

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF MONKSDOWN PRIMARY SCHOOL HELD ON THURSDAY 5th OCTOBER 2023 AT 9.15am AT THE SCHOOL

PRESENT

Martin Reynolds – (Chair) Co-Opted Governor
Josh Cliff – (Vice Chair) Co-Opted Governor
Jacquie Price – Headteacher
Gill Stewart – Deputy Headteacher
Michelle McKeown – Parent Governor
Maya Diab – Parent Governor
Joanne Needham – Co-Opted Governor
Sequoia Chapman – LA Representative

Also Present

George Allen – Clerk

23/R01 WELCOME/INTRODUCTIONS

Action

The Chair welcomed all attendees to the meeting. All attendees introduced themselves and new governor Sequoia Chapman was warmly welcomed to her first meeting of the Committee.

The Headteacher distributed copies of the School Governors Handbook 2023/24. It contains a wide range of information including plans, policies, school dates and staff responsibilities, as well as curriculum developments and the school priorities for all years including the Nursery.

23/R02 APOLOGIES FOR ABSENCE

Apologies were accepted from Mathew Douglas.

23/R03 HEALTH AND SAFETY UPDATE

The Headteacher presented the Health and Safety Update. Arising:

- The full Health and Safety Audit will be taking place at the school in November 2023.
- The Audit will involve much detailed paperwork and effective plans are in place.
- All school Health and Safety areas and aspects are regularly check and updated.
- A Fire Drill was undertaken this week and classrooms, and all areas were vacated within a couple of minutes. The Fire Drill was successfully completed.
- Governors will be informed of the outcome of the Health and Safety Audit.

HT

22/R03 FINANCE AND BUDGET UPDATE

Copies of the Budget Monitoring Report were circulated for the information of school governors. The School Business Manager, Jo Needham, presented the report. Arising:

- I. Budget Report – October 2023.
 - At halfway point in the financial year, most large forms of expense have been incurred. This includes books, stationery, equipment, and other itemised resources.
 - Despite funding challenges, the figures reflect stability within the budget for this year.
 - Each 2023/24 budget line was included in the report circulated to Committee members.
 - The circulated Budget Report included RAG rated school budget lines for this year.
 - Most budget lines were rated Amber or Green. There are three RED lines including:

- a) Agency Supply Staff – Due to staff absences this budget line of £ is expected to require additional expenditure this year. Because of the timing of absences, it has not been possible to apply for teacher insurance claims.

Question. Has it been possible to claim insurance for any of the absentee teachers?

Response. The absences are pre-2023 and/or Covid related, and it is not possible to claim. Long-term staff absence has a detrimental impact on budgets. Gill Stewart confirmed that Attendance Management policies are fully adhered and applied at the school.

- b) Buildings and Maintenance. The budget of £ is expected to achieve its budget forecast before the end of the year. The Learning Mentor room, critical school fencing, classroom refurbishment and purchase of equipment are funded from the budget.
- c) Various forms of building upgrades and refurbishments have occurred at the school over the recent past and this has positively improved the school site and environment.

Question. Are there other sources of income that can be used to support the building works?

Response. The Headteacher stated that school has DFC funds available, and it is possible to use these resources to support buildings and maintenance costs. DFC will support refurbishment of three classrooms and other plans include for two new classrooms to be built at the school. DFC funds are currently being used to purchase IT resources and equipment.

Sequoia Chapman agreed to forward to the Headteacher details concerning IT equipment at Cobalt Housing that are not in current use and are available to the school.

- II. The Consultancies/Service Agreement budget line has exceeded its budget.
- III. Overall, the budget is healthy and is being effectively managed. Staff costs are within budget and gas, electricity, and water charges expenditure are within forecasts.

At this point Committee members discussed the potential for the use of solar energy. It was maintained that solar energy was not only environmentally friendly but also cost-effective. Governors agreed to continue to explore the long-term use of solar energy at the school.

