

# St. Michael's C. of E. Primary School

## Resources Meeting

Monday 1<sup>st</sup> December 2019 at 6.00 p.m.

### Minutes

	<p><b>Present:</b> Ms. R. Gouws (HT) Mr. B. Leslie (BL) Mr. P. Vennard (PV) Mr. R. Studd (RS) Mrs. A. Grande (AG)</p> <p><b>Absent:</b> Mrs. B. Fielder (CoG) Mrs. S. Jempson (SJ) Revd. I. Chukuka (IC)</p> <p><b>In attendance:</b> Revd. D. Howland (DH) Mrs. B. Ayling (BA)</p>
1.0	<p><b><u>APOLOGIES FOR ABSENCE</u></b> Mrs. B. Fielder, Mrs. S. Jempson, Revd. I. Chukuka</p>
2.0	<p><b><u>DECLARATIONS OF INTEREST</u></b> There were no declarations of interest.</p>
3.0	<p><b><u>COMMITTEE GOVERNANCE MATTERS</u></b></p>
3.1	<p><u>Election of Chair</u> The meeting was asked for nominations for the post of Committee Chair. In the absence of any nominations Mr. Leslie agreed to take on the role for the time being.</p>
3.2	<p><u>Approve Draft Terms of Reference for submission to FGB.</u> It was agreed that the composition of the Committee should be the H/T, SBM and at least three non-staff Governors. Minutes to be taken by the Clerk. These Terms of Reference to be presented to the whole Governing Body at the next meeting.</p>
4.0	<p><b><u>MINUTES &amp; MATTERS ARISING FROM PREVIOUS MEETING</u></b></p>
4.1	<p><u>Approval of Draft Minutes – 14<sup>th</sup> June 2019</u> There was a need to complete the missing sections under Matters Arising and Treasurer's Report. <b>ACTION: COMPLETE THE JUNE SET OF MINUTES.</b></p>

4.2	<p><u>Matters arising and actions</u></p> <p>It was agreed to put a summary of actions agreed as a separate item at the end of the Minutes for ease of reference and to save time at subsequent meetings.</p>
5.0	<p><b><u>FINANCE REPORT</u></b></p> <p>5.1 <u>Budget – review of spending against budget:</u></p> <p><u>Staffing Funding:</u> The meeting was advised that the November figures for salaries had not been received from Lewisham and had not, therefore, been included in the figures. The performance management related increases for three teachers were waiting to be ratified. There was the possibility of additional monies to supplement the teachers’ Pension Grant which could be claimed from the DfE.</p> <p><u>Funding changes/Income:</u> The current School roll was 185 as four children (one family) had moved out to Kent. Four children had been offered places at the School but were awaiting confirmation from Lewisham. The School had been recommended to raise the question with Lewisham regarding the children starting School after the census had been compiled to see if the funding which the School should have received could be obtained for them.</p> <p><u>Expenditure:</u> The new photocopiers were being installed this week. It was expected that there would be a budget underspend of about £330 (Photocopier rental) due to changing to new photocopiers.</p> <p>The new iPads have been purchased and should be installed this week. The Friends of St. Michael’s had donated £2,500 towards the total cost.</p> <p>Due to the increase in the Licence Fee for the Church ground on which part the School buildings stood, there had been an adjustment of £2,646 to cover the new fees effective from March 2018. The total fee now payable per annum was £21,925.</p> <p>The Buildings Insurance spend was incorrect on the Budget forms. The Budget allocated figure was £3,858 but because of a journalling error from Lewisham the posted cost was £8,082 giving an adjustment of £4,224 which should be posted to 1089 Staff Related Insurance.</p> <p><b><u>ACTION: MR. LESLIE ASKED TO ATTEND THE OFFICE TO SIGN OFF THE BUDGET.</u></b></p> <p>5.2 <u>Budget – adjustment to November budget submission:</u></p> <p><u>New software for the Budget:</u> The meeting was advised that when using the new software for calculating the budget figures this had shown the staff costs to be £20,000 more per annum. Upon investigation this can be attributed to differing calculations for teacher costs, averaging about £1,100 per teacher. The support staff costs were, however, similar to the spreadsheet calculations. The new software took into account any changes should staff leave or in applying new contracts from the actual date rather than in ‘months worked’. The new software would easily assimilate new data and would be easier to use than the previous spreadsheets.</p> <p>5.3 <u>Budget – feedback from LA Finance team visit:</u> This team would, in future, be visiting the School once a term. They discussed the actions undertaken to cut down on costs such as not replacing a member of the cleaning staff but re-</p>

