**Cavendish Community Primary School**

**Resources Committee Meeting Minutes**

**School: Cavendish Community Primary School**

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

**Chair: Vino Bromfield**

**Clerk: Joanne Douglas**

**Date of meeting: 16 June 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 | Co-opted | 30/11/21 | P |
| Laurence Moule | Staff | 12/07/24 | P |
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| Chris Byrne | Co-opted | 23/09/21 | Ap |
| Garry Bridges | LA | 20/03/22 | Ap |
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| Suzannah Reeves | Co-opted | 01/07/23 | A |

**Others present**

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

**Agenda Items**

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| **1** | **Apologies and Welcome** |
| Apologies were received and accepted from Garry Bridges and Chris Byrne. | |

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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 20th January 2021 as an accurate record of the meeting, subject to the following amendment. A copy will be signed for retention on file when possible.  Matters of Accuracy  Attendance – Amend governor type of Vino Bromfield to Co-opted.  Matters Arising  Page 2 (Item 3) – The Special Educational Needs and Disability (SEND) case studies have been completed. The HT agreed to contact the link governor for SEND, Kirsty Baird, to invite her in to school to discuss SEND.  Page 6 (Item 4) – The SBM report has been placed first on the agenda as agreed.  Page 7 (Item 5) – The class photographs have been done. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Previous minutes (20.1.21) approved * Contact SEND link governor to discuss SEND case studies | Res Cttee.  HT |  |

