

**Minutes of the Management & Resources Committee  
Wednesday 30 January 2019.**

**Present:**, Susanne Dove (Head Teacher) Hayley Fitch, Paula Bangs, Rose Gunter, Jonathan Young, Rachel Lambert Forsyth, Elleesa Rushby (Minutes)

**Attendance**

<b>SD 100%</b>	<b>RG 100%</b>	<b>MC 87%</b>
<b>PB 100%</b>	<b>JY 100%</b>	<b>HF 100%</b>

**1. Apologies and Declaration of Interest**

**Apologies:** Mike Chappell. Rachel Lambert Forsyth stayed for the meeting.

**2. Minutes from previous meeting**

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

**3. Budget outturn - relaunch of school lunches**

Benchmarking and SPG financial reports are now on google drive. When the kitchen finances are up to date, the CoC will report on them.

**CoC**

A meeting has taken place with the Kitchen Manager and all stock purchasing and dinner money is now being dealt with by the Office to ensure segregation of duties. The two roles are further split in the office.

A spreadsheet showing a daily record of money and lunches for each has now been set up to allow for a tighter control of finances and forecasting.

The CoC commented that this had enabled her to spot outstanding debts. A card machine is being purchased for the Office and this will save having large amounts of cash on the premises.

A Kitchen stock take took place on INSET day and this will enable the School to cut down on stock. This will be reviewed after half term. The spreadsheet enables the School to see the real daily cost of meals. Staff lunches are free if taken in the hall supervising children, but will count against stock.

The HT has asked some Y3/Y4 parents why they do not use school meals and the answer has been about the cost. This data will be very useful to counter this, especially as it is evident that some families do struggle financially with providing pack up lunches. A letter has been sent out by the Office emphasising the quality supplies used in school meals. Parent lunches also help to boost funds.

The HT thanked the CoC for providing such a huge advance in auditable data.

The CoC noted that finances are close to Year end and she will be planning for next year's budget.

### **Solar Panels**

The committee has been provided with the EVO figures for review and they need to be validated to enable the School to provide its own. The Office has tried to find electricity bills but the records are incomplete. 6 years ago, solar panels were installed and there are concerns about the APR charged. This year we have a net position of £1.4k. but with most of the real savings to be made in the last 5 years over a 20 year period. The provider to be approached to provide a copy of the contract for review by HT/Grace.

#### **4. SEND**

Carry forward

#### **5. PPG/SPG – PPG expenditure report**

A report on PPG expenditure was circulated to the committee for review.

*Q: Does inviting late/absent pupils to Breakfast club help with attendance?*

A: For the families we have asked, so far this has not been successful.

*Q: Are many PPGs featuring as lates?*

A: Yes, and there are a lot of lates, but not late after register. It is roughly a 50/50 split. If a pupil arrives after the register, they are asked to sign in via the Office. Some parents can be very rude about this.

Attendance letters have been sent to families with less than 90% attendance. School fines may be increased to 1K per parent, per child.

#### **6. Staffing-training**

The HT has employed an MDSA and two EY practitioners on a casual basis. Pre-school is almost at capacity and it is helpful to have flexible cover as the ratio of carers differs for two and three year olds.

By taking children from age 2.5 years, this ensures a spread of leavers to YR so that the Pre-school is not starting from scratch each time.

Jackie Aspinall has attended EVOLVE training.

Sue Wilkins has been working on reducing debt to the School, Year End Safer Recruitment training has taken place.

The Clerk has attended the termly Clerk Briefing.

The HT has refused to sign the new LP agreement with the LA. New line scales are changing and this will mean that staff will move to a new scale

which will raise pay costs for the School.

## **7. Responsibility Reports**

As MC had given apologies, the Contracts Review will be carried forward.

## **8. Policies**

The Fire Risk Assessment was signed off by the CoC

The Commercial Bad Debt Policy will now be dealt with by M&R where debts are up to and including £1000.

The Parent Bad Debt Policy for debts will now be dealt with by M&R for debts up to and including £100.

The new school meals reporting will contribute to the overall debt picture for families but it would be useful for a single debt record. Office Manager HT to work on this.

## **9. Building Fabric and Maintenance/Health & Safety**

JY reported that the Site Agent will be working 1 day in half-term.

There are issues with the Rainbow Room toilet. HT to ensure that Site Agent repairs the toilet tomorrow. HT

An LA building/condition survey has taken place and highlighted concerns about the front drive. Also there are no fire breaks above doors in the corridor to the staff room and the HT is finding it difficult to source a contractor. Work for the outside lighting has been re-measured. HT

Finger-guards are on order.

The Office Manager and HT have conducted the Site Agent's PM and the OM will go through outstanding jobs termly.

Water temperature in the Rainbow Room and Pre-School remain an issue and will be investigated.

Bins and skip work has been carried out today.

The School council discussed swapping over the boys and girls toilets.

## **10. AOB**

There were no AOBs

## **11. Personnel**

There were no matters.

## **Dates of future meetings**

Wednesday 20 March FGB

Wednesday 15 May Comms/Budget FGB

Wednesday 10 July FGB

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

**Signed**

**Date**

I agree that the minutes of the above M&R meeting are a true and accurate record

The Meeting ended at 9.05pm

Susanne Dove	x
Paula Bangs	x
Hayley Fitch	x
Rose Gunter	x
Mike Chappell	
Jonathan Young	x