

FAIRFIELDS PRIMARY SCHOOL

RESOURCES COMMITTEE MEETING

**Minutes of Meeting held on Wednesday 8 March 2017 at 6.15pm
at Fairfields Primary School, Basingstoke**

Members Present: Liz Cronshey (Chair)
Kelly Dillon (Head Teacher)
Paul Deed
Kelly Smith

Apologies: Vicky Hopkins

In attendance: Becky Thompson (Admin Manager)
Flavia Coleman (Clerk)

Blue type denotes support and challenge from the governors

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15/17 Welcome and Apologies for Absence

The Chair opened the meeting at 6.20pm and welcomed everyone.

Apologies were received and accepted from Vicky Hopkins.

16/17 Declarations of Pecuniary Interest

Governors were invited to declare any conflict of interest relating to matters on the agenda.
No declarations were made.

17/17 Minutes of the Meeting Held on 26 January 2017

The minutes of the meeting held on 26 January 2017 were agreed as an accurate record and were signed by the Chair.

18/17 Matters Arising

04/17 (73/16) – Freddie’s Club: analysis of the number of children needed for the club to break even is ongoing. **RT**

07/17 – Internal control check on payroll: ongoing and to be completed by the end of the month. **LC/RT**

Any other matters arising would be picked up as part of the agenda for the meeting.

19/17 Finance

19.1 - Income and Expenditure Report

The income and expenditure report for February had been circulated before the meeting and the SAP report was signed by the Chair of Governors.

The Admin Manager advised that it is hoped that the year-end outturn will be in line with the

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forecast, although the purchase of Read, Write Inc may mean that the final outcome is slightly over budget. Supply costs are the main concern.

A governor had raised a number of questions with the Admin Manager before the meeting and these, and the responses, are shown below.

Q. The school's admin and clerical staffing costs per pupil has been something that has always been high compared to similar schools, as shown on the benchmarking data. If we were to be around the 50% mark our cost per pupil would be more like £200 per pupil (~£82,000) rather than £288 per pupil (~£112k). Can we justify our additional £30k spend compared to the average for our statistical neighbours?

A. The ICT Technician and the Home-School Link worker are included under admin staff, although neither are strictly admin which is why our costs look high. We are planning to review the admin arrangements next term and use the staff we have available to greater effect.

It was agreed, after discussion, that a new code for support staff should be created and that the costs for the Home-School Link worker could be allocated to this code and that the costs for the ICT Technician could be split across the codes for admin and support staff, as he also undertakes PPA cover.

Q. HCC Grounds Maintenance (code 3821) – will we spend all of this on the works underway? Out of interest, is this an SLA with Hampshire? Why would HCC do this rather than paying a private company to do the works currently underway? Is either better value?

A. This is an arrangement with HCC Grounds Maintenance who come in to cut the grass and put weed killer down. They are coming in at the moment as an extra one off arrangement to cut down the shrubs and hedgerows to a manageable state, where they have been allowed to grow out of hand, and will then be able to include it as part of their normal visits for a small increase in price which is budgeted for from April for the next financial year. The cost is low for what they do, although we have no say as to when they will come to do the work.

Q. Electricity (code 3900) – are we seeing the projected savings from the LED lighting? Do the lights automatically go out after a short period to save money?

A. The bill has dropped a bit already but we will need to wait to see the full impact as the costs would have been greater while the contractors were on site overnight for quite a while. We need to speak to the staff and cleaners about switching lights off when they leave as the level of payback partially depends on them remembering to do this.

Q. Revision guides (code 4380) – are these procured by the school and then purchased by parents?

A. Yes, the school bought a few extra for the teachers and to have some spares.

Q. Portable toilets for sports day (code 4470) – can we see if Steve Bucksey can broker a deal for us to use the toilets in the cricket club and get water from the bar to save this expense at sports day?

It was agreed that this would be investigated.

RT/SB

Q. Photocopying (code 4719) – does the provision of £7k include the lease of the machine or do we own it? What can we do to reduce this and how does the cost split between paper sent home to parents and paper used in class? Can we not send paper to parents that use parent mail and only send home black and white printed double-sided?

