

MEETING OF THE RESOURCES COMMITTEE

Monday 15 June 2009, 19.30hrs



Present: John Elliott, Paul Jobson, Janie Jones, Ian Lewin (Chair), Sue Romero, Emma Faid (Clerk).

1. Apologies for absence

1.1. Apologies were received and accepted from Steve Clarke, Hilary Hladky, Lisa Kennedy, Ankit Mathur and Ian Nimmo-Smith.

2. Declarations of Interest

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

3. Minutes of previous meetings (23 February 2009 and 15 May 2009)

3.1. The minutes of the meetings of 23 February 2009 and 15 May 2009 were agreed, and signed by the Chair as a true and accurate record of the meetings.

4. Matters arising

4.1. Meeting of 23 February 2009

4.1.1. Item 3a (Learning): As Ysanne Austin was not present at the current meeting, the Clerk said that she would check if YA had completed the action point allocated to her regarding IT licences.

Action: YA, Clerk

4.1.2. Item 3a (Extra Class): Covered in minute 3.4 of the minutes of 11 May 2009.

4.1.3. Item 4 (Catering Exemption): action point superseded by subsequent events.

[Carlos Montes joined the meeting at this point.]

4.1.4. Item 7 (New Information Policy): As Hilary Hladky was not present at the current meeting, the Clerk said that she would check with HH that the policy had been updated as agreed in the minutes, and the reference to the policy had been added to the school website.

Action: HH, Clerk

4.2. Meeting of 15 May 2009

4.2.1. Item 3.4 (Extra Class costs): The Clerk confirmed that she would include an agenda point on the first Full Governing Body meeting of the autumn term, to ensure that all additional costs had either been borne directly by the LA, or had been recharged on to the LA, as agreed between the current Headteacher and Hazel Belchamber. Noted also the need to ensure that the incoming Headteacher was fully briefed on the arrangements agreed with the LA, when he took up post in September 2009.

Action: Clerk, Chair

4.2.2. Item 4.2 (visits to shortlisted caterers): The Chair confirmed that with the assistance of Peter Sulston he was endeavouring to arrange visits to local schools supplied by the three shortlisted companies. He would update governors as soon as more information was available.

4.2.3. Item 6.2 (FMSIS governors' competency matrix): The Clerk confirmed that a number of returns were still outstanding from governors. The Chair asked those whose returns were still outstanding, to send them to the Clerk as soon as possible.

Action: All Parent, Community and LEA Governors

4.2.4. Item 6.3 (Safer Recruitment training): Noted that Steve Clarke was in the process of arranging to attend the training. The Clerk said that she would check with Hilary Hladky

to see if Nina Gane would be interested in attending also.

Action: SC, HH/Clerk

- 4.3. All other matters were agreed as either completed, or covered elsewhere on the agenda.

5. Catering Update

- 5.1. The Chair confirmed that the closing date for tenders had now passed; a total of three companies had submitted tenders. These had been reviewed by the consultant, who recommended that all three companies be invited to the presentation evening on 2 July. Each of the companies would be given 20 minutes to present, followed by a further 20 minutes for questions. At the end of the event there would be an opportunity for governors to discuss the presentations, and then the committee would meet the following day to make the appointment.
- 5.2. The committee considered the arrangements for the evening, and agreed it would be preferable if those presenting the three companies' bids included staff who would be involved in the actual delivery of the service to Milton Road. The issue of visits to schools already served by the three bidding companies was again discussed; agreed that in addition to seeing the catering services in action, it would also provide a valuable opportunity to obtain feedback from the schools about the implementation and the day-to-day running of their contracts.
- 5.3. The Chair requested that if governors had questions they would like to ask at the presentation evening, to submit them to him as soon as possible so he could pass them on to all three companies. The Chair said that he would be in touch shortly about the visits to schools; hopefully two or more governors could attend each visit, so that they could discuss their experiences.

Action: All Governors

6. Staff Matters/urgent budget issues

- 6.1. The Headteacher outlined for the committee the various changes in teaching staff for September 2009. This included replacing one member of staff who was relocating to London, plus cover for maternity leave, secondment of one teacher to the Primary Maths project, and cover for the acting deputy head's class. A single recruitment process had been carried out, and four new teachers would be joining Milton Road in September; three of them had between 2 and 5 years' teaching experience, the fourth was an NQT who had previously been a TA at Milton Road. Two TA vacancies had also arisen, and both were successfully filled from a single recruitment process.
- 6.2. In response to a query from one governor, the Headteacher confirmed that Nina Gane and Janie Morrison would continue as early years joint leaders for a further year. As Nina would also be acting deputy head for the 2009/10 academic year, the leadership team had also looked at which areas of the deputy's role could be carried out by other staff, and Flower would be taking on the data analysis element of the assessments process. This would be reviewed again in 12 months' time. The Committee also asked the Headteacher to invite Nina to attend the meeting of the Curriculum Committee on 22 June 2009 and the meeting of the Full Governing Body on 6 July 2009.

Action: Headteacher

- 6.3. The Headteacher confirmed that Stephen Burton would be in school for the Monday and Tuesday of last week of term. Assignment of teachers to classes, and allocation of classrooms, had been completed, and would be communicated to parents with their reports. Subject leaders would be finalised by Stephen at the start of the autumn term, once all new staff were in place,
- 6.4. The Headteacher confirmed that the 2009/10 budget had been submitted to the LA by the statutory deadline. She also confirmed that there were no other urgent finance issues to be reported to governors at this time.

7. **Preparing for FMSiS**

- 7.1. The Chair advised committee members that a letter had been received from the LA, confirming that MRPS would be assessed for compliance with FMSiS in Spring 2010. He circulated a copy of the R15 Statement of Internal Control and supporting Pre-Certification Checklist, and a short discussion on the meaning/content of both documents then followed.
- 7.2. The following action points were agreed: Clerk to ensure that these were included on relevant meetings in the 2009/10 academic year:-
- FMSiS to be carried as a standing item on future Resources Committee agenda, so that progress towards achieving compliance could be monitored. Noted that it might be beneficial for the Clerk to attend and minute additional Resources Committee meetings, in the run-up to Spring 2010.
 - The Statement of Internal Control for 2008/09 should be completed during the autumn term. The clerk (who was also a governor at a FMSiS-compliant school) confirmed that she would be available to assist governors as required in completion of the checklist and the statement itself.
 - Noted that additional financial policies and procedures had been introduced when MRPS became a bank account school. As part of the FMSiS process, the school would need to ensure that all tasks carried out by the Finance Secretary or other school staff, were adequately documented in a school Finance Manual.

Action: Clerk

8. **Appointment of HT Performance Review Governors**

- 8.1. The Chair Reported that Ian Nimmo-Smith had agreed to chair the panel, and that Steve Clarke had also volunteered to serve on the panel again. Noted that three governors were required for the panel in case one panel member could not attend a meeting; Carlos Montes volunteered to become the third governor on the panel. Noted also that Governor Services ran a course for reviewer governors, attendance at which was strongly recommended.

Action: Reviewer Governors

9. **Any Other Business**

- 9.1. None on this occasion.

10. **Date of next meeting**

- 10.1. This was the last meeting of the current academic year; a draft year planner of meetings for the 2009/10 academic year would be circulated with the papers for the Full Governing Body meeting on 6 July 2009.

There being no further business, the meeting closed at 20:35 hours.