



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resource Committee Meeting (virtual)

held on Wednesday, 24th November 2021 at 8.45am

Present: Ben Sutton (Headteacher) Ros Roberts
Claire Neal (SBM) Matt Boxall

In Attendance: Dawn Gledhill (Peripatetic Bursar)
Samantha Vince (Clerk)

		Action
1.	<p>Election of Committee Chair</p> <p>No nominations for the position of Committee Chair were received prior to the meeting. Matt Boxall self-nominated and no other nominations were received. Proposed by Ros Roberts and seconded by Claire Neal. Governors appointed Matt Boxall as Chair of the Resources committee for one year.</p>	
2.	<p>Apologies for Absence and Declarations of Interest</p> <p>The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Mike Hay, Clare Scott-South and Angela Hatton. There were no declarations of interest.</p>	
3.	<p>Minutes of the Last Meeting minutes – Finance (7th July 2021), Staffing (8th June) and Premises (8th June) - previously distributed.</p> <p>Given the Resources committee was a new committee formed to amalgamate the Finance, Premises and Staffing committees, the minutes of the last meetings from all three of these committees were submitted for approval at this first Resources committee meeting.</p> <p>Formal minutes from the Staffing committee were not available and notes circulated by the committee Chair were agreed as accurate and approved by the governors;</p> <p><i>'The cmte were unable to secure a clerk for the meeting but felt it was reasonable for the chair to draw up some notes to record the meeting ahead of the school re-organising the cmte structure and clerking arrangements for the next academic year.</i></p> <p>1. Apologies for Absence & Declarations of Interest - Apologies received from Pat Wilson. No Dols.</p> <p>2. Review of staffing structure and act on any changes as required - Head walked through his report (attached). A governor noted the v professional / rigorous recruitment process recently completed and the strong level of candidates we were able to choose from. The Head explained that fixed term contracts are being used to as a guarding measure to allow us to validate candidate quality in role. Two apprentice TAs are being recruited, all agreed that this is a cost-effective way</p>	

	<p>to introduce quality staff whilst building on the developmental ethos of the school and support TA succession planning. The governors also welcomed the provision of additional time / development time for the leadership group, particularly the SENCo given additional workload.</p> <ol style="list-style-type: none"> 3. Finalise staffing arrangements for next year – The govs acknowledged and unanimously supported the staffing arrangements for 2021-22 4. Head report on succession planning – The govs noted and welcomed the work done to create additional development time for the leadership team. 5. Review Staff wellbeing survey outputs – The head walked through the 11 responses received to date. The govs felt the responses were extremely positive and reflected v well on the school ethos, particularly in the context of the last 12 months. The 2 'neutral' responses were discussed and the govs welcomed the head's plans to address these in the next academic year via TA development and the values element of the curriculum. 6. Head report on Adult Abusive incidents – There have been no abusive incidents recorded in the last 12 months 7. There was no other business and the meeting was closed.' <p>The minutes from the Finance committee and Premises meeting were agreed as a true and accurate record of the meetings and were duly approved by the governors.</p>																						
4.	<p>Action Points and Matters Arising</p> <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td></td><td>Finance committee – 7th July</td><td></td></tr> <tr> <td>1.</td><td>Review the contributions to visits figure and re-issue the report if it required amending</td><td>Completed.</td></tr> <tr> <td>2.</td><td>Investigate the difference in wages for the kitchen assistant between April and May and confirm to governors if the figures were correct and why there was such a difference</td><td>Completed – the SBM explained that this was due to the school paying the old chef when he left as well as the kitchen assistant who stepped up to take on that role.</td></tr> <tr> <td>3.</td><td>Made the agreed changes to the rates section of the Lettings policy</td><td>Completed.</td></tr> <tr> <td></td><td>Premises committee – 8th June</td><td></td></tr> <tr> <td></td><td>Add an additional surcharge to the Lettings policy for opening and closing the school out of hours and send to FGB for approval (CN).</td><td>Completed.</td></tr> </tbody> </table> <p>No actions were noted at the Staffing committee on 8th June.</p> <p>Matters arising: None were raised.</p>		Action	Status		Finance committee – 7th July		1.	Review the contributions to visits figure and re-issue the report if it required amending	Completed.	2.	Investigate the difference in wages for the kitchen assistant between April and May and confirm to governors if the figures were correct and why there was such a difference	Completed – the SBM explained that this was due to the school paying the old chef when he left as well as the kitchen assistant who stepped up to take on that role.	3.	Made the agreed changes to the rates section of the Lettings policy	Completed.		Premises committee – 8th June			Add an additional surcharge to the Lettings policy for opening and closing the school out of hours and send to FGB for approval (CN).	Completed.	
	Action	Status																					
	Finance committee – 7th July																						
1.	Review the contributions to visits figure and re-issue the report if it required amending	Completed.																					
2.	Investigate the difference in wages for the kitchen assistant between April and May and confirm to governors if the figures were correct and why there was such a difference	Completed – the SBM explained that this was due to the school paying the old chef when he left as well as the kitchen assistant who stepped up to take on that role.																					
3.	Made the agreed changes to the rates section of the Lettings policy	Completed.																					
	Premises committee – 8th June																						
	Add an additional surcharge to the Lettings policy for opening and closing the school out of hours and send to FGB for approval (CN).	Completed.																					
5.	<p>Review meeting times and agree if suitable (action from FGB) – verbal update</p> <p>Governors discussed whether to continue holding the Resources committee in the mornings or to move it to evenings. It was noted there was no issue with either the clerk or the bursar attending during the day or in the evenings.</p> <p>Governors agreed to retain the Resource committee meetings in the morning and for meetings to remain virtual for now.</p>																						
6.	<p>Revised budget review and approval - Previously Distributed.</p> <p>The Bursar was asked to highlight key areas in the reports which had been distributed with the agenda.</p> <p>She noted the movement of £54,000 which meant the surplus of £8,000 was now a deficit of</p>																						