A. Yes, it does include the lease. We send home all that we can by parentmail and black and

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white paper copies are sent to the few who don't have it. Trip letters are sent as paper copies to ensure that the permission slips are returned. We hope to introduce access codes next term and are trying to educate staff to use as little photocopying as possible, and black and white wherever possible. There is a move towards schemes which have workbooks and textbooks which would decrease the need for so much copying of worksheets as well.

Q. IT services (code 4879) - I assume the provision of £6380 is the Harrap support agreement but the IT budget also has adhoc Harrap support (Remote Support), which I assume is Harrap. How long has that been in place, when does it renew and will it go out to tender? Are we getting value from spending ~£10k a year with Harrap for 'support' plus having the ICT Technician on site as well?

A. The £6380 includes all the ICT services, including the equipment in the classrooms and SIMS, which is broken down in the IT budget page and the payment to Harrap of £2340 is part of that total. We will consider re-tendering when the contract is due for renewal. I've spoken with the ICT Technician about their service and he says it is for ICT support for the site (that he can't solve from here) either remotely or onsite if necessary. If the hours of support that this buys us are not used in the year they allow us to roll it over to the next year so we don't lose it. We used the balance we had built up last year towards the installation of the ICT suite and there is a balance at the moment which we will be able to carry over at the financial year end which can be used for any projects or problems that occur next year. As well as looking after ICT in the school, the Technician takes classes for ICT lessons providing PPA cover for teachers and does playground duties.

Q. Telephone (codes 5070, 5072, 5079) – we are spending £2,700 – what are the rentals? £1,800 seems a lot when the outbound calls would all, I imagine, be local. Have we looked at options to reduce that with a call plan or moving to an IP phone system if the internet connection can support it?

A. The call costs include the parentmail subscription and texting costs which amounts to £1000, but we could consider using another code for this. Calls cost around £85 per month and are charged to us by HCC. Most of our calls are actually now to mobiles as reaching parents on their landline is increasingly difficult and they prefer their mobiles to be used. The rental is the cost of renting the phone system plus the support contract.

Q. Osmington Bay (code 5415) – does this break even?

A. The trip for October 2016 cost us £1516 and we had budgeted for a shortfall of £1300 so it wasn't far off what was expected. Some Pupil Premium children were given help and one didn't pay in the end, despite much chasing. We have put the same budget shortfall in for this year and may make a contribution towards the cost for Pupil Premium children, but are hoping to be much closer to breaking even as we have made the commitment they are making very clear to parents when they book. We have also spoken to all to clarify whether they are coming at a much earlier stage and we are applying for more grants and bursaries. The deposit paid to the venue for the 2017 trip and the deposits received from parents will both be adjusted for at year end and put into next year's accounts.

Q. Are you going to look at alternative venues for the residential trip?

A. Becky Cox is already looking into this.

Q. Supply analysis sheet – can we split out sickness from medical and maternity/paternity on the £13783.99 line?

A. It is difficult to split, but the vast majority of this would be illness.

Q. I realise that this is for the last academic year, but what does the £17.5k of 'resignation'

costs in three months relate to? Is it instances where a teacher had left and a permanent replacement was not found so the gap was covered by supply?

A. Yes, we had two teachers leave at Easter and supply was brought in to cover for them.

Q. Educational supplies – RWI will take this over, but are we forecasting to spend the £5798 of budget remaining as well in this budget year?

A. We budgeted for RWI in next year's costs but got it earlier so although this line will go over, it will balance out next year. Some of the remaining budget will be used up, but hopefully some will be left to increase our carry forward. We are also going to link the expenditure to Pupil Premium so that the outcomes can be measured.

Q. PA bid – is the £4953 the work to clean up the playground, building, pergola roofs etc.?

A. Yes, but work has not started yet as there is no insurance liability certificate and liability needs to be increased from £1m to £5m.