<p>5.4</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p>	<p>allocating the workload amongst the rest of the team and not increasing their hours. They had discussed the teachers' pay scale ranges and how this would affect the budget costs. They would continue to work with the School to ensure that the budget did not go into deficit. The H/T said that she was concerned about the School roll numbers but had actions to put in place to try to overcome this. At the moment there was a budget carried forward surplus which provided a cushion. It was noted that the Government were trying to make all Schools become Academies although less overtly than in the past.</p> <p><u>Schools Financial Value Standard – checklist:</u> The number of questions on the current form has been reduced but some were more challenging. The form had been partially completed.</p> <p><i>The Chair of the meeting was asked whether he had undertaken the Finance training? He said he had not done this yet but would try to attend a course.</i></p> <p><i>Item 16 – re benchmarking the size of the senior leadership team against similar schools, the question was asked as to whether this had been done.</i></p> <p><i>We have not done this previously.</i></p> <p><i>What happens if some questions are not answered? We have to answer all questions.</i></p> <p>Item 29 – Have the results of the dashboard been carefully considered and potential follow up actions identified?</p> <p>The Administration hours are based on this year's figures and therefore do not take into account any changes related to LM's revised hours</p> <p>The spend for Administration and clerical staff as a percentage of the total expenditure was shown as highest 10% of similar schools.</p> <p><i>If Administration costs remain at this level will we have to make adjustments? We will have to see if there are any hours which are not needed.</i></p> <p><i>When LM leaves will this affect the figures? Yes, these figures are based on last year's figures.</i></p> <p>It was noted that Under "School Characteristics" the average class size was given as 25 which is considered to be in line with similar schools but this is 5 children short of a normal class size.</p> <p>The teacher contact ratio is lower than recommended. The meeting was advised that all teachers were teaching and all TA's were working in the classrooms. "Senior leaders as a percentage of workforce" - The H/T did not take a class but the Deputy taught for five mornings and three afternoons each week. This was classed as the middle 20% of similar schools. It was felt that this was not a fair comparison with other Schools.</p> <p><i>As the ratio was set by the DfE can we query this? We cannot understand why we get feedback as lower than recommended, we cannot physically do this. If we were a three form entry school then there would be more people spread around, maybe it is because we are a small school.</i></p>
--	---

