

# St Michael's C of E Primary School

## Resources Committee Meeting

Friday 14 June 2019 at 9am

### Minutes

	<p><b>Present:</b> Ms. R. Gouws (HT) Revd. D. Howland (Chair) Mrs. T. Bentil-Mensah (TBM) Mrs B. Fielder (BF) Mrs. S. Jempson (SJ)</p> <p><b>Absent:</b> Mr. B. Leslie (BL)</p> <p><b>In Attendance:</b> Mrs. B. Ayling (BA)</p>
1.	<p><u>APOLOGIES FOR ABSENCE</u> Mr. B. Leslie (BL)</p>
2.	<p><u>DECLARATIONS OF INTEREST</u> None</p>
3.	<p><u>MINUTES OF THE LAST MEETING</u> The minutes of the last meeting held on 4<sup>th</sup> October 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> There were no matters arising other than those already scheduled on the agenda.</p>
5.	<p><u>TREASURER'S REPORT</u> It was reported that the current bank balance was £5,173.01. The diocese had been contacted on 13th June 2019 and the Planned Maintenance Assessment schedule was due to be posted to schools later today.</p>
6.	<p><u>BUDGET UPDATE</u> It was reported that staff pay was 79% of the school's total income and 85% of delegated funds, taking into account the Ethnic Minority Achievement and Pupil Premium grants. This is significantly higher than recommended levels as we should be aiming at 70-75% of our delegated funds. At the moment, two months into the budget, we are on track with 16.7% of the staffing budget having been spent on salaries. A copy of the monitoring sheet used for salaries was distributed to the committee evidencing spend to date.</p>
7.	<p><u>STAFFING – UPDATE</u> The school had been looking at staffing hours to see if these were sustainable or how these could be modified. If plans for the nursery go ahead there would be one TA less in the school and therefore other TAs would have to be re-distributed. These measures would depend on the number of children attending the nursery and the cost of setting it up. It was reported that the Local Authority has encouraged us to consider taking two year olds into the nursery, although these would not be Government funded except in certain (benefit related) cases and therefore parents would have to pay for their places.</p>

	<p>The number of office staff would be reduced and the workload spread out to make it more efficient. This included the withdrawal of uniform sales within school and the office would no longer oversee the collection of payments for activity clubs. The school was also moving to be cashless from September so that there would not be any cash in the office. Payments to suppliers would be made through BACS instead of cheques and ParentPay would be used for the collection of all income from parents.</p> <p>The Pupil Manager would increase her hours slightly when the Admin Manager left.</p> <p><i>Q: Who will now be selling the school uniforms?</i></p> <p><i>A: These will be sold by Wearabouts school uniform shop on Sydenham High Street.</i></p> <p>The committee was informed that no resignations had been received from staff. The Year 2 TA would be undertaking training to become a teacher. However, when qualified, should the nursery not go ahead, the school would not be able to pay her as a teacher. She is happy with this arrangement as part of the deal in which the school is paying for her training/assessment.</p>
8.	<p><u>PREMISES</u></p> <p>The plans for the location of the nursery were presented, illustrating how the Reception class would move to the current Year 1 classroom with Years 1 and 2 being located in the portacabins. New toilets would have to be installed for the nursery children costing about £20,000. New doors would need to be fitted for security. Ongoing conversations were being held with the LEA and SDBE and although LCVAP money had already been allocated for this year there was still some money available. The school was putting in a bid for the nursery area to help with the building alteration costs which had been estimated by the school's surveyor to total about £66,000 including fees and VAT.</p>
9.	<p><u>LATE COLLECTION POLICY</u></p> <p>The School's Policy for Late Collection was being reviewed. It was felt that it was not appropriate to charge parents who were late collecting their children as, in practice, no-one has paid the fee and it would not be cost-effective to chase debts for these relatively small amounts. It was noted that there is often a breakdown in communication as to who is collecting a child which causes problems.</p>
10.	<p><u>WEBSITE DEVELOPMENT</u></p> <p>The new website was now up and running.</p>
11.	<p><u>ANY OTHER BUSINESS</u></p> <p>It was proposed that the school would run an in-house After School Club and the prices for this and the Breakfast Club were being reviewed. A paper was presented to the committee detailing the rationale and a schedule of local competitor pricings and services. To cut down on administration, payment for these facilities would be for a week, paid in advance.</p> <p>A meeting had been held with Marcus Cooper, the SDBE Primary Advisor, regarding the new SIAMS framework and self-evaluation forms. He said that the school needed to ensure that its vision was apparent everywhere and its Christian distinctiveness was made apparent at Governors' meetings and throughout the school. Some things were good but there was more work to be done, notably outside the school buildings and in the hall. A possible quiet/prayer area in the Church garden was suggested where the children had packed lunches. This could be sectioned with a small fence/hedging and a wooden cross erected. In the Infants, it was suggested that the area to the side of the portacabins could be used for this purpose.</p> <p>Marcus was helping the school on how to complete the new framework form. This contains a question about why staff want to work in a church school. This will need to be given some thought.</p> <p>It was also reported that Marcus had suggested that Foundation Governors should be familiar with the Church of England's most recent publications regarding Christian education, particularly the Church of England Vision for Education, the Fruit of the Spirit and Valuing all God's Children which provides guidance on challenging homophobic and similar forms of bullying.</p>
12.	<p><u>DATE OF THE NEXT MEETING</u></p> <p>The date of the next Resources meeting to be advised.</p> <p>The meeting ended with prayer.</p>