

# Kildwick CE Primary School

## *Striving for Excellence and Promoting Christian Values*

### Minutes from the Resources Committee Meeting on 13<sup>th</sup> February 2017

**Present:**

Tim Whitehead – Headteacher (TW)  
 Molly Barton – Co-opted Governor (MB)  
 Nigel Dickison – Foundation Governor (ND)  
 Michael Richardson – Co-opted Governor (MR)  
 Geraldine Sands – Foundation Governor (GS)

**In attendance:**

Toni Birch – FMS Bursar (TB)  
 Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural	Action
1	<u>Welcome</u> 1. MB took the chair and opened the meeting at 1800, welcoming all present and thanking them for their attendance.	
2	<u>Consideration of absence</u> 1. There were no absences.	
3	<u>To determine whether other urgent business should be considered</u> 1. There was no other urgent business to consider.	
4	<u>Declarations of interests, pecuniary or non-pecuniary.</u> 1. There were no declarations of interests.	
5	<u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</u> 1. Elements of the Staffing Update (item 11) are to be treated as confidential.	
6	<u>Approval of the Minutes of 18<sup>th</sup> October 2017 and matters arising not covered elsewhere.</u> 1. MR proposed and GS seconded that the minutes be approved. 2. Governors unanimously approved the Minutes	
<b>B</b>	<b>Main Business</b>	
7	<u>Budget Monitoring</u> 1. MB welcomed TB to the meeting. 2. Governors considered the two financial reports circulated to the committee – The Budget Monitoring Summary Report for month ended 31 <sup>st</sup> December 2016 and the Detailed Budget Report for month ended 31 <sup>st</sup> December 2016. 3. TW reminded Governors that the comparisons were against the revised forecast figures. 4. Governors noted the key variances in income; £150 from the PTA towards laptops and £420 Music WOP income, £134 towards an Egypt workshop and £8146 from Staff absence Insurance.	

