

# Townley School and Pre-School

Christchurch, Wisbech, Cambs. PE14 9NA

Email: office@townley.cambs.sch.uk



Tel/Fax: 01354 638229

Headteacher: Mrs Maria-Anne Higgins

## Minutes of the Meeting of the Resources Committee Wednesday 16<sup>th</sup> November 2016 at 16:30

**Present:** Fred Yeulett (Chair), Maria-Anne Higgins (Headteacher), Tony Bradbury, Yvonne Chenery, Will Sutton, Andrew Murray.

**Clerk:** Karen Bird

1 **Apologies:** Were received and accepted from Tina Chisholm, Finance Officer.

2 **Election of Chair** – The current Chair stood down and was re-elected unanimously by the governors present. It was also proposed that due to the current Chair wishing to step down from the Governors at the end of this academic year, a Vice-Chair to shadow this year would be advantageous to the committee. Andy Murray stood for this and was unanimously elected for this post.

**AGREED: The Governors present unanimously agreed to re-elect the current Chair and appoint Andy Murray as Vice Chair.**

3 **Declaration of Interests:** There were no new declarations of interests. It was agreed the clerk to check if we need to record these at each meeting or annually.

**ACTION: Clerk to check as above.**

4 **Minutes of last meetings:** Were agreed and signed by the Chair.

5 **Matters arising:** There were no matters arising from the previous minutes. However the Chair addressed the committee reminding them about confidentiality until any minutes of meetings have been agreed.

6 **Budget 2016/2017:** In the absence of the Finance Officer, the Headteacher addressed the committee. Ray Byford had met with the Finance Office earlier in the month. Points that were brought to the committee attention were:

An apparent overspend in the staff salary to the amount of £5727. This was thought to be due to an error in the tool kit and EPM and Ray Byford are working on the issue. The Chair requested that the committee members be informed of the outcome as soon as it was to hand and not to wait until the next meeting.

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## **ACTION: Committee to be advised of outcome ASAP.**

Building Maintenance shows an over spend of £2033 which is due to the Caretaker carrying out decorating during the summer holidays.

Learning Resources – due to concerns about how much money we spend on paper, a separate budget for paper has been created. It was thought some of this could be down to new resources needed by the new class teacher, also the copying of work has increased as learning objectives now have to be copied and stuck into books.

A question was put to the Head about whether the school was going paperless and if the quality of paper provided value for money. It was stated at present this was not practical and we were using the cheapest paper available from ESPO.

Following a meeting with Ray Byford/SFA, a journal needs to be completed so that the teaching school funding is allocated to the correct budget code. SFA/Finance Officer to complete this before period 10 BCR submittal. This does not affect the overall budget.

Special facilities of £800 are due to Start Active that we have always funded. Pupils pay a minimal £1 a session. It was agreed that this was beneficial to parents who knew for two days they can leave their children at school from 8am.

ICT resources show an under spend due to the new computers not being purchased yet. The Head reported we have had the Wi-Fi devices installed although they still need connecting. The Head also reported that the school would be getting laptops and not as previously discussed the Chromebooks as The ICT Service advised that they were not able to support with the use of Chromebooks yet.

There is an under spend on the Music budget, this is due to the school budgeting for a music teacher, but this is now taught in class with the class teacher. The school invested in a computer program which is proving successful.

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Catering Budget: This is a non-profit item in the budget and is maintained by Ray Byford. The amount is where it normally is at this time in financial year.

Class 1 have not had an interactive white board since the new term. The Governors agreed that this should be replaced as soon as possible.

There is an over spend on the uniform of £1976. The school were aware of subsidising this and it is hoped that once a stocktake has been carried out this amount will be reduced. The Head reported that the uniform had proved popular with the pupils giving them a sense of pride in the school. FOTS had agreed to supply each child with a jumper and book bag for the current year, including new intakes for the current year. The Governors agreed that the parents have an obligation to supply school uniform and it was thought the school should not continue to subsidise this. It was agreed that the supplying of book bags was a good investment as it helped protect the schools property eg: reading books being taken home. It was also hoped that FOTS were going to continue to provide book bags. The head will clarify the above two points with FOTS.

**ACTION: Head to clarify with FOTS about the jumpers and book bags for new intakes this year and also their continuing to supply book bags.**

Building work shows an amount of £3750 which is due DalRod CCTV survey.

Pre-School currently shows an overspend of £2769.94 but this fairly consistent with other years at this time within the financial year. The government is hoping to introduce funding for 30 hours a week, but whether it would be viable for Townley Pre-School wasn't clear at this stage. Although it was noted the high quality of Townley Pre-school children currently joining Reception.

A question was raised as to where we stood with regard to our charges and when were they last reviewed. The Head reported she wasn't aware of any recent increases and as far as she was aware our charges were in the middle of the local band of charges. It was agreed it would be beneficial if we had some idea what similar organisations in the area were charging.

**ACTION: Clerk agreed to research costs from a selection of local pre-schools.**

The overall current position of the budget stood at an underspend of £30k.

