**Cavendish Community Primary School**

**Resources Committee Meeting Minutes**

**School: Cavendish Community Primary School**

**Quorum: 3 (met at this meeting)**

**Chair: Vino Bromfield**

**Clerk: Liz Harris**

**Date of meeting: 20 January 2021**

**Venue: Virtual meeting, via Zoom**

**Attendance**

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| **Name** | **Governor type** | **‘End of Term of Office’ date** | **(P)resent /**  **(Ap)ologies /**  **(A)bsent** |
| Jo Taylor | Headteacher (HT) | N/A | P |
| Oliver Gibson | Co-opted (Chair) | 01/07/23 | P |
| David Griffiths | Associate (DHT) | 05/12/21 | P |
| Vino Bromfield | Parent | 30/11/21 | P |
| Chris Byrne | Co-opted | 23/09/21 | P |
| Laurence Moule | Staff | 12/07/24 | P |
|  |  |  |  |
| Suzannah Reeves | Co-opted | 01/07/23 | Ap |
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| Garry Bridges | LA | 20/03/22 | A |

**Others present**

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| **Name** | **Role** |
| Nicola Kennedy | School Business Manager (SBM) |
| Liz Harris | Clerk, One Education |

**Agenda Items**

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| **1** | **Apologies and Welcome** |
| Apologies were received and accepted from Suzannah Reeves. | |

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| **2** | **Declaration of interests** |
| No declarations of interest were received with regard to any items on the agenda. | |

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| **3** | **Minutes of the last meeting and matters arising** | | |
| The governors approved the minutes of the meeting on 21 October 2020 as an accurate record of the meeting, subject to amendments to the Capital Figures on Page 2. A copy will be signed for retention on file when possible.  Matters Arising  Case Study of the after school provision, Case Study of SEN funding and provision and Budget saving scenarios, were all postponed due to Covid 19.  Case Study on January intake – see SBM report  School Improvement Plan (SIP)  The HT had begun longer term strategy development for the SIP and Pupil Premium (PP). However, there is no qualified data to use due to the crisis in the previous year, and – as with the majority of schools in the UK – this is on hold until the current, urgent and immediate priorities are over.  *Q. The PP strategy was due to be reviewed at the forthcoming Curriculum meeting. Will it be ready for* this?  It is a responsive, evolving document, currently focussing on ensuring the availability and distribution of equipment, to pupils. Vulnerable and disadvantaged pupils are the focus of all activity. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Amend capital figures in previous Minutes | Clerk |  |