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| **4** | **Finance Report** | | |
| The SBM presented the School Business Manager’s Report, which was circulated in advance of the meeting for review.  2020-21 Budget Closedown (Period 12 Monitoring)  An in year deficit of £79,126 was originally predicted. The final figure was a surplus of £240,301.29 and along with the balance brought forward of £114, 788.44, gives us a total carry forward figure of £355,089.73.  It is always difficult to predict actual income when setting the budget in March and there are many unknown factors. The main factors affecting the increase in income since March 2020 are:   * Nursery funding, when we set the budget in March our confirmed numbers on roll were 60. Due to Covid-19, the government decided to fund on the number of children on roll for the previous year and this provided an extra £52,000 * SEND funding increased over the year by £43,000 * Covid-19 grant received of £12,000 * Catch-up funding received of £28,000 (more to be received) * Statutory sick pay (SSP) contributions of £5,000 * Job retention scheme (JRS) of £40,000   This is an overall increase of £180,000. This income came in throughout the year and the school was not told the actual amounts, or when these would be received, which made predictions very difficult.  Commitment of Reserves  The Year-end 2020-21 Analysis of Reserves was circulated in advance of the meeting for information. This has been signed by the Headteacher and Chair of Governors and submitted to the Local Authority.  The close down figure is an excessive balance and is over the 8% threshold that is allowed by the Government. As this is the first year of having an excessive balance, it will not be clawed back. The school does, however, have to provide details and evidence of how they intend to spend the money over the next financial year.    The proposals for capital projects will be discussed under Item 12 of the agenda (Any Other Business). The school is not currently in a position to consider quotes and there may be a need to call for an extraordinary meeting prior to the summer to approve any project quotes, so that works can be carried out during the summer holidays.  *Q: Does the surplus have to be spent on capital projects?*  It can also be spent on supply staff but not permanent contracted staff, as this is not sustainable as is gives the school an ongoing costs.  2021-22 Budget approval  The initial budget for 2021-22 was presented as follows:  **£**  Income 3,898,384.00  Expenditure 4,146,739.00  In Year Deficit (248,354.00)  Balance B/Fwd 2020-21 355,090.00  Current Proposed Carry forward 2021-22 106,736.00  The in year deficit figure is a little skewed due to the amount of revenue the school would like to use for capital projects (£167,000). If this amount is removed, the actual in year deficit is £81,000, which is in line with previous years. The current proposed carry forward figure is money not yet allocated to be spent in year and this needs to be considered, or there could be another excessive balance at the end of the year.  Consideration is currently being given to increasing subject area budgets and increasing continuing professional development (CPD) for middle leaders. Other areas of improvement include the gentleman’s toilets in the Cavendish Building and the reception building.  *Q: Is the SBM comfortable with the proposed carry forward figure of £106,736?*  Yes. There is a need to spend a proportion of the contingency figure to stay under the 8% allowable balance threshold.  It is difficult to predict an accurate budget at this point in the year, as accurate numbers for September’s intake for nursery and reception are not available. There are currently 86 places confirmed for nursery, which is good compared to other local schools. Reception numbers are very low this year, with 74 places currently confirmed.  *Q: Are the low numbers in reception expected for one year only?*  Yes, due to low birth rates for that particular year. Also as a result of COVID-19, many families have made the decision to move to county locations; country based schools are reporting high intakes for next year and city schools reporting low. It is usual to admit pupils in year, although this is unlikely to reach 90. Although this is believed to be a one year issue, this will have an impact on the school budget for 6 years.  *Q: Is it worth spending money on reception to make it more appealing?*  There are plans to redecorate and tidy up the reception areas but a full refurbishment is not currently affordable.  *Q: Will all nursery pupils transfer to Reception next year?*  It is likely that some will be lost to other schools, particularly to the Didsbury free school, as they do not have a nursery provision and they may have siblings that already attend there.  *Q: What is the reason for the increase in SEND funding?*  The SENCOs have worked very hard and have been successful in obtaining additional Education, Health and Care Plans (EHCPs) which attract additional funding. Unfortunately, the funding does not cover the additional support the EHCP students need.  The Resources Committee approved the 2021-22 initial budget.  3 year budget projection  The 3 year budget projections were circulated in advance of the meeting for information.  Again, it is difficult to predict future budgets. The budgets are running with an in year deficit but this is usual.  *Q: It was mentioned at the last meeting that the LA is scrutinising budgets more. Is this still the case?*  Yes. Therefore, the predictions are as accurate as they can be and 3 year trends have been taken into account.  *Q: How are the predictions for after school club made?*  Again, this is on 3 year trends.  *Q: Does the 3 year budget reflect the guidance on pupil premium funding?*  Yes. The pupil funding will change slightly and the times in the year when it is paid are changing. Further details are awaited.  *Q: Why is SEN funding shown as decreasing?*  This is an error. The SBM will change the figures to reflect the correct figures and will circulate this to the committee.  The Resources Committee noted the 3 year budget projections.  Service Level Agreements for 2021-22  The Service Level Agreement (SLA) charges for 2021-22 were circulated in advance of the meeting for information.  The SLA for the Staff Attendance Management System is now included and the system will be rolled out in September. The set up of the system has been time consuming but worthwhile, as the system will provide accurate reporting on staff absence and the new report format will be presented at the next Resources meeting.  Staff will be given their own portal login prior to finishing for the summer break. The system is set up in line with the school’s Attendance Policy.  The SLA for Manchester Teaching School Alliance is also now included and Child in Mind will be included from September.  *Q: Why is Fischer Family Trust (FFT) not included on the SLA list?*  This is included on the preferred suppliers list. This was free for the first year and the school had not paid anything for this yet. The SBM will check the cost for this and if it will be applicable this year.  No issues were raised and the SLA’s for 2021-22 were approved.  Spending over £2,000  The spend over £2,000 for the spring term was circulated in advance of the meeting for information.  The only spend over £2,000 during this period was for NFER Assessments at a cost of £2,436.  *Q: What were these for?*  They are non-statutory assessments for Years 3, 4 and 5.  *Q: Can the impact of COVID-19 be seen in the assessment results?*  Yes.  *Q: What assessments did Year 6 undertake?*  The Year 6 students had access to previous SATs tests and these were undertaken.  Cash flow forecast  The cash flow is in credit up to the end of the financial year. The cash flow is healthy and there are no concerns.  *Q: What is happening with lettings?*  The plan is to re-start lettings in September for three evenings per week. A couple of lettings may be lost, as some users have advised they may continue online rather than in person. It is hoped that the extra-curricular activities can re-start in September.  Preferred Suppliers List  The Preferred Suppliers List for 2021-22, which was circulated in advance of the meeting for information, is presented in the same format as the SLAs.  *Q: Is there a Government website where schools are supposed to check preferred suppliers?*  Yes, but it is not useful as it does not relate to specific areas or areas local to the school. The school uses the Manchester Teaching School Alliance as another way of benchmarking best value.  *Q: What is the school’s process for rolling contracts?*  If a contract is over 3 years, the contracts are re-tendered after that time to ensure best value.  Premises and Health & Safety update  The premises update was noted as follows:  **Annex**: The gable ends have been pointed. Now the walls have dried out after the damp issues, there is some remedial plastering work to carry out & repaint.  **Cavendish Building**: Nothing to report.  **Reception Building:** Four new facia boards have been fitted  **Nursery Buildings**: There are boiler issues. A repair has been done but the school has been advised a new boiler will be needed before the winter. Quotes are being sourced.  **The Rhodes Building:** There has been a roof leak into one of the classrooms. The repair to the roof membrane has been carried out. There is another water damaged floor in a Year 6 classroom and this will be repaired in the summer. There have been issues with the drains again and work to rectify the issues will take place over the summer. Lang O’Rourke has been excellent and are working with the site team to rectify the issues. Lang O’Rourke has also agreed to extend the 10 year warranty. The aco chamber repair in the carpark has been completed.  **Grounds:** The brambles at the back of the school field have been cleared. The boundary wall inspection is due over the summer and a small area of subsidence in the reception wall onto the alley way will be checked. There is no immediate danger as it is very subtle.  *Q: What is an aco chamber?*  They are plastic grids that help with drainage.  *Q: With regard to the issues with the Rhodes building, is this a design issue?*  Yes. A brick built building, rather than a modular building, would have had less issues. There will be ongoing issues and the main concern at the moment is the floor.  *Q: If out of warranty, would the LA pay for repairs or would this be the school’s responsibility?*  The LA would pay for the repairs if the school is still an LA school, as they own the building.  The planned preventative maintenance works for October 2020 to May 2021 were detailed within the report.  Staff update  The staff changes were noted as follows:  2 Teachers remain on maternity leave  2 Teachers have returned from maternity leave  1 Teacher has returned from a long term absence  1 Teacher has retired after over 18 years’ service!  1 TA has started maternity leave  3 TA’s are on long term sickness  The staff absence analysis reports circulated in advance of the meeting were reviewed. The absence levels look high in comparison to other years; however, this includes COVID related absences. Maternity absence is high and therefore, the data is skewed. The new Staff Absence Management system may be able to strip out the maternity absences and COVID related absences to provide a clearer picture.  The SBM agreed to provide a report excluding maternity absences, so governors can see a true picture of sickness absence for the next meeting.  There were no further questions and the Chair thanked the SBM for her report. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Year-end closedown (Period 12 Monitoring) approved * Initial 2021-22 budget approved * Investigate cost of FFT * SLA’s for 2021-22 approved * Provide a sickness absence report excluding maternity absence for the next meeting | Res. Cttee.  Res. Cttee.  SBM  Res. Cttee  SBM |  |

