

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the meeting of the Resources Management Committee held on Thursday, 2nd May 2019 at 6.30pm

Present: Karen Boardman (Headteacher) Jo Patton
 Kate Mackay-Roberts (Chair) John Halsall
 Lorna Longman Philip Hassall
 Ann Rawlinson

In Attendance: Lynn Firth (School Bursar) (*Items 1-5*)
 Liz Andrews-Wilson (Governance Support Officer / Clerk)

		Action																																								
1.	Apologies for Absence, Consents and Declarations of Interest Apologies for absence were received from Jessica Gilmour, with consent. There were no declarations of interest.																																									
2.	Minutes of the meeting held on 6th March 2019 Previously distributed. The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.																																									
3.	Matters Arising and Action Plan																																									
	<table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Safeguarding Governor (Kate Mackay-Roberts) to arrange a visit to check the Single Central Record</td> <td>Carried forward to summer term</td> <td>KMR</td> </tr> <tr> <td>2.</td> <td>Bursar to check why the school's budget had been based on 163 pupils, but the funding was for 164</td> <td>Completed - 164 is the correct figure</td> <td></td> </tr> <tr> <td>3.</td> <td>The Headteacher was to ask if a TA would like to do the three day First Aid training course</td> <td>Carried forward</td> <td>HT</td> </tr> <tr> <td>4.</td> <td>The Headteacher to ensure that all actions on the First Aid Risk Assessment action plan are completed</td> <td>Completed - See matters arising</td> <td></td> </tr> <tr> <td>5.</td> <td>The Headteacher to seek advice from the Diocese, to see what other schools are charging (Lettings Policy)</td> <td>Closed</td> <td></td> </tr> <tr> <td>6.</td> <td>The Headteacher undertook to establish a written agreement with the Kestrel provision</td> <td>Carried forward</td> <td>HT</td> </tr> <tr> <td>7.</td> <td>The Headteacher undertook to seek costings for filling in the pond</td> <td>See matters arising</td> <td></td> </tr> <tr> <td>8.</td> <td>All actions listed on the Health and Safety 'improvements required' section of the Audit to be completed</td> <td>On the agenda</td> <td></td> </tr> <tr> <td>9.</td> <td>The Headteacher to write to all parents advising them that the school can no longer take in antibiotics that need to be stored in the fridge</td> <td>Completed - Going in the newsletter next week</td> <td></td> </tr> </tbody> </table>		ACTION	STATUS		1.	Safeguarding Governor (Kate Mackay-Roberts) to arrange a visit to check the Single Central Record	Carried forward to summer term	KMR	2.	Bursar to check why the school's budget had been based on 163 pupils, but the funding was for 164	Completed - 164 is the correct figure		3.	The Headteacher was to ask if a TA would like to do the three day First Aid training course	Carried forward	HT	4.	The Headteacher to ensure that all actions on the First Aid Risk Assessment action plan are completed	Completed - See matters arising		5.	The Headteacher to seek advice from the Diocese, to see what other schools are charging (Lettings Policy)	Closed		6.	The Headteacher undertook to establish a written agreement with the Kestrel provision	Carried forward	HT	7.	The Headteacher undertook to seek costings for filling in the pond	See matters arising		8.	All actions listed on the Health and Safety 'improvements required' section of the Audit to be completed	On the agenda		9.	The Headteacher to write to all parents advising them that the school can no longer take in antibiotics that need to be stored in the fridge	Completed - Going in the newsletter next week		
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Action 3: Two members of staff will be attending a paediatric first aid course in June.																																										
Action 7: Quotes had been received for the re-landscaping of the pond area (circa £2K) and this work																																										