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| **4** | **School Business Manager Report** | | |
| It was agreed that at this – and future Resource Committee meetings - the SBM Report would be the first main item on the Agenda.  The SBM presented her report and the following areas were highlighted for discussion:  Finance  The carry forward figure is healthier than expected. The predicted deficit of over £98,000 for 2021/22 is no longer forecast due to the national pay freeze. I am therefore confident that with the savings made in cost centres we will not be looking to set a deficit budget next financial year.  Nursery funding  The initial guidelines were clear, the government wished to keep all nursery schools open. The decision was made to maintain consistency with policies across the school and only open the nursery to vulnerable and key worker children, with maximum class sizes of 15 pupils. For our January intake it was necessary to determine if parents were prepared to defer places until after half term; most were comfortable with this. Six keyworker children started, and this is viable, with savings on staffing costs thanks to the delay until after lockdown.  A number of decisions were made, and then changed, in recent days. To summarise:  The government then announced that unless a nursery was 100% open on Census day, no funding would be made available. This would potentially lead to the majority of schools in the country operating at a deficit.  A change was then made allowing provision for vulnerable and key worker children.  A further change was made requiring opening the nursery fully. At this stage, parents were contacted as to their requirements and asked for replies by the following day.  Based on the response, an additional 15 pupils could attend nursery without growing class numbers above the targeted 15 each. Staff are comfortable with this number, the nursery is fully open and will be able to claim funding for all pupils even if they don’t all attend.  *Q. Are the government likely to ask parents if they were invited in, to check that figures are correct?*  It has been stated that evidence will be required. Some HTs and SBMs had discussed options such as a one-day opening for a ‘fun-day’ to ensure they could be classed as ‘open. It was felt that this would not meet the health and safety requirements and would be unfair to pupils.  It should be noted that income of more than £250,000 per annum is from the nursery.  *Q. Are spaces still available?*  Current pupil numbers are 11, 9 and 10, leaving 15 spaces in total across the three locations.  *Q. Were parents sympathetic?*  Yes, there was one reply that was very direct but our communication had been honest and all agreed that was very important.  Out of School Club (OSC)  The planned review has been put on hold due to lockdown. OSC was closed during the first week of term to allow time to ensure appropriate decisions were made. Parents’ opinions were sought and there was interest in the provision, which was used to inform staffing requirements. Some staff have been furloughed, this scheme being more flexible than previously and allowing staffing requirements and furloughed days to change regularly depending on the situation. 23 bookings were taken, however only nine pupils attended, across the three locations and with six staff.  Therefore, year groups were combined in to two locations, and two additional staff have been furloughed on 100%, with the school funding the top-up 20%, NI and pension contributions.  OSC is not currently making a profit, week by week. Previously, profit has been approximately £75,000 a year. This year, the figure is likely to be approximately £20,000. There is a concern that after half term, the demand may decrease further, if the lockdown is extended and the provision may run at a loss. It must also be remembered that it is actually an important service that needs to be provided.  *Q. Could OSC income reduce even further?*  This is something to monitor. We do need to provide the service for as long as possible. It may be appropriate to review after half term. If the current situation continues until the end of the year, the OSC will probably reach a break even position. However, this would impact the carry forward figures.  *Q. Is it possible that home working will impact numbers?*  Yes, that is why a Case Study was planned. There is also the possibility that the staggered starts – from 8.30am – mean no breakfast club provision will be required.  *Q. Might it be an option to continue to start school early, end breakfast club and concentrate on after school provision?*  This will be updated after half term, when the Case Study can be developed.  Premises, Health and Safety  Cavendish building continues to experience drainage problems and it is proving difficult to ascertain the cause. Work continues to resolve this.  The Nursery building has successfully undertaken some small repairs to the alarm system.  The Rhodes building, despite being the newest area, is responsible for most issues, mainly due to the flat roof experiencing problems and causing leaks, resulting in the collapse of some floors. Laing O’Rourke (LOR) are implementing repairs under the 10 year warranty, and they are very helpful and supportive Concerns have been raised with Manchester City Council (MCC), querying if the roof and floors are fit-for-purpose. Potentially, if ongoing issues are prevalent now after five years, after the 10 year warranty period, repairs would become very costly. MCC are due to discuss this with the SBM and have pointed out that re-occurring problems are likely to lead to an extension of the 10 year warranty.  There are also heating problems. Classrooms are hot in summer and cold in winter, heaters are used in winter and air conditioning units on the summer. The boiler is being used 24 hours a day from Sunday to Wednesday. The heating is from radiators in the ceiling and it seems the ceiling radiators need ‘bleeding’ – there are bleed pipes in the crawl space The staff governor brought up another heating issue he had not previously mentioned, and agreed to make an official report for the record.  *Q. Is it useful to report any other incidents before the end of the 10- year warranty?*  Yes, there is a LOR form, and any issues, even small ones, should be noted.  Grounds  New, safety signage is being provided, such as a reminder that the boat is a quiet, sitting area.  Planned Preventative Maintenance (PPM)  There have been some issues providing access to contractors, ensuring social distancing guidelines can be maintained. For example PAT testing cannot be undertaken around staff and pupils. They have agreed to complete works during the February half term.  *Q. Will there be any repercussions for non-compliance, and delayed testing?*  A three month leeway is being allowed and the SBM group has said that showing communication has been undertaken with the contractors will allow additional time with no concerns.  Teacher and Support Staff Supply  Two supply teachers are covering two maternity leaves. Eight Teaching Assistants (TAs) are supporting pupils with Education, Health and Care Plans (EHCP). The Trade Winds supply agency are extremely supportive. The furlough scheme was proving very difficult due to not covering 100% of cost, and the decision was taken to maintain the level of supply teachers and TA’s, initially – in part - for the purposes of morale within the staff, showing support to supply colleagues.  A saving of £20,000 could possibly have been made by not using supply teachers and TAs, however operationally the support staff have proven invaluable, covering COVID 19 absences and also providing important services. The specific Learning Difficulties teacher is able to work one to one with some pupils, and the Numbers and Numeracy specialist also continues to work. TAs are supporting pupils in class and also undertaking some remote learning. Despite the initial decision being partly to show support to supply colleagues, it has helped mitigate additional pressure for school staff.  Devolved Capital (DFC)  The DFC is £11,493. £7444.40 was spent to resolve the issue of water pressure in the Cavendish building. A balance of £4048.60 remains.  School meals  Taylor Shaw have been supportive and flexible during the pandemic, and have worked with us to resolve any issues. A requirement for better hot meals was identified. Three days a week the offering was acceptable but two days a week the choice was a sandwich, either hot or cold. Pupil opinion was requested and subsequently, meals include pizza, fish and chips, macaroni cheese, shepherd’s pie and sausage and mash. Packed lunches had provided what was necessary but hot meals are preferred and have a higher uptake.  *Q. – asked of the parent governor – would you agree with this summary?*  Yes, absolutely, meal provision is excellent.  Free School Meals (FSM)  Every school has the option to use the national Edenred school meal voucher system but they also have the choice to put in place other arrangements. This system has proved problematical and the helpline was inundated. Additionally, at half term, Edenred vouchers cannot be used, therefore a different system. Wonde has been selected for FSM. They provide vouchers accepted at eight different supermarkets. The only consideration is cash flow. Unlike Edenred which is funded directly, WONDE vouchers are purchased by the school for £2500 per week, and then reimbursed  Taylor Shaw offered to provide lunches in boxes but the logistics would be difficult.  *Q. Are payments to Taylor Shaw variable based on numbers, or a fixed fee?*  Payments are variable, and do include an administration fee. Additionally, contribution is being made to top up the pay of some of their furloughed staff. Discussions with other, local SBMs concluded this is fair and reasonable. At tender, Taylor Shaw agreed a bonus cashback based on uptake. Last year the figure was £9,000. Taylor Shaw have committed to honour this agreement and though clearly funds will be lower, the expected amount remains approximately £6,000.  *Q. At what stage is the contract, before the next tender?*  This is currently year two of four, and this is the second contract – so effectively, year six of eight.  Staff Changes  There are four teachers on maternity leave, one teacher has returned from maternity leave to work part time, three TAs are off on long term sickness and there is one new, temporary Lunchtime organiser.  Staff Attendance  A new package has been purchased. The Staff Attendance Management (Sam) package links with the Schools Information System (SIMS), each member of staff will have personal login and it will become the personnel file. It tracks absence and produces alerts when a trigger is activated, aiding attendance monitoring review letters and will avoid attendance issues being missed. It will provide Leave of absence and Return to work forms, online. Some work will be required to exploit all functions and benefits, and a demonstration will be provided for governors at a future meeting.  *Q. Can historical data be added?*  Yes, up to two years as well as the current year can be entered.  *Q. A change to the Attendance Policy was made recently, will the new policy be on this system?*  Yes, everything on the system is what we enter ourselves so this will be included.  *Q. Is this a purchase or an ongoing subscription?*  It is a one year subscription. There is a set up charge of approximately £500 then a price per member of staff adding up to approximately £2000.  *Q Does the organisation offer any user support?*  Yes, there is training and support and they are happy to attend in person to provide any help required.  *Q Are there any direct cost savings to come out of the SAM?*  It has been said to promote competition and possibly awareness of absence levels amongst staff. The system may therefore reduce absenteeism and therefore reduce supply costs. It also reduces administration costs, although these are hidden costs. Staff using the system elsewhere are very positive. It involves less paperwork, more convenience and enhanced transparency.  There were no further questions and the Chair thanked the SBM for her report. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * SBM Report to be first main Agenda item | Clerk. |  |

