

**Minutes of the Management & Resources Committee
Wednesday 21 November 2018**

Present:, Susanne Dove (Head Teacher) Hayley Fitch, Paula Bangs, Rose Gunter, Mike Chappell, Jonathan Young, Elleesa Rushby (Minutes)

Attendance

SD 100%	RG 100%	MC 100%
PB 100%	JY 100%	HF 100%

1. Apologies and Declaration of Interest

Apologies: All governors were present

2. Minutes from previous meeting

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

Terms of Reference

The committee had reviewed the ToR and decided that they were fit for purpose. It was noted that in the ToR, the committee should carry out an annual review of commercial contracts as a means of ensuring best value. In future this will take place at the September FGB, but will for 2018, take place at the December FBG. HT to provide a spreadsheet in advance of the meeting.

Clerk/HT/MC/JY

The School office is due an audit.

3. Election of Chair & Vice Chair

HF nominated by JY and was seconded by RG for the role of Committee Chair

JY nominated by HT and was seconded by MC for the role of Vice Committee Chair.

Both posts will run for the remainder of the current academic year.

5. Budget outturn

The Outturn was distributed and read, awaiting comments. The CoC noted that despite some TAs leaving and the new Office Manager joining, there will still be a deficit as she cannot find further savings.

Q: SPG? Do we still have some earmarked for the all weather track as Leighton Buzzard Lions have been approached for funding and they would like to know about other money raised?

A: Yes, money has been ringfenced.

The HT has met with the new School Improvement Advisor who asked what she needed most for the School. The HT asked for more SEND funding. Four weeks after the meeting, he has not come back to her on this.

The HT signed off the budget forecast and it will be sent to the LA

Q: What is the SPG money paying for?

A: Leighton Linslade Sports Partnership, Future Game and Luke. This leaves several hundreds of pounds for the playground and for checking PE equipment. Luke's coaching enables the upskilling of staff in case the grant is withdrawn. All SPG expenditure has to be sustainable. However, the grant has now doubled.

HF to upload the 2017 SPG expenditure for the website.

Q: Could we buy a minibus?

A: Sadly we wouldn't be able to afford it if the funding stopped.

Benchmarking

Change responsibilities on agenda so it ties with previous years data.

HT

The CoC had carried out a benchmarking exercise which was distributed to the committee. She pointed out that for Heathwood, educational support staff costs are always high, (£1,179 per pupil) reflecting the high SEND numbers. The comparison schools were all in Leighton Buzzard but this was not LC2. LC2 would have included a couple of small village schools.

It has been reported in the news that schools receive 4K per pupil, but for Central Bedfordshire, it is much lower at 3K.

All other benchmarking criteria shows Heathwood to be in the middle of the range.

When the benchmarking has been uploaded to the shared drive, any questions from governors can be put to CoC.

CoC/All

6. SEND

The CoC will carry out a scrutiny exercise of SEND funding.

CoC

The HT reported that SEND funding is in a slightly better place as several pupils have moved up. An out of county LP pupil had returned to local schooling as they had made a huge improvement and another pupil left the area at the end of last year.

7. SPG/PPG

Action plan reviews of SPG/PPG are due on the website in April.

A review of the Breakfast club had taken place, looking at capacity. 60 children and staffing could generate 1K per month. There are currently Friday vacancies which will be advertised in the newsletter. CoC to upload review. **CoC/HT**

8. Staffing/Training

The School pays into Central Bedfordshire PSG which gives a blanket price for training. However, training needs to be linked to the SDP.

Q: Are there any staff asking for training?

A: No, this is discussed at target setting.

Governor training is available and can be accessed by following this link.

http://www.centralbedfordshire.gov.uk/Images/governor-training-programme-2018-2019-final-v2_tcm3-29732.pdf

This is F2F training and as the School pays a subscription cost, it is well worth using. Please inform the Clerk of any training attended so that this can be noted. **All**

9. Responsibilities

Building/Maintenance and H&S

JY/CoG have met with the Site Agent. JY has made notes of the meeting but gave a verbal report to the committee.

Pre-school sensor is no longer triggering
Y4 water pipe needs balancing as water not circulating properly.
Emergency lighting gateway has been set up.
Boilers serviced

A quote for the mixer in the Ladies Toilets is being sourced.
The problems with the front gate have been referred to the LA. They are under warranty for re-alignment but they are quite old and the foundations may be incorrect.

Front carpark lighting – Pricing for LEDs to be sourced.

The LA are coming to do a building survey.

The Site agent to speak to the HT about Fire Alarm practice.

JY has told the Site Agent that for H&S reasons, the Site Agent must inspect outside step ladders. **HT/JY**

The finger guard checks are out of date **HT**

A water check has taken place. 40 degrees was recorded in the Rainbow room and JY saw steam from the tap but he will do another check for consistency. **HT**

The Site Agent to steam clean toilet walls and floors half termly.

The new feet for chairs have been fixed **JY**

The Rainbow Room toilet has been walked on and is now leaking
The Site Agent has been reminded to fill the soap dispensers as routine. **HT**
Y2 outside door mechanism is still not working.

The Site Agent asked if he could build something to cover the sandpit but
JY has stressed that there are other priorities and the sandpit can be
covered by tarpaulin.

The Site Agent has suggested taking swapping the hinges on a door that is
sticking as it may have dropped slightly. JY has asked him to sand the door
to resolve the issue.

The shed was removed from the field last week.

HT to check that there is an extra key for the bins.

No external work will be carried out over the Christmas holidays apart
from the lighting which was only started today.

HT

The Office Manager and the HT are continuing to review the work
logs/books and highlighting outstanding matters.

Catering

PUBLIC: The committee will convene a working party to meet with the **RG/CoG/HT**
Kitchen Manager to discuss admin duties and review costs and ordering to
comply with audit standards. Now that JA is working in the Office, much
of the admin can be done by her. CoC to submit bullet points about audit
areas. **CoC**

All updated areas of responsibilities to be amended via google docs. **HT**

- Commercial contracts MC
- Benchmarking HF

It may be possible for the CoC to train Michelle and for governors to **CoC**
review the findings.

HT Pay Review

The Pay committee has met to review the HT's pay. This has been
minuted separately. The M&R committee agreed the Pay Committee's
recommendations.

10. **Policies**

Lettings

The following policies have been reviewed, agreed and have been
published on the website.

- Charging and Remission
- Virement
- Bad Debt – change to £50 and 28 days **HT**
- Privacy Notices GDPR

11. Buildings, Fabric and Maintenance

This matter had already been discussed.

12. AOB

There were no AOBs

13. Personnel

There were no matters.

Dates of future meetings

Wednesday 12 December FGB

Wednesday 30 January Comms

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

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