Q. IT – what is the impact of the Frog annual subscription and is it value? Have we worked out if it is better to just use the photocopier as a printer rather than spending £1200 a year on toner on top for the office printer? Which is cheaper?

A. Frog is being replaced by another platform that won't cost us. Mathletics will be in place for Ys5 and 6 and other maths programmes are also being investigated. We use the copier as much as possible for printing but the admin staff have their own printer, partly to stop them having to leave the desk unattended while they get their printing from the copier, and partly because so much of their printing is confidential and shouldn't be coming out of the copier that the children and staff all use. I also have a black and white printer for the same reason. If there are large print jobs to do, I'll ask the office staff to use the copier where possible with the hold facility to protect any confidentiality.

In terms of income, it was noted that Freddie's Club has made a significant contribution and enabled resources to be purchased that the school could not have afforded otherwise. Similarly, the Inclusion Manager's successful bid for SENSA funding has generated £36k, which is a significant achievement and has allowed additional LSAs to be employed.

19.2 – Draft Budget Report for 2017/18

The first draft of the 2017/18 budget and 5-year plan, together with the budget dashboard for 2017/18 had been circulated before the meeting.

It was noted that the provision for supply staff has reduced to £43k, as against £59k for 2016/17, as there would be no resignation costs and there is a more sustainable model for cover for PPA and staff sickness in place. It is not now the norm for supply cover to be brought in to cover staff absences since improved team working means that, as far as possible, this is now covered internally.

A governor asked about the apprenticeship levy and how the school could obtain value for money from the £6,516 cost. Two options will be explored which would require little outlay for the school – a placement in EY or site maintenance.

KD/RT

It was noted that the provision of £29k for educational supplies includes Freddie's Club.

It was also noted that a slight increase in the budget share for 2017/18 has helped towards the current forecast for a cumulative surplus to be achieved in 2017/18 and 2018/19, although a deficit position is predicted from 2019/20 onwards.

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19.3 – Impact of Changes to National Funding Formula

The school is likely to gain from the changes by approximately £73k, but a cap on the allocation will mean that not all of it will be received and there will be a reduction in the lump sum.

The changes will be rolled out by that LA in 2018/19 but funding will come direct from the government from 2019/2020.

20/17 Plans for Capital Spending

There is approximately £1,200 remaining in the capital budget and the allocation for 2017/18 is expected to be £8.5k.

The costs of the fencing of the EY area are to be taken from the 2017/18 allocation, leaving a balance of approximately £4.5k.

This could either be used for the purchase of lockers for the children, to replace the pegs and improve the site, or put towards the cost of the canopy for EY. The Admin Manager will check the position as regards the lockers and the matter discussed again at the next meeting.

**RT
Clerk - agenda**

21/17 SFVS Return

The return has been completed and will be taken to the Full Governing Body on 22 March for approval.

**Clerk – FGB
agenda**

22/17 Fundraising

There was nothing further to report since the last meeting.

The possibility of a stand for the PTA at the Oktoberfest will be investigated.

LC

23/17 Freddie's Club

Attendance figures for January and February had been circulated before the meeting and it was agreed that numbers are very positive.

It was noted that the Head Teacher will speak to Zoe Shields about developing new activities for the children and visiting clubs in other schools to get an insight into the activities they run.

KD

As discussed at the last meeting, ways of improving the cost-effectiveness of the holiday club are being explored. The Head Teacher will contact the Head Teacher at Rucstall Primary School to establish whether the opportunity for children at other schools in the cluster to attend would be of interest. Running dance, drama and/or tuition clubs or workshops will also be discussed with Zoe Shields.

KD

RT

24/17 Premises and Health and Safety

An update had been circulated before the meeting and the following noted:

- **Updates on Electrical Works including Salix Loan** – The electrical works have been

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completed.

