

**Minutes of the Management & Resources Committee**  
**Wednesday 16 May 2018**

**Present:**, Susanne Dove (Head Teacher) Paula Bangs, Rose Gunter, Rachel Lambert Forsyth, Mike Chappell, Elleesa Rushby (Minutes)

<b>SD 100%</b>	<b>RG 100%</b>	<b>MC 50%</b>
<b>PB 100%</b>	<b>JY 100%</b>	<b>RLF 100%</b>

**1. Apologies and Declaration of Interest**

**Apologies:** Jonathan Young. In his absence the meeting was chaired by the VC Mike Chappell.

There were no new declarations of interest.

**2. Minutes from previous meeting**

The minutes of the last meeting were agreed as a true and accurate record of the meeting.

**3. Budget – 2017/2018 Close and agree 2018/2019  
Catering Data if provided**

The HT distributed the 2018/2019 budget and commentary to the committee. She explained that at the last meeting she had not been made aware of the SEND/LP income which made the figures appear that they were 100K adrift. However, the School will receive 42K EHC and 56K LP.

The HT explained that the LP used to get 80K + £1,100 per pupil but this was balanced by a reduction of 3.5K per pupil in AWPU. This has now changed and the School is funded 8K per pupil. There are currently 7 LP pupils. The 8K funding is the lowest banding of funding as LP needs are deemed less serious than other health/behavioural needs. In practice, pupils often have multiple needs but their LP requirements are the ones that the LA finds most notable.

*Q: Should the LP pupils be on a higher band?*

A: This is a standard amount as LP needs are not recognised as complex, but some pupils have other, more complex needs. Under the new funding we do retain the AWPU per pupil. I am not sure if the School will be better off. There are 5 pupils in Y3 and when they leave, that money will be lost.

*Q: Are we managing?*

A: Yes, as you can see from the budgets, but when 5 pupils leave, a substantial amount of funding will be taken away from the School as a whole.

*Q: How do parents find out about the LP? Do we promote it?*

A: It is on the website and also because of its reputation, it is promoted by word of mouth. Some other local HTs also promote it. We are also recommended by Health

Visitors and Speech and Language Therapists, particularly now that Larkrise has closed.

8K is often far less than the pupil needs. Their primary needs may actually be autism, for example and on a straight forward EHC plan, they will get more funding that will provide 1-1, so by going the LP route, they are unable to have 1-1 in the classroom.

The CoG felt that parents needed more information about what the LP does. She was glad that the School appeared to be better off but felt that this needed to be monitored.

*Q: What is the Apprentice Levy?*

A: The LA pass on this levy to all schools, to help fund apprentice training. We do have an apprentice, currently.

The HT asked governors to note that the carry forward was £10,997 (1%) She liked to have a carry forward of 3% and predicted that the carry forward for 2019-2020 would be even less. She hoped that there would be some surpluses in the various budget lines which would be unspent but that funding the School in the coming year would be challenging.

The HT explained that she had budgeted 3K for fencing following a complaint from a neighbour. £10K would be spent on another trolley of laptops. It was also necessary to fund new lino in the kitchen/dining room table cupboard and flooring in the hall. The current flooring was a H & S risk. The tiles in the Site Managers Office and Photocopy Room are also to be replaced.

*Q: Are we happy with the work/value of the Ground Maintenance?*

A: Yes, if they have had to cancel an appointment, they do make up for it and their work is noticeably good.

The HT has explored costs for tree carving and it is estimated to be about £1,800.

The last resignation date for the year has not yet been reached, so it is difficult to predict all staffing for the next academic year.

*Q: Are numbers quite low IN Pre-school? If so, why is this?*

A: Numbers are low across the town, due to it being a low birth rate year. The HT recommends to all parents who want to send their child to the School to put it as their first choice, regardless of catchment, and this has worked. There are only 3 spaces in YR for September. Locally, only 3 schools are full.

*Q: Any update on sourcing new email and broadband?*

A: A lot of schools have chosen E2BN and Schools Direct, but they are reporting that the broadband is really slow. The HT is investigating further. MC mentioned that he has fibre optic broadband at home for £30 pm and will also be getting another quote.

**The Committee agreed that the 2018-2019 budget should be recommended to the FGB.**

**4. GDPR**

The Office Manager has been working very hard to ensure that the School is compliant. A Privacy notice is now on the website. The wording for this was provided by the LA. The Office Manager attended the SLT meeting and had issued a memo to all staff, giving them an 'Idiots' Guide.'

*Q: How do we tell parents about the new policy?*

A: All parents will receive a copy of it.

RLF to send some wording to accompany the policy.

RLF

Some discussion has taken place about the role of Data Protection Officer. School are advised that this should not be the HT and as a discreet role, funding it would be unaffordable. The representative from the LA will not be taking up this role but will audit.

**5. Safeguarding**

CoG to meet with the HT.

GDPR to be added to annual audit when we are compliant.

CoG/HT  
Clerk**6. SEND**

This has already been discussed.

**7. PPG/SPG**

SPG funding has risen to £17,200 pa. This is paid in 7/12 and 5/12 instalments. The HT has found out that this money can be carried forward. Last year's money was easily spent and a report on this and the value to pupils is on the website. The HT is looking for ideas to enhance playtime and so far, pupils have requested chalk boards. The HT is considering waterplay as pupils will benefit from exploring dams, pumps and pipes as well as having fun. The Trim Trail has been repaired. The HT emphasised that the money cannot be used to fund swimming and has to be sustainable, should the grant money be discontinued in the future.

*Q: Can we use the money to improve the field?*

A: Are you thinking of astroturf for a running track? The HT has seen educational fit-bits which will help pupils stay fit and help them to look at data.

*Q: Do we need Sports Day equipment?*

A: All the equipment is fine at the moment.

**8. Staffing**

There have been two resignations:

- Mrs Minney who offers 1-1 support and social skills/nurture groups. Mrs Minney may come back as a volunteer on trips in the future.
- Mrs Hiles, Office Manager. Mrs Hiles is retiring. She has given three months' notice. A job description has been finalised and her role will be advertised by the end of the week. The HT plans to take Jackie out of class commitments and locate her in the office with more jobs.

Logistically, it will be better to re-locate the Office Manager to a quieter area of the Office. Ideally the new Office Manager would be someone with a school office background. The HT is happy to be flexible about hours and conditions to attract the right person. Mrs Hiles will do a handover and some work in September. Governors wanted to show their appreciation for all her hard work by taking her out. Further discussion is needed about this as Mrs Hiles is very modest.

- A cleaner has resigned and been replaced, starting on Monday. In the interim, the Site Agent has covered the cleaning.

#### **9. Responsibility Reports**

HF will be carrying out bench marking when her family circumstances allow. **HF**

#### **10. Policies**

There were no policies to review.

#### **11. Building Fabric and Maintenance**

As JY was absent, checking the logs will be deferred and the matter will be reported on at the FGB in July. **JY**

Nettles have been allowed to grow to ensure that pupils do not enter a part of the field. A pupil had a reportable accident when they landed on a concrete base left over from a demolished structure. The pupil was sent to A&E and is fine. The HT may remove the base. **HT**

#### **12. AOB**

A governor reported that children in her family felt that school meals were no longer as good as they had been and that the vegetables just sit in water. HT to investigate. **HT**

Admissions Criteria

The HT had circulated the new criteria and asked for governor views. Governors felt that siblings should come before proximity to the school.

#### **13. Confidential Personnel**

There were no matters to discuss.

#### **Dates of future meetings**

04.07.2018 FGB

If governors are unable to attend or know that they will be late, please email the clerk. **All to note**

**Signed**

**Date**