	<p>was to be completed over May half term. The quotation of £2K included all labour and materials for filling in the pond, killing back the nettles, removing the slabs and planting grass and trees. The Headteacher explained she hopes to get the PTA involved with the re-plant and encourage the children to re-design the area. John Halsall undertook to ask the Ecologists on his team if they would like to get involved with the re-design and he agreed to ask a Landscape Architect if they could help with suggesting which plant species to plant. John also undertook to look into environmental grants.</p>	<p>JH JH</p>
<p>4.</p>	<p>2018/19 Outturn Final budget recommendations</p> <p>The Bursar reminded governors that the Period 9 forecast had suggested that the budget would just about break even. She reported that in the following three months school had been able to make some good savings.</p> <p>The Bursar drew governors' attention to the CFR Level Report, Table S14 Revenue Balances. She explained that the income received was £972,160, but at the time of the Revised Budget it had only been £969,363. She reported that the actual expenditure had been £955,690, creating an in-year saving of £16,470.</p> <p><i>6.53pm - The Headteacher stepped out of the meeting</i></p> <p>The Committee took some time to scrutinise the CFR Level Report.</p> <p><i>6.54pm - The Headteacher re-entered the meeting</i></p> <p>The Bursar highlighted the following key variances:</p> <ul style="list-style-type: none"> • E02 - Supply Teaching Staff - This budget had been set at £18,744 but only £11,506 had been needed, saving £7,238. • E26 - Agency Supply Teaching Staff - This budget had been set at £14,880, the actual spend had been £17,777. The Headteacher advised that at the time of the Revised Budget the school was having to rely on a lot of supply, but after the Revised Budget staffing started to stabilise. • E19 - Learning Resources (non ICT) - At Revised Budget time this budget had been set at £26,047 but some of the PE Grant was moved into this code increasing the budget to £51,486. The actual spend was £37,748, creating a saving of £13,738. The Headteacher noted that the PE Grant has been spent, with only £2K being carried forward into next year's budget having been earmarked. <p>A governor challenged why such a positive picture was being presented, following concerns at previous meetings that the budget was hugely over spent. The Headteacher reassured governors that nothing had been missed and everything had been paid for and accounted for. She added that she and the Bursar had spent a large amount of time going over the budget to check for any inaccuracies. The Bursar advised that the savings generated in-year would help to reduce the carried forward deficit to -£29,428 (which the schools needs to clear within three years). Governors were concerned that the deficit figure had jumped about so much. A governor raised their concerns and asked for confirmation that the budget would jump back again into a worse position. She challenged the Bursar and Headteacher, pointing out that decisions [about staffing] could have been made which weren't actually needed. In light of the governors concerns the Headteacher and Bursar undertook to drill into budget code E19 - Learning Resources (non ICT) and the supply budget to fully scrutinise these areas of the budget to check where the differences are and why it ended up being so much higher.</p> <p>The Bursar informed governors about other saving made on Learning Resources, Supply Staff and Brought in Curriculum Services (E27). The Headteacher noted a few other savings elsewhere in the budget.</p>	<p>HT & Bursar</p>

	<p>Capital income</p> <p>The Bursar drew governors' attention to Table S04 - Capital Balances. She advised that the cumulative carried forward total was over spent by -£3,152 because of the need to buy new smart boards, as planned.</p> <p>The Committee discussed pupil numbers and reflected on the fact that the number of children coming into Reception was down, but the Headteacher advised that the pupil numbers across school would balance out, as about the same number of children were leaving Year 6. The Committee discussed the low numbers of children coming into Reception classes across the City, noting the City-wide trend.</p>	
5.	<p>Start Budget 2019/20 (two scenarios attached)</p> <p>The Headteacher drew governors' attention to Scenario 1 on the Revenue Financial Forecast. She advised that this scenario looked at the 2019-20 budget including the current staffing levels (including the Fixed Term TA contract) but the forecast indicated what the figures would look like with this post removed in 2020/21. The Headteacher explained that if this post is kept in, the school would remain in deficit in 2020/21. Governors were then asked to consider Scenario 2 which forecasts more income and looks on the assumption that all support staff remain in post for the three years. The Headteacher explained that this scenario would not allow the school to clear the deficit.</p> <p>The Headteacher drew governors' attention to Scenario 3 on the Revenue Financial Forecast. She advised that this scenario had been written to include the additional income that will come from the ongoing rental arrangement with the Kestrel provision and a tightening of another budget code. She explained that under this scenario the deficit would be cleared by 2020/21 but then a small deficit would be predicted in 2021/22. The Headteacher asked the Committee for their thoughts on whether the Fixed Term TA contract should continue or if it should be ended. Governors asked how the Infant Class Size Funding could affect the budget. The Bursar advised that for 2020/21 Infant Class Size Funding could go up or down, depending on how the pupil number change. In response to a question, she advised that the Teacher's pay award had been built in to all of the scenarios. The Headteacher explained how the funding formula would allow for the school to be compensated for smaller class sizes in KS1, owing to the fact that numbers over 30 would mean that another designated teacher has to be employed, regardless of the number of pupils.</p> <p>The Headteacher advised that the in-take numbers for Reception for September 2019 were currently 18, which provides the funding for 2020/21. She added that the scenarios had been written to include the anticipated reduction of children entering Reception. A governor challenged what the impact on learning would be if the Fixed Term TA post was to be lost. The Headteacher advised that two children need 1:1 support, but because they don't have EHCPs the school does not get any additional funding to pay for a TA to work with them. She explained that she had needed to draw on supply TA staff for 2.5 days to support the children's needs. The Headteacher added that TAs support SEN pupils or support the class when the teacher is with the SEN pupils. She added that they also help the children to develop their social or emotional skills, as well as covering lunchtimes. She noted that losing the post would have a massive impact on these aspects. The Headteacher provided some context around some further staffing changes which could have an impact on the budget.</p> <p>The Committee continued to scrutinise the Revenue Financial Forecast. A governor asked what the Other Employees Costs/Expenses budget is used for. The Bursar advised that this budget covers the Supply Teacher insurance circa £5.5K, the Apprenticeship Levy and about £3K of training. She noted that the insurance premiums had increased this year. The Headteacher commented that the budget on the whole is very similar to last year, but the main difference in the Start Budgets is the teaching staff costs. She advised that from September two part-time members of staff will be increasing to full-time, which will also generate a saving.</p>	