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| **5** | **Schools Financial Value Statement (SFVS)** | | |
| The SBM provided a verbal update on the SFVS.  The deadline for submission, which is usually the 31st March, was extended by the Local Authority to 31st May. The SFVS has been signed off (virtually) and submitted to Manchester City Council | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **6** | **Benchmarking** | | |
| Benchmarking has been deferred and will be presented at the first Resources Committee meeting in the autumn term. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Benchmarking to be an agenda item at the autumn term Resources Committee meeting | Clerk |  |

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| **7** | **Premises and Health & Safety update** | | | |
| This item is included within the SBM’s report. It was agreed that the Premises and Health & Safety update will be included within the SBM’s report in the future and will not be a separate agenda item. | | | | |
|  | | **Actions or decisions** | **Owner** | **Timescale** |
|  | | * Premises and Health & Safety update to be included within the SBM’s report | SBM / Clerk |  |

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| **8** | **Staffing update to include staff absence, including Attendance Management** | | | |
| A staffing update was included in the SBM’s report. | | | | |
|  | | **Actions or decisions** | **Owner** | **Timescale** |
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| **9** | **Pupil Premium Impact Summary** | | |
| The Cavendish Community Primary School Impact Summary - Disadvantaged Learners 2020-2021 was circulated in advance of the meeting for information. The following points were raised or highlighted in discussion.  The impact summary has been reviewed by the Curriculum Committee. The document highlights the pupil premium funding allocations and catch-up funding to March 2021.  The impact will be partly measured by the pupil premium data, which is not yet available. The data will be collated by the end of the term. Other areas will be more difficult to measure, such as mental health and wellbeing. The pupil premium strategy is in place to ensure the school improves outcomes for all children.  Lockdown has had an impact and created larger gaps between pupil premium and non-pupil premium children. How long this impact will be felt for is unknown. The school needs to consider carefully how the funding will be spent to ensure the best possible outcomes for the children.  *Q: Will the school continue using Chrome Books?*  Yes. 90 Chrome Books were leased last year and another 85 were received free of charge from the Department for Education (DfE). The lease ends next year.  The full content of the report was noted. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **10** | **School Development Plan** | | |
| The School Development Plan (SDP) for 2020-21 was circulated in advance of the meeting for information. The following points were raised or highlighted in discussion.  The school continues to work through the SDP; however, many items will be carried over to next year due to lack of capacity.  There is pressure from the DfE to move forward with the curriculum and to support progression in this area, subject leads are being released to focus on the curriculum. There is a need to invest in additional resources and CPD for staff.  In respect of Priority 4 (Brilliant Together), the HT would like to have governors linked to subject areas included within the SDP. This will be discussed further at the governors’ morning to formulate a plan on how this will be done moving forward. Subject links for governors will be included in next year’s SDP.  The full content of the report was noted. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Formulate a plan for subject links for governors and include in next year’s SDP | HT/Chair |  |

