St. Paul's C of E Primary School
Resources Committee Meeting
Wednesday 13th June 2018 at 4 pm
Draft **MINUTES**

Present	
Ms Josie Hewitt	Co-opted (SBM)
Dr Brendon Jones	Foundation Governor / Chair
Ms Paula Millward	LA Governor
Mr Matt Shanahan	Parent Governor (Chair of Governors)
Ms Jan Sorohan	Head Teacher
In attendance	
Ms Kathy Crotty	Clerk
Mrs Kimberley Grant	Co-opted Governor
Mr Rob White	Co-opted Governor

1. **Welcome and Introductions**

- Governors were welcomed to the meeting by the Chair Dr Brendon Jones.

2. **Apologies for Absence**

- There were no apologies as all Governors were present.

3. **Declaration of Any Other Business**

- There were no declarations of Any Other Business.

4. **Declaration of Non/Pecuniary Interest**

- There were no declarations of pecuniary interest in relation to any agenda item other than those declared on the school website.
- Matt Shanahan and Rob White have two children in the school.

5. **Minutes of last meeting 24.01.18**

Action: Brendon Jones; Josie Hewitt; and Matt Shanahan will work together to complete the SFVS process.

- This has been actioned and completed

Action: SBM to speak to Ben Davies to ascertain projected IT spending.

Q: Governors asked what drove this issue of IT spending

This arose from the SFVS discussions.

- The SBM reported she had spoken to Ben Davies and One Education. The SBM is currently acquiring quotes for a new Wi-Fi system. The current costs for the school

broadband are £30 per month for phones and Wi-Fi. (The school is in a cul-de-sac and there were concerns this might be problematic but the system is working well. The school uses a fibre to cabinet system which runs like home broadband. The server has been merged and new kit is needed. This is in a cupboard in the library. The school has previously paid £2,000 for a second hand phone system. There are three direct dials and phones in classrooms are not direct dials. This has proved to be a success.

Q: Did you consider cloud, do you need a server?

School data is backed up and saved to the cloud. This was discussed at the time of the purchase and reliability was an issue. SIMS is moving from the server to the cloud and this school is trailing this.

- There is a planned spend for ICT until 2026/27. This money will be ring fenced in the budget.

Q: Do these figures include projection inflation?

Yes

S: Governors noted the projections and congratulated the school for the long term planning for IT in the school

Action: School leadership to explore a Governor area of the school website

- The school is using Dropbox instead of a dedicated Governor area on the school website. This is being implemented this term and will be reviewed. It is anticipated Dropbox will be used in the new academic year for sharing all documents.

Action: All Governors to be issued with a school email address to access Dropbox. This will be initial.surname@ st-pauls-pri.manchester.sch.uk

- Action: Brendon Jones; Josie Hewitt and Matt Shanahan to undertake a health and safety walk
- This has occurred today with the Site manager. There were no major issues and all insurance including public liability is up to date.

The minutes of the meeting held 24th January 2018 were approved as a true record and were signed by the chair of the committee.

6. GDPR

- Governors were informed Global Policing have started their work and there are no breaches; an audit has occurred and the DPO has visited the school. The audit will be shared at the FGB meeting on the 20th June 2018 where this is an agenda item. Global Policing will undertake Staff and Governor training. The DPO will report directly to Governors. There will be a link Governor for GDPR.

Q: The audit occurred, what did they find?

The audit did identify some areas for change. Privacy notices have now been issued. They have looked at the IT infrastructure and this has been discussed at a staff meeting. Staff are currently archiving and deleting old information. Multiple copies of data are being diminished. St. Pauls is now working towards full compliance. PC's are closed after 15 minutes. Policies are being reviewed.

- Global policing have produced an action plan which is being worked on. Simms records will be deleted after seven years. Transferring data to high schools is an issue and primary schools are now checking why data is being asked for. The LA has work to do on compliance.

Q: How do you feel about this task?

The SBM reported the processes being undertaken make sense and this is an opportunity to clean up files and data. Changing mind-sets is occurring.

Q: Are there any notices for staff for example on information boards

The leadership is waiting for training to occur. Staff have received briefings. Staff are now using scanning badges when using the photocopiers which deters staff from leaving information on the copier. The school is trialling a "shred all" policy. This includes non-confidential and confidential data. The systems are developing.