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- 7 Emergency Building Repairs** The repair to the burst water pipe was carried out by Brian Best, whom we have used in the past. The final bill was £6884.70, but this was less than expected. The Head pointed out it was over the £5,000 amount she was able to authorize, but as the governors had agreed the repair work was to be carried out as soon as possible and had therefore authorised the work. The work carried out by DalRod had taken longer than needed and had involved some exploratory holes being dug to try and locate the leak. The state of the pipe was in an unrepairable state and was therefore replaced.

A question was raised about collateral damage. The head reported that there was none that she was aware of.

A further question was raised about insurance covering the cost of the building repairs. The Head reported that she had investigated this with the insurance team, however we are only covered if the problem was inside the walls of the school, and then only for investigation work, not repairs.

The head also made the Governors aware that our water bills may not have been accurate, because about five inches of soil was on top of the meter, which would have made reading it difficult. The new meter has not yet been installed by Anglian Water.

- 8 CCS Service Level Agreement:** We have a new service level agreement which comes into effect 1<sup>st</sup> April 2017. The Head reported that it was cheaper than last year as the management fees have been reduced as CCS is a non-profit making organisation. We have a high take up of children having school meals, around the 60% mark and we are no longer a satellite kitchen, all meals are made from scratch in our kitchen and were proving popular with the children. The charge of a meal currently stands at £2.25 and at present CCS have advised this will be reviewed in September 2017, although it was noted we are at the higher end of the price scale when it came to school meals.

The Head asked the Governors if they thought we should put out tender, although as a school we are happy with the service received. The Head also pointed out that should there be any problems with the kitchen being finished in September 2017 when school returns, CCS will have to insure our children are fed.

**Agreed: It was agreed unanimously by Governors present to accept this contact.**

- 9 Dining Hall:** Option 5 will be going out to tender. The Head reported that the new kitchen is bigger than our present one, although it is not going to be situated exactly where we hoped it would be and will encroach on our bin area

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and trim trail. We cannot ask for a bigger car park as this would be rejected by the planners. The Head reported she needed to get clarification of how the bike storage will be accessed by the pupils. The dining hall is within the school boundaries. The CCTV of the drainage Survey was budgeted for at £1000, but due to issues that arose due to the burst water pipe and problems locating underground pipework, and the number of blockages found, the final bill was £3750 which we are able to claim back from the LA.

The Chair asked if the question of recycling water to flush toilets now we would have an increase in roof area had been considered as it was becoming standard in new builds. The Head reported she was not aware of any plans for this. The Chair agreed to contact John Clayton at Cambridge County Council and ask his advice

**Action: Chair to contact John Clayton regarding recycling of water.**

- 10 Staffing:** The Head reported that Helen Chappell, Class 3 teacher has resigned. The vacancy has been advertised. The Head outlined her plans should we not receive any formal applications the consistency and nurturing of the pupils is of paramount importance and therefore she will teach. It was also explained the wish to get specific supply teachers in for targeted intervention for year 6.

The Head brought to the Governors attention, a member of staff who has requested time off during term time. The situation was discussed and thought by allowing a member of staff time off without any exceptional circumstances would be giving out the wrong message to parents and other members of staff. As a rule staff have school holidays off only.

**AGREED: It was therefore agreed unanimously by the Governors present not to authorise this request due to no exceptional circumstances being noted.**

- 11 Terms of Reference:** The Head that due to a typing error on the last Terms of Reference, could they please review the document and agree it can be taken to the next FGB.

**AGREED: The Governors present agreed all was now correct and could be taken to the next FGB**

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- 12 Pupil Premium** – The Head stated that the Standards Committee had reviewed the Pupil Premium (PP). The Head has updated how the money was spent for the previous year. The current year budget needs to be allocated and the Head requested if a Governor would be willing to assist with the task of assessing how best this money could be utilised to help PP children. It was pointed out that this year we only have 6 pupils qualifying for PP and these children between them have a great number of needs to be addressed. The Governors discussed this situation and it was thought the first step look at how PP was spent in academic year 2014/15. There is a Tool Kit and Reports available to assist schools and enable them to maximise the benefit of the funds. Yvonne Chenery agreed to assist the Head in this task.

The Head also showed Governors the latest Sports Grant. A lot of what was on last years has been carried over as was proving extremely beneficial.

**AGREED: Yvonne Chenery and the Head to look at the Tool Kit/ Reports and the children within Townley eligible for PP and how best to utilise this money.**

- 13 SDP Update:** The Current SDP was distributed and will run until Easter. From this date onwards, it will run in conjunction with the Budget. The Head explained that she has combined the Self Evaluation document with the SDP as thought this was more beneficial to the school and Governors understanding.

The report covers the English Lead's action plan; the Head is still waiting for the Maths Lead Plan. The Head intends to continuing adding and updating this current plan.

- 14 Date of Next Meeting:**

Wednesday 8<sup>th</sup> February 2017 @ 4.30pm

Wednesday 3<sup>rd</sup> May 2017 @ 4.30pm

The meeting closed at 6pm.