	<p>£46,000 was due to the transfer of money from revenue to capital to bring the school below the 8% surplus threshold. This was planned to pay for the resurfacing of the MUGA and £25,000 would be ring-fenced to replace kitchen equipment as it broke, given the school was now responsible for their own catering.</p> <p>She also noted that income had increased by £27,000 which comprised of additional Pupil Premium funding now numbers had been confirmed, a new one-off catch-up recovery grant and the pupil led tutoring grant. Also £5,000 of this was due to the chrome books fund raiser which had not been included in the Start budget.</p> <p>Expenditure had increased by approximately £27,000 which included the anticipated pay award for support staff of 1.75%, the restructuring of the cleaners, the MSA review and a contingency for additional cleaning materials of £3,000 which bills were awaited for. Online learning resources had also been purchased as well as Chromebooks, but this cost would be off-set by the funds raised by the fund raiser. The catering budget potentially showed a saving of £10,000 on staffing, but the food budget had been increased to ensure the full £75,000 budget was included. This was a prudent move given there had not yet been a full year of the school's own catering so full costs for the year could not yet be anticipated.</p> <p>The Bursar explained this formed the basis of the revised budget and some small amendments had been made to subsequent years. It was also confirmed the school budgets ran on tax years.</p> <p>Governors formally approved the revised budget.</p>	
7.	<p>Catering Update - previously distributed</p> <p>Questions were invited by the School Business Manager (SBM).</p> <p>The SBM confirmed that although uptake of school dinners had levelled out recently, it wasn't concerning as the school had had quite high absences due to Covid. The overall trend was on the increase however. New control measures had been set up and there was a good understanding of pricing and stock taking in the kitchen with meals kept below £1.00 for production.</p> <p>She also confirmed that there had been no negative feedback received. Parent governors shared that they felt the menu was very good, varied and well balanced.</p>	
8.	<p>Premises & Capital Plan update – verbal update from the SBM</p> <p>The SBM confirmed a preliminary visit had been made by the City of York Council (CYC) and she was awaiting confirmation of next steps and whether they would receive CYC funding. The school's priority was to finish the windows around Early Years which the school would have to pay for if no funding was made available. However it was now a wider issue given the link corridor required a roofing replacement if the windows were replaced because structurally the windows were holding the roof up. The roof of the link corridor was in good order currently but some concerns had been raised on the fire audit report about the corridor having to be used in the event of an evacuation. Some smaller items such as patching and painting some windows and repairing a retaining wall in the playground were also noted.</p> <p><i>A governor queried whether new windows would make the school more energy efficient.</i></p> <p>The SBM confirmed windows would be double glazed (in aluminium or wood but not UPVC) so they would be more energy efficient.</p> <p><i>A governor queried whether there was an annual plan discussed with CYC in regards to capital works.</i></p> <p>The SBM confirmed discussions were usually held every summer term but discussions were currently on-going with schools as to what critical work was required due to funding constraints.</p>	
9.	<p>Discuss and agree how to spend the committed revenue balance of £90,000 in the budget</p> <p>The School Business Manager was asked to review what the proposals were for the £90,000 of</p>	

