

**Minutes of the Resource Committee  
for Alfreton Park Community Special School  
held on Monday 13 June 2016**

**Present:** Mrs C Smart (Head)      Mr M Clemens      Mr J Glasby  
Mr W Jowett (Chair)      Mr R Hancock      Mr R Sowter

**In attendance:** Ms S Whitaker, Clerk and Ms R Dallman, Business Manager

**R35 Apologies for Absence – agree whether to accept**

Governors noted and accepted apologies for absence from Mr S Marshall-Clarke.

**R36 Declaration of Interest in any items on the agenda**

No Governor declared an interest in the following agenda items.

**R37 Agree Any Other Urgent Business**

There was no any other business to add to the agenda.

**R38 Minutes of the previous meeting held on 18 April 2016 – agree as a true record**

The previously circulated minutes were **agreed** as a true record of the meeting and were duly signed by the Chair on behalf of the committee.

**R39 Matters Arising from the Minutes**

There were no matters arising from the minutes that were not covered elsewhere on the agenda.

**R40 Premises Issues**

**I. Pool update**

Ms Dallman advised that the pool build is two weeks behind schedule. Ms Dallman advised that she has been approached by East Midlands Swimming Association and has met with them to discuss their proposal. An income of £30k P.A. would be guaranteed with the possibility of this rising to £40k and the pool would be staffed out of school hours by the Association. **A Governor asked whether £30k is what the school was hoping to generate in income** and Ms Dallman confirmed that it is. Ms Dallman advised that the out of hours issues need resolving and recommended that the Association are given control of the pool out of school hours. **A Governor asked whether the mothers and toddlers could still use the pool** and Ms Dallman advised that there would be flexibility and either way they could use it at lunchtimes. Ms Dallman advised that the staff would be pool plant trained.

**A Governor asked about the cleaning and maintenance of the pool** and Ms Dallman

advised that consideration would need to be given as to how this process is managed. A Governor suggested that the Association is responsible of the cleaning of the pool at the end of each session. This was discussed. **A Governor asked where the £30k is guaranteed from** and Ms Dallman advised that it is the Association who would guarantee this.

A discussion took place around the additional costs incurred and the risk of damage and wear and tear. **A Governor asked when the Association would want to start using the pool** and Ms Dallman advised that she has quoted January 2017 as the earliest date for hiring.

A discussion took place around the disposal of nappies if the toddler group are using the pool. No decisions were reached on this issue.

**A Governor raised the issue of access and the public coming onto the school site.** The Head highlighted her thoughts on how the site would be secured. The Head advised that it might be necessary to site a member of the office staff in the pool area at lunchtimes.

A Governor thanked Ms Dallman on her work and **another Governor asked whether there is anything that Governors can do to aid this moving forwards.** Ms Dallman advised that she is going to visit another school with a pool and a Governor would be welcome to join her on this. Ms Dallman was asked to report back to the next Full Governors meeting in July. **CLERK TO ADD TO FG AGENDA**

Ms Dallman and the Head gave information to Governors pertaining to when it would be practical to empty the pool and close it down; suggesting that at the close of the summer term would be an option. It was **agreed** that this is a day to day operational decision which would be delegated to the Headteacher.

Ms Dallman advised that a plan needs to be made to close the old pool and the Chair advised that this could be discussed by the Pool Committee.

The Head advised that she has spoken to Sue Pegg to ask if the pool could be named after someone and it was noted that the pool could be named after anyone providing it is appropriate.

Governors **agreed** that the pool would be called 'The Margaret Clarke Pool'. It was **agreed** that the opening of the pool would be celebrated and a celebrity connected to swimming would be invited.

## **II. Bingham House update**

The Head advised that the additional funds have been approved for Bingham House, making £1.45m in total. Ms Pegg has asked for a bat survey to be conducted. The lease has been cancelled. **A Governor asked whether the buy-back of the lease is the responsibility of the school** but the Head advised that she did not know how this would happen at this stage.

A discussion took place around the use of the deer shed and it was noted that this would probably be used for storage. It was noted that £100k has been applied for and approved to rebuild the deer shed.

A Governor asked whether any timescales for the work have been given and the Chair advised not.

Governors noted that no further action will be taken until after the bat survey has been undertaken.

### **III. Maintenance Schedule**

Ms Dallman advised that the floors have been replaced in Willow Class, Larch Class and the Main corridors which have also been redecorated and new blinds fitted. An air-cooling system has been installed in the server room.

Governors noted that a new cleaning-caretaker has been appointed by the LA who will hopefully start before the end of the summer term.

