

PRIESTNALL SCHOOL RESOURCES SUB COMMITTEE MEETING

Date: 8th May 2017
Time: 5pm
Venue: The School

GOVERNORS PRESENT:

Mr M Young (Chair); Mrs M. Joule, Mr G Morewood; Mrs L Crompton; Mrs H. Fern; Mr J. Cregg (Headteacher); Mr K. Ward; Mr J. Patton; Mr A Morrison

IN ATTENDANCE

Ms P. Thomas, Business Manager
Mrs G Stephens, Minutes

Q = questions from a Governor

1. DECLARATION OF INTERESTS

No declaration of interests received.

2. APOLOGIES

Apologies received: Mrs S. Mansfield, Cllr C. Foster, Dr D. Smith, Mr R. Jones

3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

Mr. R. Jones (Deputy Headteacher) was in attendance. Mr T. Clarey should be removed otherwise these were agreed as a true record.

There were no matters arising.

4. FINANCE REPORT

a) Year End Accounts

The final year end position was circulated which showed a carry forward of £128528.05. This was mainly due to receipt of Y7 intervention money, additional income for expenditure incurred for LAC/SEN and departmental savings.

The final balance has been agreed with the LA and submitted within required time frame.

b) Budget

The first budget of the new financial year was submitted with changes made since the last meeting:

- Allocated teaching time increased to 45 from September which has allowed part time staffing requests to be accommodated.

- Larger carry forward
- Reduction in the energy budget
- Lunch duty payments reduced to 35 minutes (previously paid for one hour).

The Business Manager reported that this is now a balanced budget with a small surplus and this will be continue to be monitored very closely and the school will endeavour to look at opportunities to raise more income. It was noted that there will be very challenging times ahead.

A query was raised by a governor requesting that although the overall budget is showing a small surplus could we please report it that we were operating on an in year deficit and that the shortfall is covered by reserves. This was agreed by the Business Manager for future reference.

Discussion took place on the National Funding Formula it was generally felt that this is likely to be put on the back burner due to the General Election.

Q. How did the staff meeting go when the budget challenges were explained?

It was reported to the Governing Body that the school staff had risen to the challenge of a reduced budget in a positive and proactive way. They had previously been warned of the budget challenges and had been part of a consultation process. In all staff have responded well.

The Governor asked that their thanks be passed on to all staff for their support and co-operation.

Q. How does this impact on workload?

The school is continuing to look at staff workload and will be trialling a more streamlined approach to reporting to parents. This will be taken to the Parental Forum for discussion.

The school has invested in joining PIXL- a partnership of schools which provide a range of online resources and networking opportunities.

General discussion took place on ways of generating income. The school currently has sports kit sponsorship and the Headteacher had been in contact with the Heaton's Traders Association and was hoping to attend a meeting with them in the near future.

Other income generators were suggested:

- Alumini - Personal donations
- Writing to parents requesting funding for events
- A donate button on the school website
- Requesting donations for a specific project
- Set up a fund raising committee
- Set up a PTA – this item will be discussed at the Parental Forum
- Setting up a lottery

ACTION: It was agreed that all fund raising ideas be submitted to Mike Young for further discussion and development.

ACTION: Budget agreed and will be signed off by The Chair Governors.

c) Delegation Grid

There were no changes to previous years

ACTION: To be agreed and signed off by the Chair of Governors

d) Staffing

A number of part time staffing requests have been agreed – 5 teaching staff, one member of the site staff and 2 support staff.

A permanent History teacher has been appointed along with a fixed term (one year) history teacher.

A Senior Learning Co-ordinator (fixed term covering maternity leave) has resigned in order to take up a permanent position.

We have also offered an apprenticeship to a current Y11 student. He has been working in the school kitchen over the last year. The apprenticeship is for one year. This has been partly funded from a grant from one of our suppliers and also due to re-organisation of staffing within the kitchen.

5. PREMISES

a) Premises Plan

The premises plan has been completed and priorities drawn up with a limited budget for premises being available. Premises issues requests will soon be logged onto the help desk this should be up and running fairly soon.

Fencing on the common area around the rugby pitch needs repair/replacing but at present there are no funds available centrally. The

fence was originally put up by Heaton's Rugby Club and it may be that they are in a position to repair or replace.

b) Health and Safety

A member of staff tripped in the dining room and broke her collarbone. This was an accident with no apparent cause (no wet floor etc.). This accident has been reported under RIDDOR regulations.

All accidents are reported to the LA via their centralised system.

6. EDUCATIONAL VISITS

Procedures for signing off Educational Visits was explained and discussed and a report on up and coming visits was presented to the GB. The annual 3 day Y7 visit has been reduced to 2 days to cut down on costs.

The cost of cover supply for trips is being scrutinised further due to the challenges of the budget.

7. SAFEGUARDING

Nothing to report

8. PUPIL PREMIUM

Nothing new to report.

9. POLICIES

Mobile Phone Policy – changes made to restricted use to give a more consistent approach. Students were now required to be off the school premises before they switched on their phones.

Health and Safety Policy – main changes to personnel and suppliers. This is based on the Stockport LA model policy.

This policy refers to the Health and Safety Committee and discussion took place on the makeup of this committee and the frequency of H& S meetings and whether or not we needed to change what was already in place.

ACTION: Paula Thomas to request guidance from H&S Team at Stockport

Self Harm Policy – updated based upon latest training. Discussion took place on the school's approach to self-harm and the warning signs staff should be aware of. Work is also done in LC groups and in B&V lessons to raise awareness of the support available in school.

Finance Manual – Updated based on recommended process from LA

ACTION: All above to be recommended to Full Governing Body

10 AOB

Copies of papers for Resources Sub Committee Meetings

In an attempt to continue to reduce costs it was agreed that copies of policies will no longer be provided for each individual member of the committee. However it was agreed that one full copy would be available at the meeting for reference. All papers will continue to be e-mailed out prior to the meeting and are also on the Governor Hub secure website

11. NEXT MEETING

The next Resources Meeting is Monday 26th June 2017

There being no further business the meeting ended at 6.15pm