

St Michael's C of E Primary School

Resources Committee Meeting

Tuesday 4 October 2018 at 9am

Minutes

	<p>Present: Ms. R. Gouws (HT) Revd. D. Howland (Chair) Mr. B. Leslie (BL) Mrs. T. Bentil-Mensah (TBM) Mrs. S. Jempson (SJ)</p> <p>Absent: Mrs B. Fielder (BF) Mrs L. Miller (LM)</p> <p>In Attendance: Mrs. B. Ayling (BA)</p>
1.	<p><u>APOLOGIES FOR ABSENCE</u> Mrs B. Fielder (BF), Mrs L. Miller (LM)</p>
2.	<p><u>DECLARATIONS OF INTEREST</u> Revd. Howland declared an interest in Item 10 (Website) on the agenda. No other declarations were made.</p>
3.	<p><u>MINUTES OF THE LAST MEETING</u> The minutes of the last meeting held on 20th April 2018, having been circulated, were agreed by the committee and signed as a true record of the meeting.</p>
4.	<p><u>MATTERS ARISING</u> None.</p>
5.	<p><u>TREASURER'S REPORT</u> The governors were advised that a letter had been issued to parents regarding this year's Governors' Fund. So far 23 payments have been received via Parent Pay totalling £516, along with six cheques amounting to £180. Nine direct debit payments have been paid. It was suggested that monies raised by some fund-raising events could be added to the Governors' Fund. It was also suggested that parents could be telephoned to ask them to support the Fund and set up direct debit payments.</p>
6.	<p><u>BUDGET UPDATE</u> The meeting was informed that Teachers' Pay increases of between 1.5% and 3% had been implemented. The DFE had agreed to reimburse part of these sums but schools were expected to pay 1%. However, the grant had been based on £78.10 per pupil and not on staffing costs. Free School Meals grant of £28,350 and PE grant of £7,445 had been received. The half yearly Pupil Premium grant of £7,445 was £3,960 higher than had been forecast. As a teacher had resigned there was a saving but some monies had to be allocated to extra Teaching Assistant costs. It was thought a saving of about £10,000 would be made.</p>

	An internal audit had been carried out by Lewisham and the School had received “substantial assurances” which was the best outcome possible.
7.	<p>STAFFING – UPDATE</p> <p>One teacher left in July, otherwise there were no other staff changes. Staff appraisals were due to be undertaken in October and would indicate any proposed increases to pay scales. With regard to Year 5 – it had been agreed to have one large class of 38 children. It was reported that this was working well and Deputy Head was taking the nurture group. The children were all enjoying being together for some lessons. This class contained the most SEN children but it was hoped to carry this plan through to Year 6.</p> <p>There were 2 EHCP children in Reception. It was possible that they might transfer to a specialist school. Their parents were happy for them to continue at St. Michael’s, where it might be possible to obtain a grant for them to have 1:1 support.</p> <p>During the last two weeks three support staff had either been on Jury Service, in hospital or dealing with a bereavement. It was reported that the rest of the staff had coped well to cover these absences.</p>
8.	<p>PREMISES</p> <p>It was advised that the Grounds Maintenance Contract had been terminated as the Company was not dealing with the work which needed to be done. The Schoolkeeper, who volunteered to undertake these works, had received training and the necessary equipment had been purchased. After the initial equipment expenses there would be an overall saving.</p> <p><i>Q: Has the Health & Safety walk been carried out?</i></p> <p><i>A: Not yet. It is due to be performed next week.</i></p> <p>Tree felling and maintenance of the shrubs around the School site was due to take place during half term. The Company doing the work had assured DH that the ash tree branch which was lying on the Infant Portakabin roof was not causing any damage and would be dealt with along with the other works.</p> <p>Costs for the remedial electrical works were £8,960. These works had been completed and certification was awaited.</p>
9.	<p>LATE COLLECTION POLICY</p> <p>The School’s Policy for late collection stated that parents would be charged if they were late in collecting their child after school. Those parents who had received a charge had not paid and it was queried whether the school should continue with this policy. It was considered whether these children should be sent to the After School Club but it was agreed that this would be an unfair burden on them to collect their charges. It was, therefore, agreed that a letter should be sent to parents to point out that they were responsible for collecting their child or getting someone else to do so. Also that it was unsettling for the children and unfair for the staff who had to care for them when staff were also wanting to go home.</p>
10.	<p>WEBSITE DEVELOPMENT</p> <p>It was reported that a new website had been set up. The meeting was shown how it looked on the large screen. It has not yet been possible to include the School logo when used on mobile phones as it was too difficult to replicate. Members were asked whether they had investigated the new school blog. Feedback was that it looks good but there was some difficulty in maneuvering around the site.</p>
11.	<p>ANY OTHER BUSINESS</p> <p><i>Q: What is happening about the Schoolkeeper’s house? Are there any plans to turn this into usable space?</i></p> <p><i>A: Unfortunately the cost of upgrading the property would be too expensive and at the moment it is being used for the storage of bulk purchases such as photocopying paper. It is invaluable as storage space in the school is at a premium.</i></p> <p>Members were informed that Lewisham had sent a suggested Resources Terms of Reference but it was thought that this was similar to the School’s TOR. This was to be looked at a later date.</p>
12.	<p>DATE OF THE NEXT MEETING</p> <p>The date of the next Resources meeting to be arranged at the Governors’ meeting on 15th October 2018.</p>