

# CAMPSBOURNE SCHOOL

## Resources Committee

### Minutes of Meeting

Held on Thursday 22<sup>nd</sup> October 2015, at 8.30am at the School

Committee Members	Others
+Satyen Dhana (Chair)	Elizabeth Rarieya, School Finance Consultant
*Karen Edgar, Acting Co-Headteacher	John Sharman, Acting Co-Headteacher
*David Libbert	Michael Lovell, Site Manager (For item 2)
+Stephen Millard	Martina Coen, Clerk
*Stuart Parker	
+Thierry Valancogne	

\* Denotes present

+ Denotes absence

## PART 1

### 1 Welcome and Apologies for Absence

- 1.1 Everyone was welcomed to the meeting.
- 1.2 Apologies were noted from Satyen Dhana, Stephen Millard and Thierry Valancogne. David Libbert agreed to act as Chair.

### 2 Premises Update

- 2.1 Michael provided a verbal update of Premises matters.
- 2.2 Eco-Classroom - Michael advised the committee that there are a few minor 'snagging' items remaining. There is a small issue with the concertina door and the contractor aims to resolve it shortly.
  - 2.2.1 An additional fence and gate has been installed to increase safety.
  - 2.2.2 The area outside eco classroom will need attention; the HSA and Berkeley have been approached for financial assistance. The committee discussed contacting Berkley. **Action: Stuart to attend initial meeting with Co-Headteachers and Berkeley**
  - 2.2.3 The committee noted £10,000 was allocated to the furnishing of the area; Karen advised that approximately £7,000 has been used to provide furniture for the room, connection to the fire alarm system and a new PC screen. It is anticipated that the remaining £3,000 will be used.
  - 2.2.4 Karen estimated the classroom will be ready for use by the end of November. The committee noted a working group has been tasked with developing a policy and timetable for use of the eco classroom.
  - 2.2.5 The committee discussed a problem with foxes tunneling in the school grounds. A proposal to install tarmac with concrete aprons should resolve the issue; the cost is yet to be advised.
  - 2.2.6 Michael asked if the local authority has 'signed-off' the installation of the classroom. The committee discussed their understanding that the contractor is responsible for planning permission. **Action: Michael to contact Diane Grant at the local authority to establish any 'sign-off' requirements**
- 2.3 Swimming Pool – The committee were advised that works including painting, removal of one shower and changes to changing areas will begin on 28<sup>th</sup> October 2015. A Governor asked if the changing rooms are mixed. Karen advised the changes will provide separate male and female changing areas.
  - 2.3.1 The committee was advised that the swimming pool is closed this week as Hydrocare identified a high level of bacteria. Treatment of the pool is underway. The committee discussed the volume of pupils using the pool. Michael advised that monitoring and treatment of the water each morning and evening should be clearly documented. The

committee discussed the need to enforce the requirement to remove shoes when entering the pool area. The committee discussed the current relationship with Just Swim who hire the pool for private swimming lessons. The rules of letting the pool need to be reviewed and presented to Just Swim. **Action: Stuart to attend a meeting with the Co-Headteachers and Just Swim**

**Action: Elizabeth to confirm if there is a contract for Just Swim to use the pool**

- 2.4 Other matters – Michael confirmed all the scheduled works during the Summer break have been completed.
  - 2.4.1 The committee was advised that Four Paws hold a session on school premises on Saturdays. The Co-Headteachers met with Four Paws to agree guidelines for use of the premises and are currently awaiting a response from Four Paws.
  - 2.4.2 The Co-Headteachers met with the organizers of the Farmer’s Market to discuss guidelines for using the school premises. The organizers have agreed the guidelines.
  - 2.4.3 The committee noted an additional security camera is due to be installed next week.
  - 2.4.4 Michael advised that he contacted Diane Grant to discuss replacement nursery railings. Diane confirmed that the school will have to fund works to replace the railings.

(Michael Lovell left the meeting)

### **3 Election of Chair**

- 3.1 The Clerk asked for nomination for Committee Chair.
  - 3.1.1 Stuart Parker nominated Satyen Dhana; this was seconded by David Libbert.
  - 3.1.2 The committee voted unanimously to elect Satyen Dhana as Committee Chair.
- 3.2 The Clerk asked for nominations for Committee Vice Chair.
  - 3.2.1 Stuart Parker nominated David Libbert; this was seconded by Karen Edgar.
  - 3.2.2 The committee voted unanimously to elect David Libbert as Committee Vice Chair.

