

# MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF MONKSDOWN PRIMARY SCHOOL HELD ON THURSDAY 23rd MARCH 2023 AT 9.30am AT THE SCHOOL

## PRESENT

Martin Reynolds - Chair  
Gill Stewart – Deputy Headteacher  
Michelle McKeown – Parent Governor  
Mathew Douglas – Parent Governor  
Maya Diab – Parent Governor  
Josh Cliff – Vice Chair  
Joanne Needham – School

## Also Present

George Allen – Clerk

## 23/R01 WELCOME/INTRODUCTIONS

Action

The Chair welcomed all attendees to the meeting. All attendees introduced themselves and the Chair thanked each of the new parent governors for attending their first meeting.

## 23/R02 APOLOGIES FOR ABSENCE

Apologies were accepted from Jacqui Price.

## 23/R03 RESOURCES REPORT

The Deputy Headteacher, Gill Stewart, provided the Resources update and report. Arising:

### a) Buildings

- School had an Asbestos Inspection in November 2022 by LCC. Inspector noted that all controlled and well managed. Concerns that if Site Manager went off other staff could not maintain, therefore HT, DHT, SBM and caretaker all completed online asbestos management training.
- A Health and Safety audit will be taking place at the school on Thursday 30<sup>th</sup> March. In advance of the audit, the Chair of Governors, Gill Stewart and Adam Rowson (premises manager) recently undertook a Health and Safety walk of the premises on 2<sup>nd</sup> March 2023.
- In line with audit, Risk Assessments, and mandatory checks are in place. ICT resources are included within a register. The use of other school resources such as the minibus are also subject to health and safety checks and for inclusion in school registers.
- Toilets. New toilets are being constructed within the school site. The new toilets will be available in a school block. Two sets of toilets are being built.
- Gates. Work shall be undertaken to improve access and egress at the gates near the car park. Groundwork is taking place and movement of the gates will be improved for users. Gates will operate on sliding action. The work will be completed during the Easter period.

**Governor Challenge:** *There is regular dog fouling around the school. How is it being addressed?*

**Response:** *Gill Stewart explained that the school is highly aware of the issues and parents are informed that dog fouling is prohibited and can be a health and safety issue. However, when dog fouling occurs outside of the school gates it becomes the responsibility of LCC. Representations have made to LCC to seek their support in addressing the matter.*

Committee members agreed that signage would be placed in locations at the school. Signs will request for people to prevent their dogs from fouling. The Chair of Governors will provide Jo Needham with the details of a reputable Company that could provide appropriate signage.

MR

## 22/R05 BUDGET UPDATE

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

- I. The planned meetings with Gill Farrington, School Finance Officer, have not taken place as she is unwell. Another SFO, Julie Goodman, attended a meeting at the school on December 19<sup>th</sup>. A meeting is scheduled SFO Ardita Llumina on 27<sup>th</sup> March 2023.
- II. All larger items have been purchased and invoices received and placed on the system.
- III. Detailed expenditure has been incurred within certain budget lines. This includes Professional Services which is mostly for the associate SENCO, specialist support and the funding of a wide range of SLAs at the school. Some invoices are awaited. The supply budget has been mostly utilised. This is due to the levels of staff absence during the year and requirements for cover. From a budget of \_\_\_\_\_, there remains \_\_\_\_\_.

**Governor Challenge:** *To what extent are the staff absences stress related?*

**Response:** *Gill Stewart explained that she is managing staff absences and that there are varying reasons for absence including stress factors. Covid has negatively affected staff attendance.*

At this point a discussion ensued relating to the supply budget and current staff absences. Governors raised points about the policies and procedures for managing absences, trigger points, methods of support for staff and whether more full-time staff could be recruited. It was acknowledged that the costs of supply cover placed pressure upon school budgets.

Gill Stewart outlined that Attendance Management and Sickness policies are fully applied at the school. Gill Stewart is presently managing the staff absences and this involves formal meetings, phased return procedures and Return to Work interviews. All details are logged and recorded. The school regularly monitors its staffing capacity and needs.

Committee members will be kept informed of developments in relation to staff absence.

- IV. Except for Admin Supplies (and the associated printing costs) most budget lines are within targeted projections. The energy budget was under last year due to the issues regarding LCC management of its electricity contract. But the energy budget is within projections. LCC has also recently refunded the school with an amount of £15,064. Other schools are facing difficulties, but the Monksdown energy costs are balanced.
- V. Due to the extensive buildings and improvements at the school the original budget is overspent by \_\_\_\_\_. Building works costs of \_\_\_\_\_ were paid from the DFC. The DFC will also be utilised for the planned building works over the next school year.