	<p>committed revenue in the budget.</p> <p>She confirmed (as already noted) that £25,000 of this money had been moved to capital and set aside to repair and replace kitchen equipment as and when required. This could be carried forward if it wasn't all spent in the current year. However no firm plans had been made as yet for the remainder (£65,000) as the school was still awaiting confirmation as to what work CYC would fund. The SBM did remind governors the school had received a lot of funding for capital projects recently so she wasn't confident they would get much more for a while. Money in the capital budget could be used to maintain the building to a degree and perhaps refurbish the toilet blocks.</p> <p><i>A governor requested an update on the investigation into installing solar panels.</i></p> <p>The SM confirmed she had made some initial enquiries and some funding was starting to become available, however school would not progress any further with this until it was confirmed what work CYC would fund as they may need to spend that money on repairing and replacing windows.</p> <p>Governors discussed how much needed to be moved from revenue to capital to keep the school below the limit and agreed it was prudent to keep some money in reserve. They agreed the SBM had the authority to move money from revenue to capital to ensure the school remained below the 8% surplus limit.</p>	
10.	<p>Charity Commission Return and review of School Fund – previously distributed</p> <p>Governors approved the submissions with no queries.</p>	
11.	<p>Certificate of Delegated Authorities approval – previously distributed</p> <p>The SBM explained to governors that none of the limits had been changed and the only change was to update the name of the Chair of Governors to Matt Boxall.</p> <p>Governors approved the Certificate of Delegated Authorities with no changes requested.</p>	
12.	<p>Staffing update – verbal update from the SBM</p> <p>The SBM confirmed to governors that all of the catering staff who had been TUPE'd from ABM when the school took on the catering themselves had now had their salaries harmonised with CYC. Although this meant some additional costs, savings had still been made due to the chef leaving.</p> <p>She also explained that all of the cleaners had left in the summer and attempts to recruit more had failed. Staff had been cleaning the school but it had been recognised this was no longer sustainable and so it had been out-sourced to another company, which was more expensive but the situation with staff cleaning school was not sustainable.</p> <p>The site manager had also left in the summer and the relief site manager post had been re-evaluated to a level 2 position with the hours reduced to 20 a week. The site manager role had been previously developed to allow some of the premises responsibilities of the SBM to be passed to the site manager. However, this had not happened and the decision had been taken to leave the premises responsibilities with the SBM and reduce the level of the site manager role.</p> <p>MSAs were now working for an extra five minutes more per day to deal with split lunches which the school had decided to retain as less accidents and incidents meant it worked better for the school. There was a slight increase in costs related to this but savings had been made by reducing the level of the site manager role.</p> <p><i>Governors thanked the staff for stepping in to do the cleaning and asked whether the intention was to remain with the external company now.</i></p> <p>The SBM confirmed they would retain the external company for the time being given it was so hard to recruit cleaners but would like to bring it back in house at some point. She noted that even though the cleaning company paid higher wages than CYC, even they were struggling to</p>	