### **4 Terms of reference**

- 4.1 The committee reviewed the terms of reference for the Resources committee which now includes Premises and Health & Safety functions.
- 4.2 A Governor asked about DCSF and FMSIS. Elizabeth advised that this are old terms and have been replaced by Department for Education (DfE) and Schools Financial Value Standard (SFVS). **Action: Terms of reference to be amended to reflect current terminology**
- 4.3 A Governor asked about the Pay Committee function. The committee discussed the process and noted that the Resources Committee act as a Pay Committee during Part 2 of the meeting to consider the staff pay recommendations.
- 4.4 A Governor asked about the Accessibility policy. **Action: Karen to circulate the Accessibility policy to the committee**
- 4.5 A Governor asked about the Lettings policy. Elizabeth advised that the updated Lettings policy will be submitted to the next Resources committee meeting for agreement. **Action: Elizabeth to submit updated Lettings policy to Resources**
- 4.6 The committee voted unanimously to agree the terms of reference which will be submitted to the Governing Body for ratification.

### **5 Minutes of the last meeting and matters arising**

- 5.1 The minutes of the Premises Committee meeting held on 9<sup>th</sup> July 2015 were agreed as an accurate record and Stuart Parker duly signed them. There were no matters arising.
- 5.2 The minutes of the Resources Committee meeting held on 10<sup>th</sup> September 2015 were agreed as an accurate record and David Libbert duly signed them.

#### **5.3 Matters Arising**

- 5.3.1 Item 2.2.2 - Elizabeth to provide pool information Update Elizabeth advised that she has presented the information to the Premises committee and income/expenditure on the pool are equal. **Action: Elizabeth to circulate report to Resources committee**

- 5.3.2 Item 2.2.3 - Jude to contact local councillor to discuss S106. Update Governors agreed that as Jude has left this committee, Stuart agreed to liaise with the EEWG **Action: This item is deferred to the Education Excellence Work Group**
- 5.3.3 Item 3.6.1 - Karen to discuss SEN pupils support with the SENCo and report back to the Resources committee. Update The committee was advised that there are three full time teaching assistants working with pupils that are currently going through the assessment process for EHCP. Karen advised that she will discuss the situation further with the new Headteacher. The committee was advised that the current SENCo's contract expires at the end of the December term but it is believed she is available for the Spring term if required. A Governor asked if the school is reimbursed for past expenses prior to a EHCP being awarded. Elizabeth advised that funding is awarded from the date of the EHCP. A Governor asked about plans to appoint a new SENCo for the Spring term. Karen advised that she has discussed the situation with the new Headteacher and an update will be provided to the next Resources committee meeting.
- 5.3.4 Item 4.2 - Finance, Lettings and Best Value policies will be reviewed and agreed at the next Resources committee meeting Update
- The committee noted the Best Value statement and was advised it is based on the local authority's model template. The committee agreed the Best Value statement and it was signed by the Chair of the Governing Body.
  - The Lettings policy will be presented to the next Resources committee meeting.
  - The committee reviewed the Finance policy and requested several minor amendments. The committee agreed the policy subject to the minor amendments.
- Action: Elizabeth to make amendments and submit to Chair of Governing Body for signing**

