

# MILTON ROAD PRIMARY SCHOOL

## Meeting of the Resources Committee Monday 23 February 2009

**Present:** Ian Lewin (Chair), Ysanne Austin, John Elliott, Paul Jobson, Janie Jones, Sue Romero, Hilary Hladky, Carlos Montes, Lisa Kennedy

### 1. Starters

#### a. Apologies for absence

Apologies were received and accepted from Steve Clarke

#### b. Declarations of interest

None on this occasion.

#### c. Minutes of last meeting

Approved.

#### d. Matters arising from the minutes

Written confirmation has been received that the separate payment demanded by the LA of £6700 is not being pursued.

IL confirmed that he has acted on the two actions required in the minutes of the previous meeting.

As actioned at the last meeting, notices have been posted by the steps leading into the dining room and at the main entrance.

### 2. Staffing matters/leadership changeover management

- a. SR reported on the progress being made on the new Headteacher's induction. Steven will be visiting on Friday 27 February in the morning. In the afternoon the interviews for acting deputy head will take place. SR is in regular telephone contact with Steven. There will be a Governors meeting on either May 21 or June 11. The purpose of the meeting will be to discuss what is good about MRPS and where we go from here. IL is looking for a facilitator for the evening. Steven will attend and Zest will cater. IL will circulate details.

**Action: IL**

- b. SR reported on the progress in appointing an Acting Deputy Head. Internal applications for the position of Acting Deputy Head closed on 23 February. The interviews will take place on Friday 27 February. If there is no successful candidate an external appointment will be sought. IL asked if a Key Stage Leader position would need to be filled following the appointment of the acting deputy head. SR responded that it is possible that responsibilities could be restructured, for example, the deputy head role could incorporate the key stage leader role. There is an opportunity to take

a fresh look at the leadership panel: a panel to interview a replacement Key Stage Leader may not therefore be required. It was agreed that the situation would remain open until Friday's interview process concludes. SR reported that a teacher post would also be required. This will be considered after the responsibility posts are established. YA raised the concern that the current five-strong leadership team would be weakened if there were only four members. SR responded that it is possible that a SENCO could be drawn into the leadership team to keep it five strong. There could also be an acting key stage leader. The areas of responsibility will need to be sorted out by the start of next term so that an advertisement for a teacher can be published and a teacher appointed by May 31. IL is to ensure that the governors have a clear idea of Steven's plans for these posts and circulate that information.

**Action: IL**

- c. GB noted that Carol Bretten, the new office member of staff, started today. JJ said that CB will support her at noon working with two diabetic children and CB will need training to do this. Money has been received for medical hours. Sue Smith has left. SR reported that Mrs Hiley is now released two days a week to do the SENCO role that Sue Smith has vacated. SR confirmed that line management of the TAs is now with the key stage leaders with SR and HH taking responsibility for performance management which takes place in the summer term so SR will be available to carry this out for this year. SR suggested that this structure may be reconsidered within the restructuring of the leadership panel. Mrs Hiley's teaching class is being covered by Mrs Walton.

### **3. Financial matters**

#### **a) Budget 2008/09**

The governors examined the Budgetary Control and Balance Sheet Report and the following points arose.

- YA asked why there were no entries under the heading "original budget". SR replied that the "revised budget" is the original budget.
- SR reported that the ICT budget can only be used for hardware and excludes expenditure on software. There was an estimated carry forward from revenue. There is a shortfall under the budget for technicians. The caretaker's overspend is to do with lettings which is in a different section. The amounts for TAs are matched by money received in relation to statemented children.
- Indirect employee expenses. SR reported that the Insurance Premium in relation to Supply Teachers has not yet been received but should come out by the end of the financial year. Advertising for staff shows a variance because no profile was entered. SR reported that advertising had been estimated according partly to what other schools had spent on advertising for staff and the actual expenditure was less than expected because a second round of advertising was not required for the position of head-teacher.
- Premises. Electricity was overspent by £2,000. Cleaning costs were also over by £2000 as the prices of the provider increased mid-year. Gas is showing an underspend because a refund of £4,000 was received for last year. However the

budget for both electricity and gas will need to be increased to accommodate rising costs. SR stated that because the school is billed monthly we have a clear picture of what is being spent. Water and sewage bills are yet to be received so the actual amount will increase.