	<p>Outturn Start Budget - Detailed Report</p> <p>The Bursar drew governors' attention to the Outturn Start Budget - Detailed Report. She informed the governors that this detailed break down of the budget had been used to cross-reference the Revenue Financial Forecast, as a way of ensuring checks and balances. She advised that the detailed report allows the Start Budget to be compared to last year's Start Budget. The Headteacher noted that the 2019/20 Start Budget includes the additional funding from the Government for the Chancellor's 'little extras'. A governor asked why IO1 Funding Delegated by the LEA had increase to 137%. The Bursar advised that this increase reflected the Infant class size funding.</p> <p>Governors discussed the three scenarios. The Headteacher was asked to look at whether it is possible for a member of support staff to have variable hours. Governors debated the importance of ensuring that the budgetary decisions have the most positive impact possible on teaching and learning, as this remained the priority of the Governing Body.</p> <p>RESOLUTION: The Committee agreed to support the Headteacher in recommending the Start Budget to the FGB with the Fixed Term TA post remaining in place.</p> <p>The Bursar was to provide a summary of the budget for the FGB. The Chair thanked the Bursar for her report.</p> <p><i>Lynn Firth (Bursar) left the meeting</i></p>	<p>HT</p> <p>FGB</p>
6.	<p>Policies for Review</p> <p>Lettings Policy</p> <p>The Headteacher reported that she had received verbal agreement from the Manager of the Playgroup, that the Playgroup were happy for the rent to be increased from £1,650 to £2,000, with an annual increase applied to the rent in line with the Retail Price Index (RPI) - to reflect the increasing cost of heating and lighting.</p> <p>The Lettings Policy was to go to the FGB for approval.</p> <p>Emergency Plan</p> <p>The Headteacher reported that she had developed the Emergency Plan, but had not yet shown it to the staff as she was waiting for the bell to be moved. She advised that the main reason for change was because of the need for the school to have a lockdown procedure. The Headteacher outlined the current procedure and the improvement that are to be made to make the process fit for purpose. It was noted that all classrooms can be locked from inside and shutters on all windows can be lowered and locked. She advised that once the bell has been moved, and the staff and the pupils have been briefed, a drill was to take place.</p> <p>A governor asked if any further consideration had been given to the vulnerability of the reception door and the potential for an intruder to gain access. The Headteacher reported that she had explored various options with Sewells, included having a code lock on the reception door, but the need to evacuate people in the event of a fire remained the higher priority. The Headteacher undertook to ask the Fire Inspector for their advice about how best to marry up fire safety and lockdown. The Headteacher added that she was in the process of seeking further advice to see if there are any improvements to be made to the Emergency Plan in terms of site security. The Headteacher was to ensure that grab bags are set up and ensure that the Action Plans are shared with the staff, with copies being placed in each classroom.</p> <p>Governors scrutinised the Emergency Plan noting that some of the language taken from the template document was not user friendly. A governor had concerns that the Plan might not be easy to follow in the event of an emergency, because of the way the text had been written. He challenged whether</p>	<p>FGB</p> <p>HT</p> <p>HT</p>