7. School Data Matrix

7.1 Spring Term 2018

- The spring term data showed 13% of the school receive FSM (free school meals) (46 children); 25% (87 children) have additional language needs; 22% (87 children) are PP; 10% (36 children) have a medical condition and 10% (36 children) are SEND (special educational needs and disability).

Q: Governors asked about the overlap of vulnerable groups.

Action: School to produce Venn diagram showing the overlap of the children who are FSM; PP; SEND; language needs and medical conditions.

Q: Governors asked about the numbers of children receiving FSM

There were 46 children in the spring term and 42 children in the autumn term. In the spring term there were 78 children who were PP. PP includes children who at some time have qualified for FSM in the last six years.

Q: Governors noted attendance has shown a slight increase in absence, attendance has dropped from 96% to 94%. Are there any particular reasons for this?

Attendance is now over 95% as of today and the average is expected to rise by the end of the academic year. The spring term absences were mainly unauthorised absences from holidays. Paula Millward is the Governor for monitoring and informed Governors she is impressed with monitoring especially for PA (persistent absence)

Q: What constitutes as authorised absence

The Headteacher informed Governors not many absences are authorised, it is mainly medical appointments and illnesses. It is very rare for exceptional circumstances to be authorised. EID is an example of a religious event that can be authorised.

Q: what is Child In Need (four children)?

CIN refers to child protection procedures and children with social services input.

8. Personnel

8.1 Review Staffing Structure 2018-2019

- The new structure was circulated to Governors in advance of the meeting. A Staff member has been seconded for one day per week to work for a trade union.

Q: Was this requested?

This was negotiated with the Headteacher. Discussions occurred with the trade union and this is being monitored. There is a financial reimbursement for the school from the LA. This is an opportunity for the staff member. This is a new trade union NEU and this union is open to non-teaching staff.

S: Governors were pleased this could be accommodated and all protocols were followed.

There are little changes to the staffing structure. There is 0.6 teacher in reception resigning and this post will be replaced by an NQT teacher.

Governors formally approved the staffing structure for 2018/19.

8.2 School Staff Attendance – Spring Term 2018

- The school continues to have excellent attendance which remains above the high target set. There are two non-teaching staff on long term sick, and the school is working with HR. One is LO and one is a TA.

Q: How long is long term?

The TA has been absent since February and is now on half pay and the LO since April.

S: Governors reviewed the number of days lost and noted the reduction since the autumn term from an average of 1.4 to 0.6. Governors noted the staff attendance is excellent.

Spring term is a term with lots of potential illness. The school things the way it organises the PPA helps staff to remain healthy.

Q: Are the PPA arrangements new?

No, this has been in operation since the introduction of PPA.

S: The chair formally recorded staff attendance is excellent noting 98% was a high target to set and the school is now exceeded this at 99%.

Q: Do you have insurance for supply cover

The school has previously reviewed this and given the high attendance of teachers insurance cover is not economically viable. The staff manage the cover and sometimes the school might buy in supply.

Q: Did you cost days lost for staff insurance?

One year the quote was £12,000 without declarations for pre-existing medical conditions and this made insurance cover too expensive, the school does not spend this much on supply cover.

S: Governors noted the positive attitude of staff members.

9. Finance

9.1 Monitoring, Budget Review P12 Comparison/ Closedown 2017-2018

- Governors noted the reduction in the in-year deficit. The deficit was projected as £35,000 and ended up at £14,261. The carry forward is below the 8% for the surplus. The actual carry forward revenue is 114,679.16 and the capital is £38,520.

Q: Governors raised concern about the in-year deficit and asked when the financial year end is

The financial year ended March 31st 2018.

Q: Does this include the new pay awards for support staff

This includes pay awards made in 2017/18 and the new pay awards will be from the 2018/19 budget and the carry forward will cover this.

- Some Governors felt this is good news as the deficit is lower than predicted. Some Governors were concerned about the in-year deficit.

Governors formally approved the P12 budget closedown for 2017/18

9.2 Analysis of Reserves

- There is no commitment of expenditure to carry forward to 2018/19.

9.3 Statement of internal Controls 2018-2019

- There have been changes since the last approval as the school is now fully cashless and has been since autumn 2016.

C: Governors raised the issue that there has been no audit since 2010.

St. Pauls undertakes trials of many new processes for the MCC (Manchester City Council) and the audit team and used this school for GDPR. The assumption is auditors RAG rate schools (red amber and green) and this school is green. The audit team from the LA has reviewed various aspects of financial practice but the school has not had a full audit. Governors are assuming there are no issues. The last audit was when there was a new Headteacher.