	<p>recruit more staff.</p> <p><i>Governors raised a concern regarding the workload of the SBM given the premises work was no longer planned to move to the site manager and queried whether there were any alternatives such as utilising administrative staff for this work.</i></p> <p>The SBM stated that although her contract had been to work term time only, she had been working throughout the year and given the previous SBM had been full-time, it had been agreed to change her contract to full-time. This meant the extra work could now be fitted in and she was happy with the solution as she had been working through the year anyway.</p>	
13.	<p>Policy Review – previously distributed</p> <p><u>Policies to be approved for Adoption</u></p> <p>a) Dignity at Work No comments were raised by governors. Governors agreed to adopt the Dignity at Work policy with no changes requested.</p> <p>b) Grievance No comments were raised by governors. Governors agreed to adopt the Grievance policy with no changes requested.</p> <p>c) NQT Induction No comments were raised by governors. Governors agreed to adopt the NQT Induction policy with no changes requested.</p> <p><u>Policies for Approval</u></p> <p>d) Equality Information & Objectives The following changes were requested by governors;</p> <ul style="list-style-type: none"> • In objectives, change the teaching table to reflect the grading structure the school now used. • A wording change was suggested – ‘all pupils experience a consistently good learning experience’. • Leadership and management – governors challenged whether the school and the governing body were in a position to reflect the diversity of ‘society’ rather than the diversity of the ‘school’ and whether this was achievable. After discussion, governors agreed that although ethnicity would be a challenge, all other categories should be achievable in school so it was agreed to retain the diversity of ‘school’. <p>Governors agreed to approve the Equality Information & Objectives policy on the basis the agreed changes were actioned.</p> <p>e) First Aid It was agreed to change the name of the policy referenced to the ‘Positive Behaviour Support’ policy rather than the ‘Behaviour’ policy. Governors agreed to approve the First Aid policy on the basis the changes requested were actioned.</p> <p>f) Freedom of Information & Publication Scheme No comments were raised by governors. Governors agreed to approve the Freedom of Information & Publication Scheme with no changes requested.</p> <p>g) Governors’ Allowances No comments were raised by governors. Governors agreed to approve the Governors’ Allowances policy with no changes requested.</p> <p>h) Protection of Biometric Information No comments were raised by governors.</p>	<p>SBM</p> <p>SBM</p>

	<p>Governors agreed to approve the Protection of Biometric Information policy with no changes requested.</p> <p>i) Children with Additional Needs Attendance No comments were raised by governors. Governors agreed to approve the Children with Additional Needs Attendance policy with no changes requested.</p> <p>j) Emergency Plan Governors requested the out of school club be added to this. Governors discussed whether the plan of the school should be included, being mindful of the distribution of this policy. It was also queried whether names and phone numbers of the key holders and staff in school should be included. The SBM agreed to ask CYC if there was an approved distribution list to issue this document to. Governors agreed to approve the Emergency Plan for internal school use only until queries about the distribution list had been resolved. They agreed it should be added to the next Resource committee agenda to approve wider circulation.</p> <p>k) Security No comments were raised by governors. Governors agreed to approve the Security policy with no changes requested.</p> <p>l) Staff Code of Conduct It was agreed that wording in relation to dress code in school should be changed to 'all adults in school should dress appropriately' and all other detail should be removed. Governors agreed to approve the Staff Code of Conduct policy on the understanding that the requested changes were actioned.</p> <p>m) Sun Safety No comments were raised by governors. Governors agreed to approve the Sun Safety policy with no changes requested.</p> <p>n) Volunteers in School It was requested this policy's review be changed to every three years rather than annually. Governors agreed to approve the Volunteers in School policy on the understanding that the requested changes were actioned.</p>	<p>SBM</p> <p>Agenda - Res Comm</p> <p>SBM</p> <p>SBM</p>
14.	<p>Any Other Business No other business was raised.</p>	
15.	<p>Dates and time of next meeting: 18th January 2022, 08.45am</p>	

The meeting closed at 09:58am

Matt Boxall (Chair)

Date

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Finance Committee
held on Wednesday, 24th November 2021

Action	Item	Responsible	Timescale
1. Ask CYC if there was an approved distribution list to issue	13	SBM	By the next meeting

	the Emergency Plan to.			
2.	Make the agreed changes to policies	13	SBM	By the next meeting

Items for next FGB:

None were raised.

Items for next Resources Committee:

- Emergency Plan – wider distribution approval.

Items for other Committees:

None were raised.

Awaiting Approval