	<ol style="list-style-type: none"> <li>5. Governors noted the key variances in expenditure: £1413 savings due to staff changes, £12558 overspend due to additional supply cover being required, an overspend of £735 on Course fees and Yorkshire Water costs being slightly higher at £126.</li> <li>6. TB briefed Governors that the overspend would impact on the carry/forward to 2017/18</li> <li>7. TB was asked if the c/f would only be £3K and replied that no, it would be closer to £8K.</li> <li>8. TB was asked if the Capital c/f could decrease as repair cost could be reclaimed from this sum. Governors were briefed that this was the case.</li> <li>9. A Governor asked if there was any incentive to make savings against Capital costs.</li> <li>10. TB explained that yes, as "good practice" 10% should be held back to contribute to maintenance and that a proposal for a project can be made to NYCC – if funding for this is granted there is a 3yr window in which to complete.</li> <li>11. Governors asked if that money could be clawed back and were informed that no, it would not be taken back nor allocated to another school.</li> <li>12. TB briefed Governors about the 10% figure – there was no encouragement to exceed this – in the past some schools had built up c/f of 20-30K – were not spending this and potentially depriving other schools of funds.</li> <li>13. TB briefed Governors on other avenues of funding that may be explored including initiatives by Tesco and Asda towards outdoor play equipment.</li> <li>14. Governors were briefed on the changes due in 2018 as to the funding formula that determines the budget figure – 80% of primary schools should benefit, 20% will see a decrease in funding - most secondary schools may lose money. More detail will be known in April – TB to attend a team briefing at the end of February.</li> <li>15. Governors were briefed that whilst funding may increase there were some costs that would rise – and that were outside of the School's control including pay, pension contributions and an Apprenticeship levy – Governors need to be aware when setting future budgets.</li> <li>16. Governors were briefed that the Management Information System and Financial Systems that Schools can buy into are up for renewal.</li> <li>17. A Governor asked if this meant that some were now obsolete or out-of-date. TB briefed that no, this was not the case. NYCC had to support a range of systems – some were more costly than others and it is a good time to review the school's need – those considering academisation may want to change.</li> <li>18. Governors discussed the various options and noted that new systems might seem a good idea but that it would be best to keep what is in use now but to visit other schools to see different systems in operation and understand the positive/negative points before making any decision to change in the future.</li> <li>19. TW was asked about progress with employing a caretaker and Governors were briefed that despite the post being re-advertised twice, there has only been one applicant – today!</li> <li>20. A Governor asked why this might be and was advised that that there are only 5 hours being offered this could limit the interest. Governors asked if the post could be highlighted/advertised in the School Newsletter and Parish Magazine/Village Website – TW and GS to progress</li> <li>21. TW asked Governors to recognise the support given by Jamie Logan recently – Governors asked that a letter of thanks be sent to JL</li> <li>22. TW was asked what area of the budget Governors should be looking at to reduce costs and were advised that the Supply Costs were unsustainable.</li> <li>23. Governors discussed the options around this – recognising that supply cover can be sometimes poor and that is "good cover" is provided there is a desire to keep that person – Governors were briefed as to how supply cover is obtained via an agency and the issues around this.</li> <li>24. Governors discussed the option of employing via a short-term contract as an alternative for cover on long term sick or for maternity leave and agreed that this option should be considered when then occasion next</li> </ol>	<p>TB</p> <p>TW/GS</p> <p>TW</p>
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	<p>arises.</p> <p>25. Governors asked how the Pupil Premium expenditure is broken down and were advised that when the start budget is compiled for 2017/18 this will be detailed (as well as being shown in the PP Strategy Plan).</p> <p>26. TW advised Governors that the Sports Premium Funding will be detailed as of next year too.</p> <p>27. Governors asked if there were any other savings to consider and were advised that this was quite difficult as the budget is quite small and there are (other than supply) no major overspends in any one area – the school compares quite favourably in benchmarking data – continue to look at staff costs.</p>	
8	<p><u>ICT</u></p> <ol style="list-style-type: none"> <li>1. TW updated Governors on the School website – there is still ongoing work but it is nearly ready for launch – TW to send all Governors the link.</li> <li>2. Marvellous Me – an App that enables increased communication between staff and parents has been purchased – funded by the PTA and has had a 96% take up in three weeks.</li> <li>3. Governors were briefed that there would be a need to replace at least 2 staff laptops after Easter.</li> <li>4. Governors asked what was being done about the unsatisfactory Technical Support received from NYCC and asked if TW had been in contact with NYCC – TW to progress via Smart Solutions</li> <li>5. Governors asked if internet access had improved in school and were advised that it has. TW briefed Governors on the recent e-safety week and that a number of policies will be updated as a result of this.</li> <li>6. TW was asked if these would apply to phones and confirmed that yes, they would.</li> <li>7. E-Safety had also been identified as part of the Safeguarding Audit and an e-safety event is planned for parents to which Governors are also invited.</li> </ol>	<p>TW</p> <p>TW</p> <p>TW</p>
9	<p><u>Premises update</u></p> <ol style="list-style-type: none"> <li>1. Governors were briefed on works undertaken and planned including to the EYFS area, the Conditions Survey recently undertaken by Jon Jackson and decorating. Some windows are in need of repair/replacement and whilst central funding is available for some works the school will have to contribute too.</li> <li>2. The planned construction of a shelter/pergola may be subject to planning permission – TW to update Governors on this. The kitchen works are still outstanding and a request to use Capital money to boost the amount available to carry out the works has been declined – money may be diverted to external window decoration.</li> <li>3. The Front Door may be in need of replacement – TW to obtain quotes for new.</li> <li>4. A proposal has been submitted for monies to allow the re-location of the school office – TW to keep Governors informed of progress</li> <li>5.</li> </ol>	<p>TW</p> <p>TW</p> <p>TW</p> <p>TW</p>
10	<p><u>Health and Safety</u></p> <ol style="list-style-type: none"> <li>1. The draft Safeguarding Action plan had been circulated to Governors prior to this meeting following the audit undertaken by GS and TW – e-safety was identified as an area that requires action. The Safeguarding Audit has been submitted to NYCC and the Annual Safeguarding Statement will be presented at the FGB in March.</li> <li>2.</li> </ol>	<p>TW</p>
11	<p><u>Staffing Update</u></p> <ol style="list-style-type: none"> <li>1. Please also refer to the confidential minutes.</li> <li>2. TW briefed Governors that Laura Paxford, the new Class 4 Teacher is settling in well and detailed the responsibilities she has undertaken (School Council, Science co-ordinator and establishing eco/fair-trade groups. Sandra Chapman continues to settle in well. Donna Akrigg will be registering for a June start to her National SENDco qualification – Governors were asked to note that there is a £1500 cost to this that the school is expected to finance.</li> </ol>	

	3. Three members of staff have resigned.	
12	<u>Policy Review</u> 1. There were no policies to review and TW updated the meeting on the progress with publishing a schedule for Policy Review – this to be presented to the FGB on 06/03/17	TW
13	<u>School Financial Value Statement update</u> 1. MB reported that a meeting with TB is due on the 27 <sup>th</sup> February and that the SFVS will be presented at the FGB meeting on 6 <sup>th</sup> March.	
<b>C</b>	<b>Other Business</b>	
14	<u>To deal with any matters agreed for consideration under item 3 above</u> 1. There were no items to consider	
15	<u>Correspondence</u> 1. TW briefed Governors on an award from the Big Lottery Fund - £10K – and detailed the geology project that this would be used to finance. Timings to be confirmed after the Spring B/H. Also noted was the Food For Life Project that the school will participate in.	
16	<u>Date of next meeting</u> <b>1.</b> Governors noted the date of the next Resources Committee meeting – 22 <sup>nd</sup> May 2017 at <b>1915.</b>	

The meeting closed at 1915