<p>Q A</p>	<p>The data gives the impression that the H/T is out of the classroom and the Deputy teaches three afternoons a week. The Inclusion Manager spends her time meeting parents, professionals and talking to parents on the telephone, she teaches one afternoon. She could not work within a classroom.</p> <p>Two things at the moment to look at are Administration expenditure and can we do anything about the energy costs. In respect of energy we have to take into consideration the age of the buildings and the lack of double glazing.</p> <p><i>Could the fire door to the Junior corridor be kept closed to conserve energy? This could be difficult to enforce with the flow of children around the School.</i></p>
<p>6.0  6.1  Q A  6.2        Q A  Q A</p>	<p><b><u>STAFFING/HR ISSUES</u></b></p> <p><u>Absences - update:</u> One member of staff had been signed off for four weeks and also was absent for the previous two weeks. Formal absence proceedings had been commenced using the new policy and a First Written Caution has been issued. Advice has been sought from the Occupational Health Service regarding her condition and ability to return to normal employment.</p> <p><i>What action can be taken?</i> <i>There is an expectation of returning to work after a determined review period, if they have not returned at the end of this time, it is possible to move to the next stage.</i></p> <p><u>Staffing Structure review:</u> The meeting was given a breakdown of staffing by roles and the number of hours per week involved. It was pointed out that as the School was on a split site some roles had to be duplicated especially support staff for lunch time cover.</p> <p>Cleaners – The school has considered whether to outsource the cleaning contract in the past but it was not felt that any significant benefit would be gained. It was felt that following the retirement of one cleaner that by changing the schedule of tasks undertaken by the remaining cleaners it wouldn't be necessary to recruit a replacement and savings could be made within the budget.</p> <p>The meeting was advised that the costs for the Administration staff were disproportionate with other staffing costs.</p> <p><i>Is this because we are a small School? The costings had been broken down to show the composition of the Administration staff.</i></p> <p><i>If there is only one person running the ASC is this sufficient for the safety of the children? There are other staff available on the premises if required. At the moment there are between 1 and 5 children attending at different times during the week. The Club is still in its early days but it was helpful when there was an emergency for a parent not being able to collect a child at the end of the School day.</i></p>

<b>7.0</b>	<b><u>PREMISES</u></b>
7.1	<p><u>Nursery adaptations – funding/update</u></p> <p>The Board of Education had advised that there was another meeting due regarding Bids for Nurseries. They had said in the summer that there was £80,000 available which had not been allocated. However when checking this month they said there was now only £30,000 unallocated. This matter has been discussed with the School’s Surveyor and talks held with the SDBE and it had been suggested that the £30,000 would be sufficient to install the new Nursery toilets. From 2020 the LCVAP scheme was no longer being used and was being replaced with a Voluntary Aided Schools Condition Allocation (VASCA) maintenance grant where monies would be allocated only to the Board of Education and they would then be able to allocate this to Schools. The Board were discussing whether we could put in a Bid for the £30,000 at their next meeting in early December.</p>
Q	<i>Is the Nursery still viable?</i>
A	<i>At the moment probably not but possible, yes.</i>
Q	<i>We were talking about taking younger children into the Nursery.</i>
A	<i>We think the Nursery will have a slow start and we will only have a small number of children. We will have to make the area more self-contained to give a better class flow.</i>
7.2	<p><u>Infant roof (lantern) – school hall damp ingress</u></p> <p>The roof repair to the are over the Infant toilets has been completed. However when this work was being undertaken the builders discovered that there was damp/rot to the timbers of the roof lantern. Further work will be required and estimates obtained.</p>
<b>8.0</b>	<p><b><u>POLICIES – all draft Policies are on the Governors’ Hub.</u></b></p> <p><u>Financial Management Policy and Code of Practice</u> This has been reviewed with some amendments regarding payment of Invoices and payment by BACS. Arrangements have to be approved by the full Governing Body as for Safeguarding.</p> <p><i>Have the other Policies which are on the Hub been agreed?</i> <i>If they have been shared then they have been agreed.</i></p>
<b>9.0</b>	<p><b><u>DATES AND ITEMS FOR FUTURE MEETINGS</u></b></p> <p>Resources meeting changed from 4.2.20 to Monday 27<sup>th</sup> January 2020 at 6.00 p.m. Resources meeting Monday 4<sup>th</sup> May 2020 at 6.00 p.m. BF had advised that she was unable to make 6.00 p.m. meetings RS was unable to attend meetings if on Tuesdays.</p>
<b>10.0</b>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>None.</p>

<b><u>ACTIONS:</u></b>	
<b>4.1</b>	<b>COMPLETE JUNE RESOURCES MINUTES</b>
<b>5.1</b>	<b>COMPLETE SFVS FORM AND RETURN TO L.A. by 14 February</b>
<b>5.4</b>	<b>MR. LESLIE ASKED TO SIGN OFF BUDGET</b>