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| **5** | **Finance Report** | | |
| The SBM presented the report and the following points were raised in discussion.  5.1 Period 9 Budget Monitoring  The Period 9 Monitoring is presented in the format required by the Local Authority (LA) and additional documents are in the format with which the governors are familiar.  The SBM presented the revised budget for 2020-21.  In Year Revenue  Total Income Revenue £ 3,755,362  Total Expenditure £ 3,811,436  In year Balance £ 56,074 deficit  B/f from 2019/20 £ 114,500 surplus  Cumulative c/f to 2021/22 £ 58,426 surplus  In Year Capital:  Total Income Capital £ 11,493  Total Expenditure £ 11,493  In year balance £ nil  B/f from 2018/19 £ 7,581 surplus  Cumulative c/f to 2021/22 £ 7,581 surplus  Year end cumulative balances carried forward to 2021/22  Revenue £ 58,426 surplus  Capital £ 7,581 surplus  Total Cumulative Balance £ 66,295 surplus  No further issues were raised and the period 9 monitoring was approved.  5.2 Budget Changes  *Q. The budget changes breakdown states that there will be no photo income. Does this mean that there will be no photos at all, or could they be rescheduled after lockdown?*  They are usually in March and October and March has been cancelled due to lockdown. It would be good – especially for Year 6 – to have photos from this year. It might be possible to reschedule for the summer term, it would be good for morale and would also positively impact the budget.  5.3 Cash flow forecast  The cash flow is very positive, showing a significant surplus.  5.4 Business Manager Report  See Agenda Item 4  5.5 2021-22 Budget Planning  A potential deficit budget would necessitate involvement with the LA. The three year forecast indicates a possible £24,000 deficit in 2021/22 and a deficit of £181,816 for 2022/23. Due to COVID19, some areas (for example cleaning) show an overspend, and other areas (for example subject areas, ICT and CPD) will be underspent. The next year will continue to show a surplus, however the B/F balance will be lower due to (for example) the OSC, and a deficit may arise the following year.  There is an in year overspend of £56,000 and the budget reflects this, showing a deficit. If the school becomes an Academy, an in year deficit budget would not be allowed. Every year the difference is compensated with additional savings, which are to be expected this year as normal.  5.6 Spending over £2000  Only one item was above £2000. This was a training cost and very good value, providing First Aid training for numerous staff. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Period 9 monitoring approved * Budget changes and cash flow to be approved at next governing body meeting * Schedule photographs for the summer term | Resource Committee  Governing body  SBM |  |