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| **11** | **General Data Protection Regulations (GDPR) update** | | |
| A verbal update was provided.  The school is GDPR compliant and appropriate training has taken place. The school now has a Data Protection Officer (DPO) and a Compliance Officer, which has proven to be very useful.  *Q: Have there been any incidents?*  No.  *Q: Is the Compliance Officer working with the school on their action plan?*  Not yet as the pandemic has delayed visits and actions. As long as the school can show they are working towards the actions and re-visits the action plan, this is sufficient. Having a DPO in place and an SLA makes the school compliant, the rest is a work in progress.  *Q: As part of the SLA, will the DPO visit the school to review procedures?*  The DPO has undertaken a GDPR audit and was impressed with the processes and procedures in place. The main issue highlighted was in respect of the grey bins, which should be placed in a locked bin store. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **12** | **Any Other Business** | | |
| Capital Projects (proposed)  Governors were directed to the Analysis of Reserves document in respect of proposed capital projects.  Office Refurbishment  The school is in the process of tendering for works to be carried out on the office and front entrance. The plans for the office reconfiguration were presented. The rationale behind the proposal was highlighted in discussion.  The HT has spoken with staff and undertaken learning walks. During discussions, an issue raised by staff was the shortage of TA/intervention spaces available in the Cavendish Building, as the halls are cluttered, partly as a result of COVID. It is clear that more learning spaces are required and at the moment, this is difficult to provide.  Another concern raised is that the most vulnerable children, or those with the least capacity to concentrate, are quite often having to work in the hall where people are walking through all the time.  In respect of the library, this is currently not fit for purpose as it is too small for the size of the school and its location is a busy traffic area. It needs to be reconfigured to be a whole school library and support easy access to reading resources for all children. We will be creating an additional library space for EYFS & KS1 so increasing capacity  The Deputy Headteacher’s office is detached from the Headteacher, as this is situated in a different part of the building. This would be a perfect space for quite working and would be suitable for the Child in Mind initiative that will start in September.  It is therefore proposed to move the Deputy Headteachers room, and one other room housing two members of staff, to the office. The office will be re-designed to accommodate this.  The plan is to move the PPA room downstairs to upstairs, as the PPA space would be suitable for an EYFS/KS1 library and learning space.  The gentleman’s toilets upstairs require refurbishment. Other learning spaces upstairs will also be reconfigured.  Governors considered the proposed office plan presented.  *Q: What is the timescale for the office works to be completed?*  This would take around 5 weeks and the plan is for the work to be completed during the summer holidays.  *Q: Is the project ambitious enough? Could extra space be added for future growth?*  There is additional space by the entrance doors that could be utilised but costings have not been sought. The extra space could be used as a waiting space and for displaying the children’s and school’s achievements. The SBM agreed to seek costings for including the additional space at the front of the building for consideration.  *Q: Is the additional re-modelling mentioned included in the costing?*  This is separate and the majority of the work could be carried out by site staff and the school budget would be used for this.  Playground  Since joining, the HT has not been satisfied with the playground facilities. The HT spoke with the PTA and they were keen to improve the playground, as this would make a significant difference to the children.  Quotes are being sought to re-surface the whole of the playground and this is achievable with the funds available. The SBM contacted Lancaster Maloney through the Manchester School Alliance, who are architects and surveyors, and they will facilitate the tender process and will select the best 3 quotes to bring to the school for consideration. Lancaster Maloney will act as project managers, as the SBM will not be able to carry out this function due to the size and complexity of the project.  Lancaster Maloney are confident the project can go ahead; however, there are issues at the moment with regard to sourcing materials as a result of Brexit. Therefore, the project may not be able to go ahead in the summer holidays and may need to be deferred until next year. This issue may also affect the office refurbishment project.  *Q: Would the equipment stay in the playground?*  Discussions have been held with the School Council to determine what they like and do not like in the playground. As a result of these discussions, some of the equipment will be replaced.  *Q: Is this included within this budget?*  No. The school received £9,000 last year from Taylor Shaw and £6,000 this year. The money has not yet been spent and has been earmarked for playground equipment.  The Resources Committee approved the proposed capital projects, which will be ratified at the next Governing Body meeting. The full costings of the project will not be available at the time of the Governing Body meeting, and approval of this will be sought via email if required.  Confidential Item  *A discussion of a confidential nature was held. The discussion is recorded in a confidential appendix to these minutes, which is not for release into the public domain.* | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Seek costings for extending reception area as per discussion * Proposed capital projects approved, subject to Governing Body ratification | SBM  Res. Cttee. |  |

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| **Date and time of next meeting:** | **TBC** |