## 6 Review of Quarter 2

- 6.1 Elizabeth introduced the item and confirmed the budget was reprofiled as agreed at the previous committee meeting.
- 6.2 Elizabeth advised that the current report does not include the works for the swimming pool estimated at £2,000 - £3,000.
- 6.3 The committee reviewed the Finance report for Quarter 2.
- 6.4 The committee noted the in year Quarter 2 revenue surplus as £36,594. Elizabeth advised that this is mainly due to receipt of 7/12<sup>th</sup> of Free School Meal and Sports grant income plus additional Children's Centre funding.
- 6.5 The committee noted the in year Quarter 2 capital deficit as £201,197. Elizabeth advised that this is mainly as the revenue carried over from 2014/15 has not yet been transferred to capital.
- 6.6 The committee noted a projected in year deficit of £85,255 at the end of the year but this does not include funds carried over from 2014/15. Elizabeth explained the accounting treatment for carried forward funds.
- 6.7 Elizabeth advised she has liaised with Steve Worth regarding the Pupil Premium allocation; the rectified amount should be received in November cashflow.
- 6.8 The committee noted the variances over £5,000 for Income and Expenditure.
- 6.8.1 I18 – The committee discussed the payment schedule from the DfE. Elizabeth proposed an accrual to reflect income from 2015/16 which is expected to be received in 2016/17. The committee agreed to the accrual.
- 6.8.2 E01 – Elizabeth advised that the current projections do not include any proposed pay recommendations resulting from the performance management process.
- 6.8.3 E03 – The committee noted an overspend of £38,000 due to agency spend for pupils with needs but without EHCPs. A Governor asked about the SENCo. Elizabeth advised the SENCo is reflected within E26.
- 6.8.4 E04 – Elizabeth advised that the projection includes claims for overtime which have not yet been processed.

- 6.8.5 E11 – Elizabeth advised that the local authority no longer provide maternity leave cover. A quote for £2,500 has been received from Capita who currently provide sickness leave cover. A Governor asked if the Capita policy provides the same level of cover as the previous policy with the local authority. Elizabeth advised that the quote is pro-rata as the cover will be added to the current policy. **Action: Elizabeth to establish the end date of the current Capita policy and the cost for a full year policy including maternity and sickness cover**
- 6.8.6 E16 – Elizabeth advised that the energy provider has recalculated bills and the school's account is currently in credit.
- 6.8.7 E19 – Elizabeth advised that the HSA donation towards the library has not yet been received. Karen provided an update on recent conversations with the HSA. **Action: Elizabeth to discuss reprofiling this item with SLT**
- 6.8.8 E20 – A Governor asked about ICT replacement. The committee agreed the need for a rolling programme of ICT replacement.
- 6.8.9 E24 – The committee noted that relates to the swimming pool and after school club
- 6.8.10 E25 – The committee discussed savings generated by the in-house provision.
- 6.8.11 E26 – The committee noted the projections for the SENCo to remain until the end of March 2016, cover for Year 6 until end of March 2016. **Action: Karen to advise Elizabeth of maternity cover required from January 2016**

## 6.9 Capital

- 6.9.1 Elizabeth advised that capital income for the Junior school has not yet been received.
- 6.9.2 The committee noted £47,000 additional income for the swimming pool was received in 2014/15.
- 6.10 The committee noted that £193,000 was carried forward from 2014/15. There are commitments totaling £229,000 including the eco-classroom. The committee noted a projected year end surplus of £47,000.
- 6.11 Elizabeth advised she believes some of the costs for the playground work may have been recoded. **Action: Elizabeth to investigate coding of playground costs**

## 7 **Health & Safety**

- 7.1 John advised that a risk assessment template has been developed based on a model template provided by the local authority. The template identifies actions to be reviewed and prioritised. Completed forms will be retained in hard copy and scanned to provide online copies. The committee agreed the risk assessment template for use.
- 7.2 The committee reviewed the Health & Safety timetable and discussed the monitoring process for identified actions.
- 7.3 The committee agreed there should be a Link Governor for Health & Safety.
- 7.4 The committee discussed a safety survey for pupils to measure their understanding of health & safety as part of safeguarding.

## 8 **Policies**

- 8.1 Health & Safety – The committee were advised that the policy has been reviewed and updated by SLT. The committee agreed the policy.
- 8.2 Intimate Care policy - The committee were advised that the policy has been reviewed and updated by SLT. The committee agreed the policy.
- 8.3 The policies will be submitted to the Governing Body meeting for ratification. **Action: Karen to forward policies to Clerk**


## 9 **Date of next meeting**

- 9.1 The Committee noted the date of the next meeting as:
- Thursday 28<sup>th</sup> January 2016 at 8.30am.

## 10 **Any other business**

- 10.1 There were no items.

Parts 1 and 2 of the meeting ended at 10.35am

Signed.......... Date 29/1/16  
SATYEN DHANA, CHAIR *Aditya Dhana*

David Lambert