating the methodology and structure to ensure the scheme can provide the best value for money for schools.

Unfortunately, as the schools have such a relatively small energy spend they do not believe the Switching to Low Energy Scheme will be able to provide Crosby Ravensworth and the other Cumbria schools with value of money. This is because the cost of the survey will likely be a significant portion of the potential energy savings that would be outlined and this will have a significant impact on the payback of the Salix funded works. They are currently exploring avenues with the Council to potentially support the schools' desire to transition to energy efficiency technologies and will keep us updated.

DP urged Salix to work alongside the Local Authority so that every school can have the opportunity to benefit from an energy review in order to reduce costs.

### **3. School Business Manager**

David has advised Duncan that he intends retiring from his position as School Business Manager at the end of next summer. Pauline Cleasby, the School Administrator for nearly three years now, has now successfully completed a School Business Management qualification. Many congratulations to her for her hard work and Duncan has recommended Pauline move to the next pay scale, which means an increase of £500 p.a. Duncan is talking to Pauline to see whether she would be interested in taking over David's role when he leaves, which would mean an increase for her from 4 days a week to 5 days, and another move to the next pay scale. She could grow into the role and David can mentor her and give her a good handover.

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

### **4. Pupil Premium – For the benefit of all, but especially the newer members of the Committee, DP gave a short but detailed explanation of Pupil Premium and how it is spent.**

Pupil Premium funding is currently received for 2 pupils and is awarded to narrow the attainment gap.

- a) A year 6 pupil, whose father is in the services - £320 p.a.  
The PP funding was initially used to develop social confidence through funded drama classes. Since January 2017, an audit of needs led to a change in strategy. The 2018-19 money was used to fund 1:1 mathematics tuition out of school time.  
The pupil is currently sitting SATS and appears to be doing well.

- b) A year 2 pupil, who is free school meals eligible - £1,320 p.a.

The year 2 pupil is doing well in reading, writing and maths and so, following an audit of needs assessment, it was decided to spend the PP on helping issues with behaviour. The 2018-19 PP money was spent on funded participation in after school clubs, school trips, social & emotional support sessions in small groups.

Note : It is anticipated PP funding will be received at the end of May/beginning of June (for the coming year) in respect of another child in Year 2 who is previously looked-after (PLA). If this is confirmed Duncan will meet with the mother and the child's class-teacher to discuss and decide how best to allocate the funds for the year ahead.

**5. Friends update on working relationship**

For the information of new members of the committee, Karen Winder is the Chair of Friends, Graham Dear is the Treasurer and Helen Gill and Sarah Rogers also sit on the committee. There are several vacancies on the Friends Committee if anyone is interested in joining them.

Mainly the Friends organise events e.g. The May Fair Coffee Morning, Christmas Fair to raise money for use within the school and school approach the Friends with requests for funds. Recent examples of what Friends have funded are new book shelves, musical instruments, single plate electric induction hobs. The funds also go toward paying for buses for school trips, tickets into events etc. The Friends also look for things that require improvement/replacement and are currently purchasing replacements for the wooden tables situated in the Quiet Area under the trees at the front of school and also a fresh covering of bark for that area. The Friends of the school are also arranging for a large wooden bandstand, with fire pit, to be erected at the north end of the school playground during the summer holidays,

They also run the CR100 club. Last year 56 draw tickets were sold, this year 112 draw tickets have been sold, which brings in over £500 for school.

**6. Trustees update**

Neil Hughes, as new Local Authority Governor, will have an automatic seat on the Trustees Governing Board. Neil is in contact with the Trustees Chair.

**7. Building & Premises**

• **Awards for All successful funding application**

The school has been successful in its application for an Awards for All lottery grant of £10,000. A new climbing frame with interactive play panels and extended 'mulch'

flooring area will be added in July by Premier Play Ltd. This is an extremely exciting development for the children. Part of the money will also be used to fund a large outdoor xylophone.

- **LCVAP Bid**

Bid was unsuccessful for funding from the diocese to reclaim the small outdoor courtyard between class 1 and the old nursery room. A new bid will be made next year.

- **Wasps Nest**

A pest control company has been booked to remove the wasps nest in the loft space above the school kitchen. Wasps caused a significant H&S concern last summer.

8. **Health & Safety** - Debbie McCall gave the meeting an update on progress with Audit actions. There are a few items outstanding but overall are on course for completion with the timeframe, i.e. end of Summer Term.

9. **Policy updates**

- Supporting Children with medical needs - IHCP completed for MK;
- Freedom of Information Policy – review near completion by Neil McCall;
- Data Protection Policy - review near completion by Neil McCall;
- Statement of Behaviour Principles – Adopted
- Staff Code of Conduct – Agreed Note Kym Allan advised only to publish names on front of document to avoid updating the entire document when role-holders change.

- **Policies due for update**

- Governor Allowances Policy - Office investigating how to pay governors.

**Action – Office/LW**

10. **AOB**

- **Monitored Intruder Alarms**

**Compass Services quotation:**

*“Following our engineers visit, it has come to light that the signalling unit that you have within your alarm used for your monitoring is now obsolete – which will add to one of the reasons why the engineer was having problems accessing it.*

*If you wish to have a monitored system, the only thing that we are able to do is order the upgraded version of the unit you have in. At present you have a ‘Digital Communicator’ however they are no longer supported. The upgraded version is called a DIGIAir, it works in a similar way but is just newer and more reliable.*

*The cost for this would be an additional £50 + VAT per annum on your contract, and a £45 + VAT charge for the visit to connect the unit.*



## MINUTES OF MEETING – Resources Committee 15/5/19

*If you do not wish to have monitoring on your alarm, your annual contract will be £120 + VAT for one service visit per annum. “*

DP had emailed cluster school heads to ascertain whether their schools had MONITORED school alarms and was surprised that several didn't. The insurance is with the County's insurers, Zurich and the premium is based on pupil numbers rather than whether or not the school had a monitored alarm.

The pros and cons of a monitored system were discussed at the meeting and subsequently Duncan decided to cancel the monitoring as it was felt there was no practical benefit to it and it provides H & S concerns for any staff called out to attend the premises out of hours.

- 11. Date of next meeting** – September 2019 – date to be agreed at next FGB meeting. Marie-Louisa Raeburn has advised that she can only attend on a Monday, Thursday or Friday. It was agreed that the next Resources Committee meeting would be held on a Monday. **Action : LW/Clerk**