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Little Paxton School Governing Body

**Minutes for the Resources Committee Meeting
held on Monday 27th January 2020 at 6.30pm**

Present:

Penny Conway	LA Governor	Gemma Manning	Co-opted Governor (late)
Neil Donoghue	Co-opted Governor	Nickie Moore	Head Teacher
Richard Fairbairn	Co-opted Governor	Christopher Muwanguzi	Parent Governor
Tim Gawler	Parent Governor	Austin Willett	Parent Governor

In attendance:

Gemma Pearce	Clerk
Alison Gatward	School Business Manager

1. Apologies for Absence

Apologies received from:

Ellen Barrett	Co-opted Governor
Katie Delgado	Staff Governor
James Purser	Co-opted Governor

2. Declaration of Interests

There were no new interests declared.

3. Minutes of Last Meetings

Minutes were received and approved at the FGB on 02.12.19

4. Actions Update

Actions carried forward from previous Resources Committee

2019/2020 - 026	Governor visits to review operation of the Internal Financial Procedures	JP/RF	Autumn term <i>This Agenda</i>
2019/2020 - 030	Arrange meeting of staff and governors to review the school's vision and values	HT/PC/EB	This meeting was suggested when NM took up post and was to be arranged once she had settled in to the school. It

			was discussed that the teachers are well aware of the school's vision and values and so it was proposed that the HT present these for agreement at the next FGB.
2019/2020 - 049	PP and Sports funding proposals and review of previous plans	HT/SBM	For next RC meeting <i>This Agenda</i>
2019/2020 - 050	Implement ICT provider switch	SBM	Before end of current contract <i>This Agenda</i>
2019/2020 - 051	Update school rents and send to those affected	SBM	ASAP <i>This Agenda</i>
2019/2020 - 052	Arrange H&S meeting for all school users	SBM	Before next RC meeting <i>This Agenda</i>
2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Autumn term <i>This Agenda</i>
2019/2020 - 054	Governor visit to review staff induction process	ND and KD	Autumn term <i>This Agenda</i>
2019/2020 - 055	Update and save all policies agreed in this meeting	Clerk and SBM	Complete
2019/2020 - 056	Draft CCTV policy	SBM	ASAP <i>This Agenda</i>
2019/2020 - 057	Record knowledge from ND on school sites and facilities	SBM/ND	On-going appreciation of Neil's school knowledge but closed as an action

5. Review of BCR and funding statement

(Gemma Manning arrived during this item)

The committee had received the latest BCR and funding statement for review prior to the meeting. It was noted that both were as expected and there were no unexpected issues and nothing of concern. School is following up one outstanding issue regarding PP funding for one pupil. No issues were noted on the cost centre report. The School Finance Adviser regularly reviews these documents and discusses them with the school Finance Manager and Business Manager – he has raised no concerns. JP (finance governor) has reviewed the information and had emailed the Chair of the Committee and the CoG to confirm that he had no comments to make on the finances, apart from the need to continue to be as prudent as possible.

6. Budget scenario planning update

Following the meeting with financial adviser (15 Nov) and update at FGB (2 Dec) it was agreed that some scenario planning regarding the budget carryforward and deficit should be carried out. [QU: Please can the](#)

committee be provided with clarity on the budget timeline in order to confirm the best time to review the scenario planning? The next meeting with the School Finance Adviser is 12 March at 9.30am. The budget build meeting with the School Finance Adviser is April 23rd at 1.30pm. The budget will be brought to full FGB 27th April and is submitted in May. Meeting dates have been scheduled so that we can comply with the required deadlines.

It was noted that most of the budget goes on staff and the proportion used for this is more than most schools. This is because the funding received is based on the number of pupils currently at the school but the aim is to build the size of the school and fill the 2 classes in every year, but the school needs the staff employed to be able to do this.

QU: What scenario planning has been done so far?

The CLT has started to consider staffing structures for next year however this can't be done too early. The SBM has made CLT aware of current staffing contract structure and therefore how this would carry forward in to next year. Once there is a clearer idea of how we, as a school, want to move forward within the constraints of the budget, scenario planning will be more realistic. Last year plans were made early in the year but the number of EYFS children accepting places had been under-estimated which meant early plans had to be remade completely when a lot more children accepted. This highlighted that planning must be timed right to avoid duplication of effort. It was agreed to bring this item back to the RC meeting on 16th March.

7. Internal Financial Procedures

The SBM has updated the Internal Financial Procedures policy following a meeting and discussion with JP and RF during a governor visit last term. It was noted in this meeting that the existing document did not properly reflect the lines of responsibility in school following staff changes in the last 12 months. It was agreed that this is a key document for governors to monitor the management of financial resources. The SBM has also reviewed this alongside the Financial Responsibilities policy to make sure they are consistent (see agenda item 17c). **QU: Do we need both?** SBM agreed that the documents were repetitive. It was noted that neither of statutory documents so only one of these is required. It was agreed to merge these at the next review date.