- Admin costs. The health and safety expense was over-estimated.
- Learning. SR reported that there was a significant overspend on STARZ. Education City will be paid out next financial year. This is not a hardware item so cannot come out of ICT budget. YA queried whether the ICT budget could be used for licenses and suggested that she check this.
- Curriculum. Of the curriculum expenses the PTA paid £19,000 towards the cost of the courtyard project. Education Visits refers to money collected from families to pay for educational visits. A balancing item is within the Parental Contribution item in Income.
- Income. SR reported that bank interest for the year is estimated at £6,000. Other grants total £8,000 and this can be carried forward. The Parental contribution item includes payments for music lessons.
- Movement of Funds. SR explained that payment had been received for an extra teacher from the LA.
- Extra Class. YA raised the issue of the source of expenditure for the extra reception class. SR explained that all bills for the refurbishment of the staff room in the summer of 2008 were sent directly to the LA. SR said that the future plans and building costs including the reinstatement of the staff room and refurbishment of the blue room will also be sent straight to the LA. It was considered advisable to have an idea of the costs involved. SR said that Gill should be able to find out the total amount.

**Action:YA**

**Action:SR**

A timetable for the 2009/10 budget approval was discussed at the meeting. SR said that the date for submission is around May 15. Early preparation is to be done next week. A meeting with the school financial advisor is planned for April 28. A brief summary will be circulated after the meeting on April 28.

#### **b) Financial Management Standards in Schools (FMSiS)**

IL reminded the governors to fill in the "governors' competencies matrix" which is required in order to meet the "Financial Management in Schools Standard".

#### **4. Catering Exemption application**

IL explained that the Zest catering contract finishes in December 2009. The contract is of such value that the school is required to offer it out to tender, but an exemption from tendering can be applied for. To do this, a case has to be stated and the exemption application must be endorsed at a GB meeting. The GB endorsed such an exemption. IL agreed to fill in the form and send it off.

**Action: IL**

## **5. LA strategy on demographic changes**

SR reported that the working party met at the end of October. SR has asked Hazel Belchamber to come to schools north of the river to discuss what is planned. There was nothing further to report. Concern was raised about the possibility of another short-term solution being employed this coming year. In response, IL is to talk to Hazel Belchamber to ask what the plan of the working party is.

**Action: IL**

SR provided an update on LA predictions for MRPS applications. The LA state from the applications received so far that MRPS has 70 first choice applications and 55 second choice applications. Although this is an over-subscription, it is not as severe as last year.

## **6. Governor Vacancies**

Congratulations and welcome to LK who has filled the Parent Governor vacancy. Regarding the position of Community Governor, SR reported that there were three very good applicants for the two positions. One has withdrawn. The other two will attend the next full governing body meeting. The appointments will be uncontested but will need the approval of the governors to be confirmed.

## **7. New Information Policy for adoption by the GB**

Thanks to JJ and HH. Central Government has stipulated that all public bodies must have an Information Policy. They have provided a model information policy that can be adopted. The Model circulated was considered and approved by the GB. HH said that most of the information that the model requires to be provided is available on the school website or in the school brochure. The model requires that the cost of providing the information is stated. The guidance requires that this is the minimum cost per item and this is included in the final column of the model. It was agreed that the costs would initially be set at zero but this could be revisited later if problems arose. It was agreed that staffing and grading structures need to be anonymised. It was agreed that Annual Budget Plan would mean the summary plan as submitted to the Local Authority each spring. It was agreed to replace "not held" by "school office" under "Any information the school is currently legally required to hold in publicly available registers. It was agreed that the model will not be published but that the website will state that the school subscribes to the model, a copy of which can be obtained at the office.

**Action: HH**

## **8. Any Other Business**

None on this occasion.

## **9. Next meeting**

The date of the next meeting was confirmed to be Monday 11 May 2009.