**Governor Challenge:** *Has there been delays in the planned building work developments?*

**Response:** *Jo Needham explained that extensive building works have been planned but they have not been undertaken due to the lack of availability of finances. Following funding analysis the intention is that the scheduled works will now take place during school year 2023/24.*

- VI. The projected budget is showing at a deficit of . However, the school reserves of will offset any deficits. The budget is in a comparatively good position in a period when most schools are experiencing financial difficulties. Future years may be challenging, and all forms of expenditure and costs are being closely monitored.

## **23/R06 STAFFING**

Gill Stewart provided an update concerning current staffing matters. Arising:

- i. A temporary Site Manager is currently being employed at the school until October 2023. The temporary Site Manager is undertaking his duties in an efficient and competent way.
- ii. A new TA has been employed in Year 6.
- iii. Four staff will be shortly participating in a sky dive that will raise funds for the school. The sky dive is another example of the excellent fundraising activities that take place.
- iv. School will need 3 new teachers for the next school year. Two permanent positions and one temporary to cover maternity leave. Governors welcomed the appointment of the staff.

At this point a confidential staffing issue was raised by Gill Stewart. The matter concerned the present requirement to seek to consider switching teaching staff within specific Year Groups.

- v. Following a detailed discussion regarding the proposed teaching changes it was agreed that an identified and experienced staff member would teach in a higher Year Group. In turn, the staff member moving up to the higher Year Group would be replaced by a designated colleague. Both staff members have been contacted and have agreed to the changes within the Year Groups which will last until the end of the school year.

Committee members agreed that a letter would be distributed to those parents of pupils affected by the teaching changes. The letter will be sent on Friday 24<sup>th</sup> March informing parents of the staff developments and reassuring them that teaching changes will last for the duration of the summer term and the learning and education of children will not be affected.

Following a suggestion from Michelle McKeown, Committee members agreed that an informal coffee morning would be arranged for Monday 27<sup>th</sup> March. Parents of the pupils affected by the temporary teaching plans will be invited to the coffee morning. It will provide an opportunity for parents to informally highlight any points and for staff to respond to queries or issues.

## **23/R07 GOVERNOR TRAINING AND INDUCTION**

Gill Stewart reported upon governor training and inductions for the new Parent Governors:

- a) Governors will be required to undertake Safeguarding Training following the next Governing Board meeting on 20<sup>th</sup> April 2023. Safeguarding Training is an annual and mandatory requirement for all governors.
- b) Other training. Courses for governors are regularly highlighted by SIL. There are a wide range of free courses for governors advertised by SIL. Governors were advised to participate in appropriate courses and to please inform the school of their attendance.
- c) KCSIE. The KCSIE policy is required to be read and understood by all school governors.
- d) Induction Pack. Gill Stewart presented an Induction Pack to governors. The pack included details of school policies and those areas such as safeguarding and KCSIE. The pack was designed to offer support for new governors. It provided information concerning important aspects of school governance and was a form of welcome to new governors.

The Governing Board and its Committees meet termly. The Headteacher and the Chair of Governors can be contacted if governors have any points or queries. Other governors would also be happy to respond with offers of help and advice. New governors will be invited to join a Committee of the Board. Governors will also be contacted in relation to the possibility of taking up a Link Governor role at the school.

## **23/R08 ANNUAL APPROVALS**

Jo Needham presented documents that are annually considered by governors. Arising:

### **1. SFVS.**

The SFVS is an LCC document that concerns the management of financial and school resources and consists of 30 questions that are required to be answered by the school.

The School Business Manger presented the answers to the 30 questions for consideration of governors. It was explained that the school has included a full response to each question. The SFVS had also been discussed with the Chair of Governors.

It is required to be submitted to Liverpool City Council by 31<sup>st</sup> March 2023.

Governors approved the SFVS for 2022/23. The SFVS was signed by the Chair of Governors.

### **2. Statement of Internal Control**

The SIC will be completed after the conclusion of the pending audit of school resources.

Committee members agreed that the SIC will be completed and submitted to LCC.

**JL**

### **3. Best Value Statement**

The Best Value Statement is defined as the most effective combination of cost, quality and sustainability to meet the standards of Liverpool City Council.

The school has formulated its Best Value Statement for 2022/23 for submission to LCC.

Committee members agreed that the Best Value Statement would be submitted to LCC.

**JL**

## **23/R09 POLICIES**

### **I. Flexible Working Policy**

The Chair of Governors explained that the Flexible Working Policy is an important staff policy which required the approval of the Committee.

Committee members adopted and approved the Flexible Working Policy for 2022/23.

## **23/R10 DATE AND TIME OF NEXT MEETING**

- Governing Board Thursday 20<sup>th</sup> April at 9.30am.

**23/R11 ANY OTHER BUSINESS**

None

There being no further business the meeting concluded at 10.50am