

Kents Hill School  
Resources Committee Minutes  
Wednesday 14<sup>th</sup> October 2009

Present

Jim Jolly, Neal Judd, Helen Anderson, Ruth Marienfeld, Phil Fox, Hayley Hughes and Debbie Castle (non GBM).

1. Apologies - None

2. Declaration of interests

Phil Fox declared that his wife works at school.

Helen, Hayley and Debbie declared that they are employed by the school.

3. Minutes of the previous Meetings - 08-07-09

Agreed and approved

4. Matters Arising from previous meetings

Statement of Internal Control. Jim signed the SIC. DC will forward to MKC.

Ruth confirmed that the Holiday Club numbers were too low to make it viable and therefore the club was not able to run at Kents Hill School. However those children from Kents Hill School who wanted to attend the club were able to be accommodated by the provider at her other setting.

4a. Terms of Reference

The terms of reference are to stay as they are, changing only the membership.

**Action Helen Anderson**

5. Budget Monitoring

Review performance

Review of individual cost centres showed an over spend in:

- a) E12 as previously minuted. Looking closer at the individual items passed through the account it was decided the PIR units could be placed to Devolved but this would still leave a shortfall. Predicting spending to the end of the financial year the sum of £1,500 is to be veered from E01.

- b) E15 Water and sewerage remains overspent as previously minuted. Energy predictions are currently running lower than predicted so a virement from E16 to E15 of £500 is to be made.
- c) E22 has spent its allocation and an addition £800 is to be vired to this from E01.

With the introduction of CWDL on 12<sup>th</sup> October, and the impact of its costings when changing staff, it was felt an additional sum of money should be placed into E08 to cover these. A sum of £200 is to be vired from E01 into E08.

A revised budget plan is due to be at the Council for the 1<sup>st</sup> November.  
**Action DC please complete the above and send a revised copy of the Budget accordingly.**

#### New IT Equipment Purchases

The ICT equipment has been purchased and is up and running. The total cost of £12333 was within the agreed £13500 budget.

#### The Physical Environment review

The working party met on 13<sup>th</sup> October. An estimate received from Milton Keynes Council was higher than anticipated and not particularly detailed, despite the considerable effort put in by our staff to help the MKC team. Further attempts will be made to obtain more details from MKC team. Alternative surveyors will be approached to explore alternative solutions, and to confirm costings.

The working party is to meet again in one months time.

The committee discussed whether to proceed with this review in light of the change of Head, and it was agreed that this should continue.

#### Devolved Capital

Debbie produced a spread sheet showing the breakdown of Devolved Capital for 2009-2010. The completed projects have come in on budget and therefore will mean no additional monies to carry forward. Moving forward the predicted carried forward of £59,290 at the end of this financial year, together with the remaining 60% of next years allocation, should give us a balance in the region of £77,000 for future projects.

#### 6. Staffing

- Helen Anderson is retiring and will continue to work for school until 31-08-10. The recruitment of a new head teacher is costly. National advertisement is mandatory and will cost approx £800. Services for Schools provide a 'Senior Appointments Service'. Ruth

has recently had experience of this service, and confirmed that the service was comprehensive and very helpful. There are various options but it was felt that 1 x officer over a 2 day period, at £1660, would best suit our needs.

- A decision as to which Governors will sit on the selection panel needs to be made at an Extraordinary Meeting of the Full Governing body, date to be decided.
- **Action Ruth Marienfeld. To discuss the process, timings and dates with Jane Banting at MKC and to distribute these to: Jim Jolly, Neal Judd, Phil Fox and Helen Anderson.**
- Danielle Kelly (permanent contract Reception TA) has resigned and will continue to work until Autumn half term. An advert has been placed on the Web and distributed to all schools. The closing date is Monday 19<sup>th</sup> October and so far we have had approx 8 people who have collected a pack from school but no completed application forms as yet. The plan is to hold interviews next week.

#### 7. Performance Management Monitoring

Helen presented the Governors with an Annual Report on Performance Management Policy Operation. The governors felt this was very useful.

#### 8. Head and Deputy salary review

Lisa Dailey is top of her scale this year. Lisa will therefore remain at her current grade.

Hayley Hughes has a temporary position of L6 from June 09. Therefore Hayley will remain the same for this period.

Helen and Debbie left the room. Upon return Jim confirmed that Helen had met her targets set for the previous year and as such the Governors had decided to award Helen an increment of an additional point to L21.

Debbie confirmed that this had already been costed into the Budget.

**Action Debbie Castle to complete Notification of Salary, to be signed by Jim and then distribute accordingly.**

#### 9. FMSIS

Debbie and Helen had a meeting on 13<sup>th</sup> October with Esther Doyle.

Esther confirmed she had no immediate issues with the schools financial position. Our next FMSIS assessment is 2010/11. Esther confirmed it is good practice to maintain the FMSIS evidence file for future FMSIS assessments.

**Action Debbie Castle**

#### 10. Early Years Funding Consultation

Helen & NJ completed the consultation document regarding the Early Years Funding Consultation. With the proposed funding allocation, School settings will, simply as a result of the proposed formula, be at a disadvantage, compared to other settings.

#### 11. Three Funded Nursery Hours

Concerns were made as to how we were going to staff the 15 hour funded week with our Nursery children under current contracts.

**Action Helen Anderson to contact Jacqui Mc Grath to obtain some clear guidelines/parameters as to the way forward.**

#### 12. Policies.

Model Grievance Policy and Procedure for School Staff has still not been updated on the Web site. Carry forward again to the next meeting.

#### 13. Any other business:

Jim stressed that it is going to be a busy year and to ensure that the required work, which will need to be completed, is both delegated and shared.

It was agreed that the main projects of: Physical Environment Review, Head Teacher recruitment and Nursery/Early years consultation, be split into sub groups within the Resources Committee.

Helen would like to see staff in key stage 1 attend part of the planning meetings, for 1 hour, each week. Staff in Foundation currently attend planning meetings and this has proved a benefit for the team.

Implementing this may result in a change of contracts.

**Action. Helen and Hayley to discuss at SMT meeting to discuss the best way forward to implementing this.**

Helen raised her concerns as to the amount of additional time Val is working in the office over and above her contracted hours. Jim would like to see a report showing what additional duties Val is undertaking and how that is impacting on her timescales.

**Action Debbie Castle to comprise a report to be presented at the next Resources meeting in January 2010.**

#### 15. Next meetings

Proposed dates in Agenda confirmed.

Next - January 13<sup>th</sup> 8.30am start