- **Accidents/Incidents** – There have been 2 violent incidents (children to adult) on a member of staff since January 2017.
- **Fire safety** – The fire extinguishers were serviced in the school during half term and this also included a fire signage audit and replacements where necessary. As a result, the school is now compliant with regards to Fire Safety. The cost of this was £272.00. The requirements will be monitored for the future, to ensure that the school remains compliant.
- **Health and Safety/School Site** – Site Management Services from HCC will be supporting the school with revising how Health and Safety is managed in the school. Timetables have been created for logging of safety checks and also for proactive works and a schedule created for the coordination of reactive work. A list of tasks and responsibilities was distributed and will be brought to the next meeting so that it can be prioritised and put into RAG format.
The site cleaning and treating of the outside area will be completed this half term. The funding (£4800.00) will come from Sports funding to restore the equipment and also from the remaining school budget.
The trees and bushes are beginning to be cleared around the school site. This will improve the look of the school and also make the site more manageable to maintain. Concerns about parents climbing over the wall at the lower end of the playground have been raised with the LA, as this is a safeguarding issue.

Clerk - agenda

25/17 Staffing Matters

An update had been circulated before the meeting and the following noted:

- Two teachers are currently receiving structured managerial support as part of the Performance Management Policy. One has been reviewed and the other member of staff is off sick at present. EPS are supporting with both cases.
- One member of support staff is currently suspended due to allegations of gross misconduct. EPS are supporting with this case.
- Naomi Tuft has been reallocated to support teaching in Y5 whilst the teacher is off due to illness. As a result, Kelly Dillon and Vicky Hopkins will continue to teach Y6 in targeted teaching groups.
- TLRs have been reviewed for April 2017 based on school development priorities. The Curriculum Committee will review these and then give further leads on the subject of the allocations.

Currently the school has 5 TLRs for the following roles:

1. EYFS and Mathematics
2. KS1 and Pupil Premium
3. Inclusion
4. Y5 and 6, including Teaching and Learning
5. ICT

At the meeting, the following priorities which need a focus on next year were laid out:

1. EYFS and Key Stage 1 Leader
2. Key Stage 2
3. SENCO/Inclusion Manager
4. Mathematics Leader
5. Reading and Phonics Leader
6. Writing and Spelling Leader
7. Teaching and Learning Leader
8. Pupils as Lead Learner Leader

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There is no room in the budget to increase the number of TLRs and so it is envisaged that Vicky Hopkins and the Head Teacher would take on other responsibilities if these are not allocated TLRs. Theoretically, 5 and 6 could be combined and 7 and 8 could be reallocated for UPS teachers and/or Vicky Hopkins and the Head Teacher.

- One Learning Support Assistant has resigned due to personal circumstances but has also disclosed that, due to the class teacher's absence and the lack of communication, alongside carrying the responsibility for SEND pupils in the class, she has been suffering with stress at work. This has been addressed, with the Inclusion Manager working more closely with LSAs in the classroom and providing a tighter support plan for those children.

The role has been readvertised, with a view to interviewing on 15 March.

- Provision has also been mapped over half term and changes made to the deployment of LSAs, so that this is more effective. This appears to have been well received.
- Staff absence continues to be a concern as the supply budget is overspent and management time is being affected, although improvements can be seen, as the number of hours lost has reduced. At performance reviews, staff absence will be discussed with individual members of staff as part of the review process.

A governor asked whether the Wellbeing Committee is effective and it was noted that staff have put forward ideas but that the amount of time available is constraining implementation.

26/17 Policy Reviews

26.1 – Best Value Statement

The statement, which was based on the County model, had been circulated before the meeting and was approved without amendment.

It was noted that the reference to Raise Online will be amended when the organisation that will replace it is known.

26.2 – Whistleblowing Policy

The policy, which was based on the LA model, personalised to the school, had been circulated before the meeting and was approved without amendment.

26.3 – Policy Review Schedule

It was noted that the statutory policies and the dates for their review had been updated and that the schedule will be uploaded to the Google drive once it has been finalised.

The Admin Manager will be responsible for maintaining the schedule.

27/17 Any Other Business

No matters were raised.

Date of Next Meeting

The next meeting will take place on Wednesday 10 May 2017 at 6.15pm. Apologies from Liz Cronshey were noted.

The meeting closed at 8.00pm

Approved by:

Date: