

# Grimsargh St Michael's C of E Primary School



## **Resources Minutes**

**28<sup>th</sup> February 2022**

Let your light shine before people so that they may see your good works  
and glorify your Father in heaven (Matthew 5: v.16)

Inspiring, believing and achieving in our loving Christian community

**Present:** Mrs T Fryer, Mr S Booth, Mr W Bretherton, Mr N Maudsley, Miss H Smith & Mrs L Garner (clerk)

### **Apologies**

None

### **Finance**

#### **Budget Monitoring**

The autumn term monitoring report and the general ledger cost centre monitoring report were on the governor section of the website. It was noted that there was a large amount outstanding in the Sports Grant cost centre. It was confirmed that this money would be carried forward into the new financial year but will be spent by the deadline of the 31<sup>st</sup> July 2022.

Miss Smith confirmed that extra money has been allocated in the High Needs Top-Up funding due to the increased weighting of a pupil.

It was noted that there is a saving in the site supervisor cost centre. Mrs Garner confirmed that the site supervisor resigned from his role and so the cleaning company has been providing the site supervisor cover although this isn't working and we are currently advertising for a new site supervisor.

#### **Supply Monitoring**

Recently, we have used very little supply with a teaching assistant in year 6 and two teacher supply days in year 3.

Over the year, we have spent over £16,000 on supply. This has been teaching assistant cover for a 1:1 and year 3, extra teaching assistant in reception class and teaching cover for a long term sickness absence in year 5.

## Virements

The governors approved the following virements:

| From      | To      | Amount | Comments   |
|-----------|---------|--------|--|
| 07RES     | 04FURN  | £1,500 | storage units in headteacher's office and nurture room |
| 07RES     | 04SWIM  | £300   | To cover swimming                                      |
| 07RES     | 04EDV   | £4,000 | Ed visits overspend (2 x Borwick) plus Panto           |
| 07RES     | 02DELPM | £4,000 | Water heater, reception floor, CCTV                    |
| 07RES     | 022DELP | £2,500 | 5 year electrical test                                 |
| 05ICTCURR | 04PHOTO | £400   | To cover photocopying invoice                          |
| 07RES     | 02OTHER | £250   | paper towels & sanitary hygiene invoice                |
| 07RES     | 04PHOTO | £200   | To cover photocopying invoice.                         |

## KOGS/ Nursery buildings and admin support – Final payment

As KOGS and nursery have been taken over by Discovery Vine, the governors agreed that the building and admin support money paid to school could be reduced to 2/3 of the total payment. This equates to £2,660 for both KOGS and nursery.

## SFVS

Mr Bretherton, Mrs Fryer and Mrs Garner all met to update the SFVS. This has been updated and is on the governor section of the website. The Resources governors approved the SFVS

## Policies

- Charging and remissions policy
- Control of assets policy
- Debt Management Policy
- Disposal of assets policy
- Income Treatment and reconciliation Policy
- Lettings Policy
- Potential Risks and keys Controls Checklist
- Resources Terms of reference
- Use of Direct Central Payments/ Non-order invoice and confirmation routes within FMS
- Whistle Blowing policy

The governors reviewed the above policies and agreed to increase the church lettings to £10 per hour and non-church users to £20 per hour.

All the above policies were approved.

## Benchmarking

The benchmarking sets, including the self-assessment dashboard were emailed to the governors ahead of the meeting. The benchmarking includes results from statistical neighbours and local schools. The governors were happy with the benchmarking and agreed that it is a useful tool for comparison.

## Internal Financial Regulations

The governors approved the Internal Financial Regulations which are on the governors section of the website.

### **Update on Barchester/ DFC**

Mrs Garner confirmed advised that there is currently £62,795.83 in the Barchester account and there is £5295.79 in DFC in 100% terms.

### **Equipment to be disposed/ removed.**

We are in the process of replacing the Ncomputing machines in classrooms with iPads. At present we have installed 3 iPads in each of the classes of Years 3 – 6. Our aim is install 6 iPads in each classroom. Governors agreed that the obsolete NComputing machines 0155 – 0162 can be disposed of as they are over 12 years old.

### **Staffing**

#### **Update on staffing**

Mr Booth confirmed that Kerry Giddins has replaced Hayley Allen as a teaching assistant in year 5 on a 1:2 basis. Joanne Rutherford has replaced Abbie Bradshaw as year 6 teaching assistant. Although Kerry and Joanne don't have the teaching assistant qualifications, they have both settled in well. It was asked if they would need training. Mr Booth confirmed that qualifications are not required (HR also confirmed this) and on the job training is sufficient.

Hannah Coupe has returned from maternity leave and she is currently in year 2. Now that staffing is settled, Mr Booth and Miss Smith have been able to allocate subject leadership roles. Emma Threlfall has taken on computing with Hannah Coupe taking on history & geography and Hannah Lemmings taking on music. As these are newly allocated subjects leadership roles, there is a lot of work needed on them.

Mr Booth confirmed that the Deputy Headteacher role is to be advertised in the next couple of weeks. The permanent role will start in September and depending on the outcome, we may need to appoint a KS1 leadership role, which will in turn strengthen the SLT.

### **KOGS**

#### **Management Committee/ Discovery Vine Update**

Governors were updated that the Discovery Vine have taken over and the transition is going fine, although number have reduced. The plan is to refurbish the nursery building with the money left in KOGS which should be approximately £83,000. The plans have been given to Jane and Linda from Discovery Vine and they are assessing the numbers of children they will be able to have in the club. It was asked if Discovery Vine plan to run a holiday club and it was confirmed that they would like to in the future, although this summer is planned for building works. The governors asked how much rent Discovery Vine pay and it was confirmed that they are paying £700 per month for the nursery building and £50 per school day for the hire of the hall.

### **Buildings**

#### **Condition of building survey**

Mrs Garner confirmed that we received the report in January from Cassidy and Ashton. Until we appoint a site supervisor, we are unable to carry out the minor works detailed in the report.

#### **Capital projects planned**

Mr Booth confirmed that we are looking at the re-tarmacking of part of the playground and we would also like to address the drainage issue. We are also looking to refurbish the reflection area and address the field drainage, which is a health and safety issue as it collects large amounts of water around the path. We intend to use money from Barchester for

these works and have received one quote for a total of £25,000. This is likely to cost more as Cassidy and Ashton are involved and will add on fees plus other costs.

#### **TPM renewal**

Mrs Garner confirmed that the premises management renewal is due and has approached Eric Wright for a price. On receipt of the price, she will pass on to governors for a collective decision. It was asked are we not just renewing with the diocese. Mrs Garner confirmed that they are good, however, there are a number of occasions where she has had to chase outstanding service visits and feels that this should be part of the SLA. The governors agreed that this was unacceptable.

#### **Health and Safety**

##### **School Emergency Plan**

The School Emergency Plan has been updated and is located on the governors section of the website.

##### **Health & Safety Policy**

The Health & Safety Policy has been updated but there is still some work required on it. The governors are happy for it to be a working document and will review it next meeting.

#### **AOB**

As Health & Safety governor, Mr Maudsley has been invited into school on Monday 28<sup>th</sup> March 2022 at 9am to carry out a workplace inspection.

The next Resources meeting will be 13<sup>th</sup> June 2022.

The next full governors meeting will be 28<sup>th</sup> March 2022.