

**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF MONKSDOWN PRIMARY SCHOOL HELD ON THURSDAY 29<sup>th</sup> SEPTEMBER 2022 AT 11.00M AT THE SCHOOL**

**PRESENT**

Martin Reynolds - Chair  
Jacquie Price – Headteacher  
Gill Stewart  
Josh Cliff  
Jo Leadbetter

**Also Present**

George Allen – Clerk  
Chloe Grice (Assistant Headteacher)

**22/R01 WELCOME**

**Action**

The Chair welcomed all attendees to the meeting.

The Headteacher reported that there are two current parent governor vacancies. Elections for the parent governor positions will be held as soon as practicable.

**22/R02 APOLOGIES FOR ABSENCE**

There were no apologies.

**22/R03 MINUTES OF THE PREVIOUS MEETING OF THE RESOURCES COMMITTEE**

The minutes of the previous meeting held on 16<sup>th</sup> June 2022 were considered by members of the Committee.

It was agreed that the minutes of the previous meeting were a true and accurate record.

**22/R04 STAFFING**

The Headteacher provided the Monksdown Primary School autumn term staffing report. Arising:

I. Staff Positions

- a) Katie is a new staff member in Early Years. She is a capable and experienced teacher with high levels of expertise. Another new staff member, who is employed on a temporary contract, is providing additional support in Early Years.
- b) Marie has been employed as full-time SENDCo and will commence in post after the autumn half term. Kerry, a new SEN staff appointee will start in post in January 2023. Clare will stay at the school until the end of the year, focusing on SEND in Early Years. Committee members thanked the Headteacher for her excellent work in managing SEND provision during a period of low staff numbers and when quality support was required.
- c) Support staff include Joanne, an HLTA, in Year 5 and Jane a TA working in KS2.
- d) The quality work of Catherine as a TA and Hayley who works with Chloe Grice was highlighted by Committee members as examples of highly effective teaching support.
- e) Carla, a TA, resigned after two weeks in post. The deadline for applications for the new TA post is Friday 30<sup>th</sup> September.
- f) Rachel is doing well as a new cleaner whilst another cleaner has left the school.
- g) Quality and appropriate CPD training opportunities are available for all school staff

## II. Other issues

- The school continues to aim to appoint staff with the appropriate skills and aptitudes. Committee members acknowledged that schools, as employers, are currently having difficulties in appointing candidates with the relevant skills, experience and abilities.
- Place2Be will be offering support in relation to counselling for pupils and parents. There is key support required and this valuable part-time work will start after autumn half term.
- Nursery provision is recommended to be changed. Presently nursery provision takes place for 13 children in the morning and 13 children in the afternoon. The aim is for the main provision to occur during the morning. This will leave the afternoon period to be utilised for those nursery children with greater needs. The Headteacher has liaised with Jonathan Jones on the issue and will keep governors informed of developments. Committee members positively agreed with the rationale for changing nursery times.
- SEN challenges remain at the school and support and expertise is increasingly required. Some children have specific and general needs, including within Reception and Year 1. The school manages SEN very well but it places demands upon staff such as TA's.
- Teachers' wellbeing remains a focus of school plans. Teachers are now able to receive one days leave per fortnight. This recognises the demanding workloads of teachers and the importance of how appropriate leave can assist with improving performance.

HT

**Governor Challenge:** *Can you provide examples of challenges in staffing over the next period?*

**Response:** *The Headteacher stated that more planned work will occur with TA's. Provision Maps have been produced and there are effective plans in place to support TA's. Appointment of quality staff remains very important. The number of staff covid cases has slightly increased.*

## 22/R05 BUILDING

This item was agreed to be considered as part of the next Finance and Budget item.

## 22/FG06 FINANCE AND BUDGET

The Finance and Budget report was circulated to Committee members. The report was presented by the School Business Manager (Jo Leadbetter). Arising:

### a) Meeting with the School Budget Manager

A meeting with Gill Farrington, School Budget Officer, has been arranged for 19<sup>th</sup> October 2022, when various issues such as overall school finances and staffing costs will be analysed. Feedback from the meeting with the School Budget Officer will be provided to governors.

### b) Energy and School Invoices

All invoices have been placed on the system up to 28<sup>th</sup> September 2022 with energy and water bills inputted up to 22<sup>nd</sup> August 2022. LCC have agreed a new contract with EDF. This has meant that electricity costs are more stable and less costly than the bills received in April and May 2022. There were initial concerns that the LCC management of its energy contract may present schools across the city with large electricity costs but this may now be avoided.

The intention is to ensure that the energy budget line will be in the black by the end of the year.

### c) Building and Maintenance

Substantial building and maintenance work was undertaken during the summer break with remaining works being completed. This activity has resulted in the full utilisation of the finance and expenditure contained within the Building and Maintenance budget line. The budget line is currently overspent by £ although most invoices have been paid. The DFC allocation will be utilised in the event of the need for emergency repairs. The ground maintenance contract is overspent but this budget line will receive additional funding from school reserves.

The Headteacher explained that further planned building activities this year, such as the two new classrooms and other works, would be taking place when costs have risen substantially. It would be preferable and cost saving if building works were delayed until a future date. The school has undertaken extensive building works and the overall site is in good condition.

The aim remains to commence the planned building developments but that this should occur at an agreed and more favourable future date.

Committee members agreed that it was preferable to defer the planned works to a later date.

HT

### d) General Budgetary Issues

The School Business Manager reported that the school budget and finances are relatively healthy. Close monitoring of all forms of expenditure and scrutiny of costs will continue.

Staffing costs have increased due to recently agreed pay awards. This will impact on salary scales and NI costs. The additional spend will be added within the 2022/23 staff budget.

Finances are good and the school is confident that, unless there are major or unexpected costs, the budgetary position will be healthy up to the end of the financial year.

## 22/R06 SCHOOL IMPROVEMENT PLAN

Copies of the School Improvement Plan for 2022/23 were circulated for the consideration of Committee members. The Headteacher stated that the Plan contains a programme of targets and priorities for the school. This is a working document containing achievable objectives. Attendance and reducing absence are examples of key target priorities for the school.

**Governor Challenge:** *Can you provide an update on attendance issues at the school?*

**Response:** *Gill Stewart explained that attendance is being effectively addressed. Systems and supportive processes are in place to reduce absence. This involves support for families, assistance prior to the issuing of Penalty Notices and liaison with parents to avoid absences. 6 holiday fines have been issued. Pupils at risk of absence are being supported (an example was provided of how, following close support, a pupil dramatically increased her attendance).*

*The EWO is undertaking effective work. Gill Stewart has weekly meetings with the EWO. A meeting will take place in week beginning 3<sup>rd</sup> October with the Nurse and the EWO.*

The School Improvement Plan included priorities and actions that were for the consideration of governors. The Plan aimed to continue to improve quality and school standards and it will be a regular item at this Committee meeting.

Committee members agreed to take away the School Improvement Plan and respond to the Headteacher with any comments or suggestions.

All

## **22/FG12 ANY OTHER BUSINESS**

### **I. School Leaders**

The Chair thanked Assistant Headteachers, Chloe Grice and Jo Dakin, for their outstanding contributions in continuing to raise standards, targeted activities, and quality support in assisting the school to achieve its key objectives.

Members of the Resources Committee fully endorsed the Chairs comments.

There being no further business the meeting concluded at 12.00 noon.