	<p>anyone could pick up the Plan and understand their role and responsibility, especially on a day when the Headteacher is not in school. Governors were satisfied that the action cards were fit for purpose and anyone could pick these up and use them. Philip Hassall provided governors with a background to his expertises and undertook to review the Emergency Plan to make sure it is fit for purpose. The Headteacher advised that once finalised the staff will undertake training, at an INSET day so that everyone understands their roles and responsibilities and is fully briefed on how to execute the Plan. The Emergency Plan (as it is) was to go to the FGB for discussion.</p>	<p>PH</p> <p>FGB</p>
7.	<p>Premises update Sewells - There were no updates from Sewells.</p> <p>Health & Safety Update on the action plan from the Health and Safety Document Audit The Headteacher reported that she had updated the action plan, to indicate which actions had been completed and which ones were in hand. A few actions remained outstanding. The Headteacher noted the need for staff to complete Manual Handling and Lifting training; she advised that this was to be completed as part of a whole school staff training day.</p> <p>Update on the action plan from the Health & Safety Premises Inspection Report The Headteacher reported that almost all of the actions had been completed, albeit for the notice going out to parents about medicines (see item 3) and she highlighted that the combustibles in the store cupboard still need to be moved. Another Fire Risk Assessment was to be conducted in July.</p> <p>Catering - No update.</p> <p>Review premises element of access plans - No report.</p>	
8.	<p>Staffing Update</p> <p>The Headteacher advised that the Year 2 teacher had left and there had been a good transition for the two members of staff who are now covering the class. The Headteacher wished to record her thanks to the teachers and supply staff as everyone had really stepped up to cover absences to ensure the best possible outcomes for all of the pupils. She reported that long term, continual cover had been put in place (until the end of the term) to cover the class whose teacher was off on long term sick leave. She advised that parents seemed to be happy and that the children were learning well.</p> <p>The Headteacher advised that the school is fully staffed at the moment, but due to some uncertainties it was difficult to make concrete staffing plans for September at the stage, so contingency plans will need to be put in place. The Headteacher reported that the Lunchtime Support Assistant had left; a staff member from the Out of School Club was covering this post on a temporary basis. She also reported that Dave Healy (Sewells - Facilities Officer) would be leaving at the end of May. A handover with his replacement was already underway.</p>	
9.	<p>Any Other Business Nothing further was raised.</p>	
10.	<p>Date and time of next meetings: 2019-20 Meeting dates TBA</p>	

The meeting closed at 8.20pm

l Longman
 Dr Kate Mackay-Roberts (Chair)
 LORNA LONGMAN

20/11/19
 Date

ST BARNABAS' C.E. PRIMARY SCHOOL

Action Plan following the Meeting of the Resources Management Committee held on 2nd May 2019

Action	Item	Person	Date	
1. Safeguarding Governor (Kate Mackay-Roberts) to arrange a visit to check the Single Central Record (<i>carried forward from 6.03.19</i>)	3	KMR	Summer term	✓
2. The Headteacher was to ask if a TA would like to do the three day First Aid training course (<i>carried forward from 6.03.19</i>)	3	Head	Summer term	CIF
3. The Headteacher undertook to establish a written agreement with the Kestrel provision (<i>carried forward from 6.03.19</i>)	3	Head	Summer term	CIF
4. John Halsall to ask members of his team to get involved with the re-design and planting of the pond area	3	John Halsall	Summer term	In progress
5. John Halsall to look into environmental grants <i>1:1:2019</i>	3	John Halsall	Summer term	CIF
6. The Headteacher and Bursar to drill into budget code E19 - Learning Resources (non ICT) and the supply budget <i>Q1 & estimated</i>	4	Head & Bursar	Before 9.05.19	
7. The Headteacher to look at whether it is possible for a support staff members to have variable hours	5	Head	Before 9.05.19	Complete
8. The Headteacher to ask the Fire Inspector for their advice about how best to marry up fire safety and lockdown	6	Head	Summer term	Complete
9. The Headteacher to ensure that grab bags are set up and Action Plans are shared with the staff, with copies being placed in each classroom	6	Head	Summer term	CIF
10. Philip Hassall to review the Emergency Plan to make sure it is fit for purpose	6	Philip Hassall	Summer term	Complete

Items for the FGB:

- **Start Budget** recommended for approval
- **Lettings Policy** recommended for approval
- **Emergency Plan** - for discussion

Poppleton