- IV. The Finance Audit of the school will take place on 21st February 2023. The school has not received an Audit for the past twelve years. Financial management and budgetary control systems and all financial procedures and processes are robust.

Governors noted the Finance and Budget Report and thanked Jo Needham for her reports.

23/R04 BUILDING UPDATE

Building developments had been discussed during the previous item on this agenda and will also be covered at the next meeting of the Governing Board.

23/R05 PUPIL PREMIUM UPDATE

The Headteacher distributed copies of the Pupil Premium Report for 2022/23 to governors. It states that the aim is to close the attainment gap between PP children and non-PP children. It includes contextualised data by Year Group and the following Key Areas for Improvement:

- To closely monitor the progress and attainment of Pupil Premium children.
- To ensure appropriate PP interventions are in place and to measure its impacts.
- To monitor contextualised groups of PP children, PP/SEND and PP/EA.

Question. What has been the additional take up of Free School Meals so far this year?

Response. Jo Needham stated that FSM take up qualifies parents for Pupil Premium. Despite school publicity to parents there is no evidence of additional take up of FSM this year. This may be due to changes in the benefits system and the demographics of the school population. More promotion and publicity regarding parents' eligibility for FSM will occur this year.

It was agreed that the Pupil Premium update will be provided at the next Board meeting.

HT

23/R06 PE PREMIUM UPDATE

The Headteacher provided a brief update on the PE Premium and Committee members agreed that a PE Premium update will be presented to the next Governing Board meeting.

HT

23/R07 STAFFING

The Headteacher provided the Autumn term staffing update. Arising:

- i. is employed in Year 1 and is working in EYFS.
- ii. is employed in Reception and is now full time.
All these staff are performing their work and school duties very effectively.
- iii. Four Lunchtime Supervisors have been appointed and commenced work this year.
- iv. A cleaner, who has been employed for three years at the school, is retiring.
- v. Staff Mental Health and Wellbeing remains an important element with school plans.

Headteacher stated that (Site Manager) has been performing his work duties effectively and his part-time is ending and recommended a contract extension to December. Governors approved the contract of Adam Rowson to the end of December 2023.

23/R08 POLICIES

Copies of a range of proposed policies were circulated to governors prior to the meeting. The policies to be considered for 2023/24 included:

- I. Staffing Review Policy
- II. Flexible Retirement Policy
- III. Dignity at Work and Grievance Policy
- IV. Code of Conduct
- V. Low Level Concerns Policy
- VI. Child Protection

Committee members adopted and approved each of the policies for 2023/24.

Question. Can you say more about staff reviews and attendance?

Response. Gill Stewart explained that staff reviews and attendance are effectively managed. There are a number of current long-term staff absences. These absences are managed via school policies and procedures. Staff reviews are reflected within the school appraisal system.

23/R09 ANY OTHER BUSINESS

- I. English as an Additional Language

Sequoia Chapman asked whether EAL numbers have been increasing at the school.

The Headteacher reported that the school is a very diverse community with many pupils who do not English as a first language. Numbers have increase over the past few years.

There are a range of activities undertaken to support EAL pupils. _____ is the EAL Champion and undertakes lots of innovative and interesting activities with EAL pupils. Committee members can review school EAL objectives within the School Improvement Plan.

23/R10 DATE AND TIME OF FUTURE MEETINGS

i. Autumn Term

- Governing Board - Thursday 26th October 2023 at 9.15am.

ii. Spring Term

- Resources Committee – Thursday 7th March 2023 at 9.15am.
- Curriculum and SEC Committee – Thursday 7th March 2024 at 10.15am.
- Governing Board – Thursday 21st March 2024 at 9.15am.

iii. Summer Term

- Resources Committee (includes end of year Budget) – Thursday 23rd May at 9.15am.
- Curriculum and SEC Committee – Thursday 23rd May 2024 at 10.15am.
- Governing Board – Thursday 13th June 2024 at 9.15am.

There being no further business the meeting concluded at 10.15am