It was noted that the following corrections should be made: Section 1.4, should change to limited to 2 users; Section 2.8 talks about complying with EU directives, refer to this being whilst they apply; Check all budget holders' surnames are present.

QU: Are budget holders aware of their responsibilities? Yes they are. **QU: How much does the document describe what is happening and how much is it an ideal situation?** The document is almost entirely representative of the current procedures, the only thing that is not fully completed is the asset register but this is an action on SBM plan and it is in hand. It was agreed that there would be a governor visit to look at in action during summer term – CM offered to do this alongside JP. A suitable date will be arranged with the SBM during the Summer Term.

The HT took this opportunity to thank AG for her invaluable input and support since she has been in post as SBM for almost a year. The committee strongly agreed and thanked Alison for all her work.

8. School Financial Value Standard (SVFS)

The SVFS must be submitted annually by the end of the financial year. It must be approved at the next FGB (2 March). It was noted that the format of the SVFS has changed this year. It was also noted that the

document contains two sections, the first must be completed by school and the second by Governors. It was agreed that the SBM and Finance Manger will complete the school section by 14th Feb and that JP, RF and PC will complete the Governor section in a meeting after half term in order to have document complete for review at FGB.

9. IT services

At the previous RC meeting the committee had supported a proposal from the SBM to change the school IT support provider based on a better quote and a better offering.

The SBM reported that since that meeting she has continued discussions with both the current provider and the proposed new provider. During these discussions it became clear that the proposed new provider had never worked with a school in Cambridgeshire, and that several aspects of the school IT is embedded in the Cambridgeshire systems. It became apparent that there could have ended up with a significant mismatch between the school and the LA systems and this would require a significant input of time from the SBM to manage the changeover. During the course of the discussions and further understanding of the job the quotes from the two providers also became more comparable. The preference of the SBM is now to stay with the current provider. She has been meeting with the technical manager of the current provider to look at how IT systems in the school can work smarter eg migrating to the cloud and setting up virtual working. **QU: How long is the contract and would we move if other Cambridgeshire schools did?** The contract is only a year so there is an opportunity to review this regularly if the alternative provider has experience in Cambridgeshire or if the workload of the SBM changes such that she would be able to fully manage the change. The committee supported the decision to remain with the current provider for another year and to review the situation again next year.

The SBM also provided a quote to upgrade computer hardware in school. There is a requirement for school computers to run on Windows 10 and there are 13 laptops and 3 PCs that cannot support this and need to be replaced. The SBM reported that she had carried out a full audit of the school computers to ensure that only the required number of new computers be purchased. The current IT support have run the tendering process and obtained quotes for this. Obtaining the computers and setting them up via the IT support means that any problems in their implementation will be managed by the provider. **QU: How much is in capital budget?** £10k had been allocated to computers and there is £28k in total in the capital budget. **QU: Are there any other expected expenses that will need to come from the capital budget?** Car park lighting (see item 13). **QU: What is the projection on life of new machines?** This is hard to predict but the aim is to procure up to date machines of a good spec that the school will use for as long as they are functioning and supported. Any current machines with Windows 10 will be used and only buying what is needed to replace out-dated hardware. All old computers will be taken away, wiped and disposed of as part of the agreement. **QU: Does that include monitors for PCs?** Yes and they do definitely need replacing. The SBM will work with the IT support to ensure that all machines are set up to run at optimum performance. It was agreed that the hardware upgrade is essential as Windows 7 machines will no longer be supported. The committee supported the purchase of the computers for £12264.51 as outlined in the quote.

10. Proposed Rent increases

At the last RC meeting it was agreed that the SBM should review and, if appropriate, adjust the rents for other users of the school premises. However upon following up with the LA the SBM learned that as the school buildings are owned by the County they are responsible for setting rents. The SBM has met with a representative of the LA and they are taking on the responsibility of putting in place the correct rental

agreements for all school users. It was noted that the LA would likely also take over invoicing however the SBM has been reassured that the income will be reimbursed to the school.

QU: What will the term of the agreements with Swifts be since they never vacate the room? SBM to check.

QU: If we have an issue with a rental agreement or a tenant where do we raise it? SBM to check.

It was noted that SBM should check the lease agreements and the lease amounts prepared. There was some concern that, under this arrangement, school doesn't have control over the rent in order to ensure that it covers the costs incurred to the school by renting it out. However the positive is that invoicing and chasing late payments is taken out of school. The Committee asked for this issue to be raised with the School Finance Adviser at the next meeting.

ND asked to review anything SBM receives since he is the Governor with a special interest in the school premises.

