

Heathwood Lower School
Minutes of the Management and Resources Committee Meeting
Held on Wednesday 5 February 2020 at 7:10pm

In attendance:	Susanne Dove (SD)	Head Teacher
	Paula Bangs (PB)	Co-opted Governor
	Rose Gunter (RG)	C-opted Governor
	Jonathan Young (JY)	Parent Governor
	Sue Wilkins (SW)	Office Manager
	Hayley Fitch (HF)	Co-opted Governor (Committee Chair)
	Sarah Sandiford	Clerk

No	Item	Action
1.0	Welcome and Apologies for Absence HF welcomed everyone to the meeting. No apologies for absence had been received.	
2.0	Declaration of personal or pecuniary interest on any agenda item None received for the meeting.	
3.0	Minutes of the meeting held on 13 November 2019 to be agreed SD/HF advised that the minutes were not yet ready to be signed. It was agreed that SD/HF would review the minutes further and for them to be signed at the following meeting.	SD/HF
4.0	Matters arising from the previous minutes N/A	
5.0	Safeguarding An audit had been completed and there were some action points to review further in June.	
6.0	Schools for the Future RG and ED had attended the latest meeting. Consultation was now underway for the Fulbrook cluster but there appeared to be a lack of clarity/agreement within the Leighton-Linslade schools cluster. LC2 Headteachers were understood to be writing to Central Bedfordshire Council. Central Bedfordshire results data showed lower than average pupil progress and this was understood to be a major driver for the potential move to a two tier system.	
7.0	SEND Update The school continued to fight for sufficient funding to main provision and concerns were raised about irregularities in the system. Some early interventions were being put in place, such a toolkit for speech & language.	
8.0	Pupil Premium Grant	

Signed as a true and accurate record

Chair:

Date:

Prepared by Sarah Sandiford, Clerk to the Governing Body

	Lateness and non attendance statistics were problematic, with a small number of children affecting the school's overall data. The school had spoken with parents and with the Education Welfare Officer.	
9.0	Sports Premium Grant A number of matters relating to sports were discussed. Beyond the SPG, it was clarified that the school was now being charged per child for swimming lessons and a verbal update was given on the Tesco grant funding.	
10.0	Fire and Security Contracts Two contract changes (within the Head's authorisation limit) were advised for information. A change in fire provider would realise a slight cost saving and appeared to offer good customer service. The school was also looking to change the security contract. It was suggested that landline/mobile response be retained this year but possibly move to mobile only next year.	
11.0	IT Contract The contract was due for renewal in April. Five providers had been approached with a specification. Three responses had been received which included the current provider. Detailed information would be brought to the FGB meeting in March.	SW
12.0	Schools Financial Value Standard (SFVS) The report was tabled at the meeting for approval. The format had changed and was more straightforward, with a more financial focus. It was clarified that HF saw budget monitoring monthly. Forecasting was difficult in view of the uncertainty about the future. The dashboard indicated a teacher contact ratiom, this was not as low as it appeared. Agreed: to approve the Schools Financial Value Standard report for HF to sign on behalf of the Board.	
13.0	Benchmarking report The Department for Education Benchmarking Report Card for 2018-19 was tabled at the meeting and reviewed. It was noted that the percentage of expenditure on teaching staff was lower than comparable schools but higher for support staff. The ICT cost appeared high due to the purchase of laptops. "Other" costs included premises, catering, ICT, learning resources, cleaning. The committee thanked HF for her work on the report.	
14.0	Virements A document was tabled at the meeting for approval. Budget allocations had been reviewed in line with the Consistent Financial Reporting Framework 2018-19 and a number of changes were suggested so that items were reported most appropriately. There was no change in the budgets, just the header title.	

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	<p>Agreed: to approve the proposed virements list, for SD and HF to sign.</p> <p>The Committee went on to discuss the budget and outturn. An update was given on two outstanding debts. Funding had come in late from the local authority and was being spent on equipment rather than ongoing costs. Income was running at 117%, partly due to increased lettings. It was suggested that letting charges be reviewed. Catering costs had been reduced following procurement changes. Preschool income was ahead of forecast with only a few free spots currently available. Applications for September 2020 indicated all places would be filled for the new intake. Verbal updates were given on costs for premises staff, other staff costs, training, repairs & maintenance, ICT learning resources and learning resources.</p>	
15.0	<p>Staff training</p> <p>Training undertaken or scheduled included Ofsted SEND, Ofsted, Early Help, PREVENT, Safeguarding “train the trainer” (so that other training could be done in-house) and SEND training. A member of support staff had enrolled on an apprenticeship and training on the SFVS was also due to take place.</p>	
16.0	<p>Governor responsibility reports</p> <p>JY gave an update on health and safety including outside lighting, a new railing on the walkway to the field and issues with the locks on the girls’ outside toilets.</p>	
17.0	<p>AOB</p> <p>SW gave an update about the financial year end closure process, following attendance at a CBC training seminar the previous week. SW raised concerns about the proposed changes and stated a preference to finish at period 12 as usual.</p> <p>Agreed: for the governors to support a letter from SW to Central Bedfordshire Council regarding the financial year end process.</p> <p>SW gave a brief update on the AWPU (age weighted pupil unit) expected funding.</p> <p>The Disaster Recovery Policy would be brought to the FGB meeting.</p> <p>It was agreed to change the date of the FGB meeting from 11 March to 12 March at 7pm.</p>	
18.0	<p>Close of meeting</p> <p>The meeting closed at 8:57pm.</p>	

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