

Barley Lane School Resources Committee Meeting 2 (Part 1 Minutes)

DRAFT

Date / Time:	16 th November 2016 at 09.30	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Mark Dye	MD	FOU (Chair)
Kevin Goodey	KG	COO

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH
Jacqui Dye	JD	PAR

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Anne Hannaford	AH	Associate Member

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
2/1.1	<p>Apologies & Business Interests No apologies were received and no business interests were declared.</p>		
2/2.1	<p>Minutes of the Meeting 12/10/2016 The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
2/3.1	<p>Monitor Budget The following points were noted:</p> <ul style="list-style-type: none"> • Forecast carry forward is currently £108,000. • Pupil numbers are currently 66 with some to arrive and some to leave. • JD asked how the school are doing in terms of collecting dinner money. AH advised that Judith (JF) has been on the ball with non-payment and has sent out letters and the money has been coming in. • MD asked what was happening in relation to school vehicles. AH explained that a new vehicle is coming at the end of week and repairs are being carried out on the old one and should be completed in approximately 6 weeks. AH has asked Larry to check over the vehicles every evening using a checklist and this will be left for JF to review to see if any damage has been done and who was responsible for the vehicle at the time. JD asked if there are always 2 staff in a car with students. AH confirmed that there would not always be space for 2 staff which makes it difficult to control students in the back of the car. • MD asked why 4 hire cars are being used. AH advised that the Primary unit have also been going out on trips. AH noted that she would expect the new vehicle purchased by the school to be for the use of the Primary unit and when they are not using it the wider school could then use it. MD asked that once all 3 school vehicles are back in action after Christmas he would like the school to review the use of hire cars making sure that trips are planned only when school vehicles are available. AH noted that vocational courses are the reason that the school vehicles are mostly used and because these courses are taking place on the same days it is using up all the vehicle time. AH has asked DJ to look at operating the courses on different days so that the vehicles are more available during the week. JD highlighted that vocational courses should get priority over other trips. MD asked that a plan is prepared to show when vehicles are required. JD noted that this should be easy to formulate because vocational courses and outdoor education are already planned for the year and then other trips should fit around the use of the vehicles. JD noted that someone needs to take responsibility for this. AH noted that when setting timetables at the beginning of year the teachers work together and vehicle usage could be part of this planning. JD pointed out that the spending on hire 		

	<p>vehicles was out of control and this needed auctioning urgently.</p> <ul style="list-style-type: none"> AH noted that the school are using 1/2 supply teachers at present which is an additional cost. MD noted the school have no option but to continue to use supply teachers until new staff are put in place. <p>The Committee approved the budget for this meeting but noted that changes are needed in order to bring down costs.</p>		
2/3.2	<p>Financial Benchmarking & 3-5 Year Plan <u>Financial Benchmarking</u> – AH advised this has just been started and will come to next meeting. <u>3-5 Year Plan</u> – AH had presented the plan for future income/expenditure. MD asked why staffing costs were reducing in 2019/20 and 20/21. AH was unsure and will ask Suzette when she is in this afternoon. AH will email the outcome to the Committee. The Committee were happy to approve the plan based on this confirmation.</p>	AH	15/03/16
2/3.3	<p>Pupil Premium The following points were noted:</p> <ul style="list-style-type: none"> AH advised that intervention services is costing a good deal of money and she believed that some of this work could be carried out by teachers. MM explained that the students are allocated a mentor, using the pupil premium money, to support them. The mentors are given a voice to speak out during morning meetings about what would benefit the students. These mentors are also involved in student reviews. This format will be reviewed each half term. <p>MM noted that further information will be reported at FGB.</p>	MM	30/11/16
2/3.4	<p>Staffing Report <u>Minute 1/3.1</u> – Several candidates have applied for the new posts and they have been opened to current staff on fixed term contracts. MD thought there was potential to fill the required positions and have an additional role to cover supply. MM pointed out that the school are due to take 6 additional students which should provide the income to cover the cost of an additional teacher. The LA want the school to be at 72 students and will help to underwrite any costs whilst getting to that figure. MM did not think there was enough money to cover a floating member of staff at present. MD asked if the saving from supply would cover the cost of an additional teacher. MM advised that the school are using less supply at present. The Committee agreed to Part 2 and staff left the meeting.</p>		
2/3.5	<p>Monitor Buildings Strategy <u>Minute 1/AOB</u> – KG had gotten quotes for re-tarmac and relocating the fencing for the Primary unit playground and the cost was in the region of £20,000-£22,000. MD asked, with the volume of offsite activities, if the students would use the playground on a regular basis. KG advised that it is used 4/5 times a day. The Primary unit would like to expand this area to include other activities. The Committee asked whether the money might be better used on taking students out of school to the park/skate park. MD wondered whether the usage would outweigh the cost. KG noted that the teachers say there is not enough space in the unit and a larger outdoor space would give them more opportunities. MD asked that the Primary unit put together a plan of what they would like to see included in the area and how this will be utilised. JD asked if the field could be used to better effect such as adding a slide into the slope. MM agreed that less money should be spent and that there could be better options. AH pointed out that there might be Grants available for some of the cost. KG highlighted the other key issues including:</p> <ul style="list-style-type: none"> Yearly boiler inspection had taken place and the backup pump needs replacing urgently as well as some bent valves. This will cost £2000. KG noted that if the pump broke now school would have to close. The Committee agreed the money will need to be found so this can be repaired quickly. KG asked that the Committee consider replacing the lighting in the corridor in the next financial year. KG would like to fit anti vandal type lighting at an approximate cost of £2500. <p><u>Repairs/Asset Management Plan</u> – KG advised that he will action the completion of the plan on the CONCERTO system and a report will come to the next meeting.</p>	Primary Unit	15/03/17
2/3.6	<p>Risk Assessments KG advised that all health and safety risk assessments had been carried out.</p>	KG	15/03/17
2/4.1	<p>Charging & Remissions Policy JD had seen the policy which had not been changed. JD was happy to recommend the</p>		

	policy for approval. The Committee agreed to adopt the policy.		
2/4.2	Data Protection Policy MD had seen the policy which had not been changed. MD was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
2/4.3	Governor Allowances/Expenses Policy JD had seen the policy which had not been changed. JD was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
2/4.4	Lettings Policy JD had seen the policy which had not been changed. JD was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
2/4.5	DCC DBS Policy MD had seen the policy and was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
2/4.6	Emergency Management & Business Continuity Plans KG had looked through the proformas set out by DCC and agreed they were fit for purpose. KG will complete the plans and pass them back to KF for the next meeting.	KG	15/03/17
2/5.1	Part 2 Minutes of the meeting 12/10/2016 Agreed as a correct record and signed accordingly by the Chair.		
	Meeting Closed: 11.15		

Next Meeting:			
Date / Time:	15 th March 2017 at 09.30	Location:	Barley Lane School