Governors formally approved the statement of internal controls.

9.4 Proposed CFR Report 2017-2018

- Year-end figures were agreed. Governors were informed this information is the same as the P12 information and is presented in this format for the LA and this appears on the DfE website.

Governors approved the CFR report for 2017/18

9.5 Invoice Supplier Review 2017-2018

- The report highlights the suppliers over £2,000. Governors noted the Amazon spending and it was confirmed this really is the cheapest supplier for many items. Previously Amazon expenditure was via the school credit card but the suppliers is now listed so Governors can see the value for money.

9.6 Proposed Budget CFR 2018-2019 & 3 Year Projection & 9.7 Compare Previous Year Actuals

S: Governors noted the leadership team have worked hard in preparing the budget for Governors and for planning an in-year deficit of £18,344. This is half of last years planned deficit. Governors welcomed the narrative on the variances.

Q: Governors asked are support staff increases included in the projections for the next three years.

The budget includes 2% for teachers and support staff. Low paid staff have been awarded a pay rise of higher than 2%. The overall staff pay increase is less than previous years as the school is not replacing two TAs in 2018/19

Q: Governors were aware some staff are receiving 5% and above pay awards in 2018/19.

In this school there are few staff on the lower grades and they tend to work part time. The agreements from April 2018 have been uploaded onto the SIMMs system which calculates the pay awards

Action: SBM to circulate the APT&C pay awards for 2018/19

Q: PP is declining from in yeas two and three from £101,940 to £84,140 and Governors asked how this will impact

The FSM income is included in the meals costs and Manchester LA have confirmed the PP numbers. There is a concern that FSM eligibility will decline when UC (Universal Credit) is introduced. Manchester has decided to not use

UC data until this is fully operational in 2020/21. Manchester will use the census and will fund the added children. Manchester will allocate £440 extra for children. FSM entitlement remains until "end of phase" and this is clarified as 20/21 until the full roll out of UC. This will still remain in Ever6 funding. This school has nine children less from the Yr6 leavers and the new EYFS children.

Q: Why are there less PP children?

This is largely to do with demographics.

Q: Is the cap for FSM entitlement going to be reduced to £7,500

FSM will be funded in Manchester until 2020/21.

Q: Is this a one off payment?

This is part of the Ever6 which funds if the child has been entitled in the previous six years. Nursery children entitlement is known to the school but reception children entitled are known.

Q: Could the in-year deficit be reduced if PP increases?

Governors discussed the vagaries of the FSM and the PP system and the unfairness for some children.

C: What changes would you need to make to reduce this in-year deficit?

Staffing is the only way left as the school is now efficient. The school has started to model costs of redundancies and these figures can be available to Governors if needed. The school continues the austerity approach but any more cuts may impact on the excellent provision.

C: In what way might the provision be affected by cuts in staffing?

Assistant Heads could go back into the classroom and pick up a teaching commitment. The excellent inspections from Ofsted and SIAMs would see a difference.

C: Can the school raise money to reduce the deficit?

This would need costing and needs capacity to market and explore the various options. Governors discussed the advantages and disadvantages of opening the building along with associated costs of staffing and legal implications.

S: Governors are keen to consider ways of increasing income.

Governors thanked Jan Sorohan and Josie Hewitt for the outstanding work on the budget and recognised this is a difficult task.

Governors formally approved the 2018/19 budget. Governors noted the three year projections and the huge variances that will impact on future budgets.

- The nursery budgets are unknown for future years.

Q: Governors asked for an update on enrolments

There is a waiting list for reception and the nursery is full. A local nursery has closed which might have impacted on the increased numbers. This did result on the nursery provision at St. Pauls this year filling up. This school offers 45 full time places.

Q: Do we know how full the Christie Hospital nursery is?

The school would not know about the private sector nurseries. The school does not need to market for the coming year as all places are allocated.

9.8 St Paul's Opening Budget Report 2018-2019

- This report explained the variances.

C: Governors noted the school subsidises FSM at a cost of £29,000.

The LA argues this is included in the designated school budget.

Q: Governors noted the support staff increase is listed as a 2% increase, Governors asked for further clarification.

The SBM explained in the 2018/19 budget the 2% represents the overall increase in the staffing budget. All TAs are level 3 and will receive the 2%. There are very few staff receiving higher than this.

