

**COMBINED MEETING OF THE FULL GOVERNING BODY  
AND THE RESOURCES COMMITTEE**



**Monday 11 May 2009, 19.30hrs**

**Present:** Ysanne Austin, Matthew Borg, Steve Clarke, John Elliott, Hilary Hladky, Paul Jobson, Lisa Kennedy, Ian Lewin (Chair), Ankit Mathur, Sue Romero, Ruth Sapsed, Emma Faid (Clerk).

**0. Welcome & introductions**

0.1. The Chair welcomed new community governor Ankit Mathur to his first meeting of the governing body, and a round of introductions was made.

**1. Apologies for absence**

1.1. Apologies were received and accepted from Noreen Guy, Janie Jones and Carlos Montes.

**2. Declarations of Interest**

2.1. There were no declarations of interest relevant to the current meeting.

**3. Approval of 2009/10 budget**

3.1. The Chair introduced the budget papers, previously circulated by the Clerk with the papers for the meeting. He reminded governors that a contingency fund of £10k had been included in the 2008/09 budget. The outturn for 2008/09, excluding parental contributions received in advance was a surplus of £8k, thus £2k of the contingency fund had been utilised during the year.

3.2. Governors reviewed the various funding streams available for 2009/10, amounting to some £1.5m. This included the staffing costs of the third reception class, with a proportion of the teacher hours being received through the main ISB formula, and the balance of staff costs including TA time being received as specific additional items. Some funding streams, including that for Extended Schools and One-to-One learning had not yet been devolved to schools, and would be added to the budget in-year.

3.3. Regarding capital funding, the Headteacher explained to governors that a proportion of the 2010/11 devolved formula capital allocation was being devolved to schools in 2009/10 to assist schools with planning major projects; this explained the apparent dip in devolved formula capital funding in 2010/11. She also confirmed that no capital costs associated with preparing the school for the third reception class were included in the MRPS budget, as all costs relating to this were paid directly by the LA.

[Lisa Kennedy joined the meeting at this point.]

3.4. Governors noted that building works to restore the staffroom to its former location and associated works would take place over the summer holidays, and that the LA was responsible for paying the costs of these works in full. Ideally all costs would be billed directly to the LA, but governors agreed that the school accounts should be reviewed once works were complete, to ensure that any costs borne initially by the school had been recharged on to the LA.

**Action: Clerk to add to autumn term FGB agenda**

3.5. With regards to expenditure, the Chair explained that budgeted costs were broadly the same as for 2008/09, plus an inflationary addition. Staff costs – based on the same staffing complement as 2008/09 - accounted for some 85% of the budget, these were calculated on an individual by individual basis, and included incremental drift, threshold and other increases.

3.6. In response to a query from one governor, the Headteacher explained that the budget for staff training was based on a number of factors, including the school development plan, and needs identified through the performance management process. She also reminded governors that that a number of courses were available to MRPS free of charge, and/or included supply

cover, and these factors were included in the level of budget set for training. Noted also that the Governors' Expenses comprised the cost of the school's subscription to the National Governors' Association and to Cambridgeshire Governor Services (including the Camclerks clerking subscription) – individual governors at Milton Road did not claim any expenses.

3.7. One governor noted that concerns had previously been expressed about the costs of building maintenance/service contracts for the new school premises. The Headteacher advised that the 2008/09 costs had not been as high as initially anticipated, plus a number of items had been one-off set-up expenditure.

3.8. In summary, governors noted that the proposed budget for 2009/10 should generate a surplus of income over expenditure of £25k. This was a similar level to that the school had achieved a few years previously, and would give the school some flexibility in future years as school budgets became even tighter. Governors voted unanimously to approve the budget as presented, and asked the Clerk to minute their thanks to Mrs Romero for her excellent management of the school's finances over many years.

#### 4. **Catering Update**

4.1. The Chair reported that the Catering working party had now met, and had appointed Peter Sulston of the Sustainable Catering Consultancy to help manage the tendering process. Following research by Paul Jobson and Peter Sulston, four catering companies were to be invited to tender, and copies of the draft tender document were circulated for governors' inspection. The Chair drew governors' attention to the timetable for the tender process, included on the last page of the document. Noted that in the event no suitable provider was found at the end of the process, it would be possible to revert to the LA and to use CCS.

4.2. After a short discussion on the process, governors agreed:-

- To include a short paragraph in the next newsletter to parents, to advise them on progress with the catering contract and the next steps in the process.

**Action: Headteacher**

- Between the submission of tenders on 11 June 2009 and the presentations to governors on 2 July 2009, to try and arrange visits by governors to schools already served by the shortlisted catering providers, and if possible, to include school council members on the visits. The Chair said that he would ask Peter Sulston to find out details of local schools supplied by the shortlisted companies, so that the Headteacher could liaise with the schools' headteachers to arrange visits.

**Action: Chair/Headteacher**

#### 5. **Upcoming Governing Body meetings**

5.1. Joint meeting with staff: Confirmed that the joint staff/governing body meeting to look at what was good about MRPS/what next, would take place on the evening of 21 May 2009, with supper at 6.15pm followed by the meeting proper at 7pm. The Headteacher asked all governors to let her know by the end of the week if they would be attending for supper, so that numbers could be given to Zest.

**Action: All Governors**

5.2. Shortlisted caterers' presentation evening: This would take place on 2 July 2009, starting at 7.30pm – further details to follow shortly.

5.3. Leavers' events: Confirmed that the leavers' assembly would take place on the last day of term, and governors were very welcome to attend. The Deputy Headteacher and Headteacher confirmed that their leaving parties would be on 19 June and 10 July respectively, and that invitations to these would be on their way to governors shortly.

#### 6. **Any Other Business**

6.1. Headteacher's Performance Review: The Chair confirmed that the Headteacher's

performance management process for the year had been concluded.

- 6.2. FMSiS: The Chair reminded governors that the governing body needed to continue its work on FMSiS, so that the school would be ready for assessment in spring 2010. In particular, all governors needed to complete and return their entry for the governor competency matrix to the Clerk. Advice regarding this was available from the Clerk, if required.

**Action: All Parent, Community & LA Governors**

- 6.3. Safer Recruitment: The Chair reported that a letter had been received from the LA encouraging more governors to undertake safer recruitment training. Currently MRPS had two trained governors – the Headteacher and the Vice Chair. Steve Clarke volunteered to register for the training, and Hilary Hladky said that she would see if Nina Gane (Acting Deputy Head with effect from September 2009) would be interested in doing the training also.

**Action: S Clarke, H Hladky**

## 7. **Meeting dates for the rest of the summer term**

- 7.1. The meeting dates for the remainder of the summer term were confirmed as:-

- Thursday 21 May 2009 – Joint staff/governing body meeting
- Monday 15 June 2009 – Resources Committee meeting
- Monday 22 June 2009 – Curriculum & Community meeting
- Thursday 2 July 2009 – Shortlisted caterers' presentation evening
- Monday 6 July 2009 – Full Governing Body meeting

There being no further business, the meeting closed at 21:00 hours.

Approved by the Governing Body on 15/06/09