Forthcoming works include the installation of an air conditioning system in the Sensory Room. Quotes are being obtained for refurbishing the staff toilets on the main corridor and those on the Apple/Acorn block. These works are planned to be carried out during the summer holidays. A Governor said that there are other classrooms in school which are uncomfortably warm and the Head advised that it is possible that the heating is not clicking off and needs to be checked.

A Governor asked for the cost of the air conditioning units and Ms Dallman advised they are in the region of £2k each. A discussion took place around the maintenance and ongoing costs of air conditioning units.

A Governor asked whether another building survey needs undertaking and Ms Dallman advised that one should be done before the next Full Governors' meeting.

The Head advised that the LA has asked whether the removal of the trees could be paid for from Option 1 and the Head had replied not as the Option 1 is still overspent. The chopping down of the three trees had not been identified until the building meeting. The cost was noted as approximately £2k.

## **R41 Financial Issues including:**

### **I. Finance update**

Ms Dallman tabled a report highlighting areas for Governors' attention.

The overall budget is showing a projected carry-forward of £343,711.

The staffing budget has a projected overspend of £15,455 in this financial year. This is due to an increase in TA hours.

Premises has a spend of £6k in the year to date which is in line with the £72,900 budget.

Travel Costs has a spend of £277 in the year to date which is in line with the £4,100 budget.

Supplies and Services has a spend of £9925 in the year to date which is currently in line with the £130,811 budget. It is likely that there will be an over-spend in the furniture budget.

Income is projected to deliver £10k more than budgeted. This is a result of external costs being recovered.

Internal charges has a spend to-date of £101,338 in the year to date there is a projected overspend of £2284 this is mainly due to a shortfall on the High Needs Block funding.

## **II. Fundraising - Minibus**

Ms Dallman advised that there is a commitment from Sunshine Variety Club to provide the school with a minibus but she now has to raise £20k match funding in order to secure the bus. At the present time the school has £5k of donations in the school fund and the Friends of Alfreton Park have also agreed to donate to the minibus fund from their activities. Ms Dallman advised that she has sent a mail out to over 50 local businesses asking for donations for the minibus fund and she has also sent letters to the contractors who have been working on the pool. Any companies donating £250 will have a tile in the new pool dedicated to them.

**A Governor asked whether it is possible that the existing bus can be retained** and the Head advised that a new tailgate has been purchased at a cost of £4k. It was agreed that the condition of the existing bus would be looked at upon receipt of the new bus and a decision taken at that stage.

**A Governor asked whether there is a time-limit for raising the match funding** and it was noted December 2017. **A Governor asked whether the money could be taken from school funds in the interim** and Ms Dallman advised that it could be and the fundraising could continue and the monies then put back into the delegated budget.

**A Governor asked whether any decisions have been made by the LA regarding home-school transport** and it was noted not yet.

Ms Dallman advised that fundraising software has been purchased and will be on the school's website.

Ms Dallman advised that she is investigating how to register the school for Gift Aid and will approach Friends of Alfreton Park to see if this could be done through them.

A discussion took place around Gift Aid and Governors noted that in order to

register the threshold is £5k.

Ms Dallman is meeting with Friends on the 16 June and will approach the subject of Gift Aid and feed back to Governors in due course.

#### **R42 SIP review**

##### **1. PRIORITY ONE: To secure the best possible outcomes for pupils by strengthening leadership skills of all stakeholders**

The Head had previously circulated the SIP for review advising that she has added interim targets. The Head advised that it is her intention to run the new SIP in line with the budget and it will therefore be brought in April 2017. **A Governor asked for explanation of the Senior TA and the Head advised how this will be done.** An extra day's speech and language therapy will be bought in to start in September 2016. The Curriculum Leader role is not yet up and running mainly due to staff sickness absence. The roles will be relocated for September with some staff returning from maternity leave. **A Governor asked why staff attendance has improved significantly** and the Head advised that it is a combination of the absence control policy being implicated, some staff have returned to work and some staff have left the school's employ.

##### **2. PRIORITY FOUR: To secure the best possible outcomes for pupils by developing adequate premises and resources**

The Head advised that this was covered under earlier agenda items.

#### **R43 Policies for Approval:**

- **Complaints Policy**

This had been added to the agenda in error.

#### **R44 Any Other Business (as agreed at beginning of meeting)**

There was no any other business.

#### **R45 Date and Time of Next Meeting**

The next meeting will be held on Monday 21 November 2016 at 2.00 p.m.