9.9 Devolved Capital

- The school is spending the allocation of £7,800 and this going towards the Wi-Fi. The quotes are lower than this so far and the SBM is still in negotiation. The One Education quotes seem to always be the highest.

9.10 Pupil Premium Academic Year 2017-2018

- This will be fully reported in the autumn report. This has all been spent according to the plan. Brendon Jones the PP Governor has met twice with relevant staff over the last academic year.

9.11 Primary Schools Sports Funding 2017-2018

- The total Funding in the Academic Year 2017/2018 was £14,752. St. Pauls Primary school undertakes lots of partnership working and quality of training has improved.

9.12 School Meal & Milk Charges 2018-2019

- School meals are increasing by 2p and the school is keeping the charge at £2.30.

9.13 School Fund Audit 2017-2018

The school fund audit was approved by Governors and signed by the chair of the committee

10. SFVS

- This was explained to the new Governors. This has been submitted to the LA.

11. Premises, Health & Safety

11.1 Accident Reporting

- St. Pauls Primary School has reported one accident in the Spring Term for a child who required further treatment at a local hospital. This accident has been fully investigated and actions have been taken to reduce the risk.

11.2 Facilities Management

- The statutory periodic works within the area of facilities management is ongoing and the school is looking at other providers to ensure Best Value.

11.3 Fire Drill

- A fire drill was carried out on Thursday 7th June 2018, this was a planned activation. All children and staff reacted very well to this situation and no issues or concerns were raised.

11.4 School Grounds

- The school is continuing to work very closely with Hulme Community Garden Centre to further develop and maintain the gardens and the planters. Space is well used and grounds are excellent. The small space is used effectively.

Q: The artificial grass has a tear, can it be repaired?

This will be repaired on the INSET day. This is probably wear and tear rather than vandalism.

11.5 Premises Walk Around

This occurred today before this meeting.

Q: Is there a Health & Safety audit report

Yes the LA undertake these and the SBM had asked for another one in response to Governors. This has not been done. This is covered as part of the SLA.

Action: SBM to ask the LA to undertake another Health and Safety audit.

12. Fixed Asset Register – Write Offs/Disposal/Obsolete

Governors formally approved the disposal of Lap tops, laminator and a broken digital camera.

13. Policies & Procedures

13.1 Capability of Staff

Governors formally adopted the Capability of Staff Policy

13.2 Performance Management – All Staff

Governors formally adopted the Performance Management – All Staff

13.3 Pay Policy – All Staff

This is a school policy and has been shared with staff for input and information. The Headteacher worked with trade union representatives. The wording of the upper pay range text was changed. A further revision was that evidence can be submitted in the summer term prior to the 30th September deadline. The Pay Policy includes an appendix of the pay scales.

Action: Governors agreed to include the percentage increases against the pay scales in the appendix of the Pay Policy

Action: Include page numbers in the Pay Policy.

Governors formally approved the amended St. Pauls Pay Policy

13.4 Staff Discipline & Grievance Procedure

Governors formally adopted the Staff Discipline & Grievance Procedure

14. AOB

Q: is there a Lock down procedure

Yes and this has been undertaken with staff. The school uses an alarm with different sound.

S: The clerk advised it is recommended to not undertake a lockdown drill with children.

Governors were informed the school is now undertaking Section 148 checks to supplement the DBS checks.

15. Governors agreed the dates of the next Resources Committee meetings for 2018/19

- Wednesday 31st Oct. 2018 6.00 pm
- Wednesday 23rd Jan 2019 6.00 pm
- Wednesday 12th June 2019 6.00 pm

Signed.....Brendon Jones.....Date..07/11/18..
Mr Brendon Jones (Chair)

Meeting closed at 5.45pm

Summary of Actions

Action: All Governors to be issued with a school email address to access Dropbox. This will be initial.surname@ st-pauls-pri.manchester.sch.uk ✓

Action: School to produce Venn diagram showing the overlap of the children who are FSM; PP; SEND; language needs and medical conditions.

Action: SBM to circulate the APT&C pay awards for 2018/19. ***This has been actioned*** ✓

Action: SBM to ask the LA to undertake another Health and Safety audit. ✓

Action: Governors agreed to include the percentage increases against the pay scales in the appendix of the Pay Policy ✓

Action: Include page numbers in the Pay Policy.