11. Staff update

One new child has been allocated FT EHCP support. This was advertised internally and externally and is now covered.

12. PP and Sports funding proposals and review of previous plans

It was noted in the previous RC meeting that, although a review of the previous year had been completed, the Sports funding plans for the current year lacked sufficient detail. This year's plan has been fully updated and is now also available on the school website. The committee were happy with this information.

13. Premises - Head's update and forecast of work

There is an issue with lighting in the carpark. Currently only the 2 new lamp standards are working. School have been quoted £1016 for new lighting to replace those that are not working. All lights will then be LED with 7-8 years life.

14. Tenders for school catering

The previous RC meeting discussed problems with the current caterer. The SBM has raised the school's concerns with the current caterer and started discussions about terminating the contract early if a new caterer is found. The current contract ends in October 2020. It would cost £3000 to leave the contract at Feb half term and this early release payment would be pro rata through to October. It was noted that the current standard of food has improved since a new temporary cook was brought in by the current company.

The HT and SBM have so far identified one company that they will invite to tender based on sampling of the food and excellent feedback from other schools that use them. The SBM has asked other schools for recommendations and they will identify at least 2 further companies that they would like to invite to tender based on the same research.

It was noted that when the current caterer was employed the GB paid a significant sum to a consultant to manage the appointment. In retrospect it seems they did not add any value to the process since the contract was poor and the quality of the caterer not as expected. It was agreed that this time the appointment would be managed by the SBM. It was noted that any cost in terminating the contract early would be covered by not using an external consultant this time.

The SBM will carry on the tender process and update at next RC meeting.

15. Health & Safety

A recent Health & Safety meeting was held but was poorly attended by other users of school. There was nothing discussed that needed discussing by the GB.

16. Governor Visits to School

a. Staff induction – ND & KD

ND has prepared the format of the visit and contacted some of the new staff who are happy to discuss their induction. He will arrange a date for the visit with KD.

b. TA deployment – EB & RF

This visit is linked to objective 4 of the School Development Plan so this will be used as the basis of the visit. RF and EB to confirm date for the visit with NM and RJ.

c. Internal Financial Procedures – JP & CM

This visit will be arranged in the Summer Term to look at implementation of the Internal Financial Procedures discussed in item 7 of this meeting.

17. Review of policies and related documents - the following are all scheduled for review

a. DBS Ex-offenders Policy –

Approved, change review date to 2023 in line with 3 year cycle for other policies.

b. Premises Management Policy –

It was noted that school are not required to have this policy but are required to have information on how to manage the premises management issues covered in the policy. The Key has a model policy. It was agreed to use this model policy.

It was discussed that the school Site Manager liaises with the LA on many of the issues highlighted in the policy. It was also noted that the school currently outsources the overseeing of Premises Management. The SBM plans to review the agreement that is in place to ensure the best value is being achieved. It was agreed that the SBM would provide an update on the Premises Management arrangements at the next meeting.

c. Financial Responsibilities –

Approved as is but at next review merge with the Internal Financial Procedures policy.

d. CCTV Policy –

This is a new policy, taken from a model policy. It was noted that the policy states that CCTV is not 'routinely used for covert monitoring'. Although it is unlikely it would ever be used for such the policy should include a paragraph on compliance with the necessary legislation should covert monitoring be used. TG to supply this to AG. It was noted that information on the storage of data that this should be changed to state that data will be stored 'up to a maximum of 3 months'. The committee requested that on the form at the end of the policy it should be made clear it is a subject access request and to reword the start of the form to '...required before the school can consider providing copies of...' since images cannot always be made available. SBM to update with above and then approved.

18. AOB

There was no other business to discuss.

The meeting closed at 7.55pm

Actions carried forward from previous Resources Committee

2019/2020 - 030	Arrange meeting of governors to review the school's vision and values	HT/PC/EB	Next FGB
2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Spring term
2019/2020 - 054	Governor visit to review staff induction process	ND and KD	Spring term

New actions arising from this meeting

Resources	Action	Who	When
2019/2020 - 076	Complete budget scenario planning	SBM and CLT	Next RC meeting
2019/2020 - 077	Complete and save Internal Financial Procedures document	SBM and Clerk	ASAP
2019/2020 - 078	Governor visit to review Internal Financial Procedures	JP and CM	Summer term
2019/2020 - 079	Merge Internal Financial Procedures and Financial Responsibilities policies	SBM	Next review date
2019/2020 - 080	Complete SVFS	SBM, RF, JP, PC	Next FGB
2019/2020 - 081	Review lease agreement documents from LA	SBM, ND	When received
2019/2020 - 082	Continue tender process for school caterer	SBM	Update next RC meeting
2019/2020 - 083	Finalise and save policies from this agenda	SBM and Clerk	ASAP