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| **6** | **Schools Financial Value Statement (SFVS)** | | |
| The SBM presented the SFVS for discussion. The governors noted that it has been completed, however some information does not provide a clear picture. Guidelines have allowed a delay in the carried forward figures (CFR), however the CFR has been updated using the figures from the previous year. The government figures have not been updated and refer to 2017-2018. Once their figures are updated the document will be more understandable.  The DfE have advised local authorities to exercise discretion on how and when they implement some of the usual annual requirements. The SFVS is included as an example for such use of this discretion. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | SFVS to be an agenda item for the next governing body meeting | Clerk/HT | 28 Apr 21 |

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| **7** | **Benchmarking** | | | |
| This item is on hold at the current time. | | | | |
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| **8** | **Premises, Health and Safety Update** | | | |
| Presented as part of the SBM report, see Agenda point 5. | | | | |
|  | | **Actions or decisions** | **Owner** | **Timescale** |
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| **9** | **Staffing Update** | | |
| Partly presented as part of the SBM report, see Agenda point 5  Absence figures were discussed. At future meetings, figures will be produced to clarify the current absence rates outside of COVID-related absence, possibly using SAM.  *Q. After removing COVID-related figures, especially including indirect impact such as stress, etc., how do figures compare to other schools.*  This is not currently clear as there been no data produced and little interest in benchmarking from other schools. In the near future SAM will be able to compare data from other schools using the package, which will prove useful.  *Q. Do a large number of schools use SAM? Are they a national organisation?*  They are quite small but growing, and they are based locally with a considerable number of Manchester schools. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **10** | **GDPR** | | |
| There has been insufficient time to meet and discuss therefore no progress has been made. It is on hold but remains on the Agenda. In-Service Education and Training (INSET) days for teachers were initially discussed, however so many have been lost and further discussion will be required. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **11** | **Any Other Business** | | |
| *Q. What was the response to the letter to parents regarding use of places for vulnerable and keyworker children only?*  There were only a small number of responses, mostly saying they would have followed this route and it had not been necessary to state it. It may have made people think more about the situation but there were no further responses. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Wednesday 16 June 2021 at 5pm**  **Possibly Face to Face** |