

**Minutes of the Governors Resource Committee for
Alfreton Park Community Special School
held on Monday 21 November 2016**

Present: Mrs C Smart (Head) Mr B Jowett (Chair) Mr R Sowter
 Mr J Glasby Mr S Marshall-Clarke

In attendance: Ms S Whitaker, Clerk, Mrs R South, in observance and Ms R Dallman, School Business Manager

R46 Elect Chair & Vice Chair of Committee

Mr Jowett was elected as Chair and Mr Sowter elected as Vice-Chair of the committee.

R47 Apologies for Absence – agree whether to accept

There were no apologies for absence.

R48 Declaration of Interest in any items on the agenda

No Governor declared an interest in the following agenda items.

R49 Agree Any Other Urgent Business

- Long term staff absence
- Obsolete equipment
- Letter from LA to the Chair re: Finance

R50 Minutes of the previous meeting held on 13 June 2016 – agree as a true record

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

R51 Matters Arising from the Minutes

A Governor suggested that once the deer-shed has been refurbished that an area as a workshop is created. The Chair of Governors advised that Sue Pegg has already agreed to this, but the school will have to kit it out at their own cost.

R52 Premises Issues

I. Pool update

Ms Dallman advised that a handover date for the new pool is still not confirmed,

but it is anticipated around the end of January 2017. The new Pool Manager, Joe Harrison took up post on 14 November and is working with the students until he starts setting the pool up; which Ms Dallman advised, will give him time to get to know the students and their needs. Mrs Clarke has indicated that she would like to return to see the handover of the pool before retiring. Governors noted there will be an official opening of the pool.

II. Bingham House update

The Chair advised that there had been no change with regard to plans for Bingham House. A Governor asked whether the provision for students at break and lunchtimes is good during the works and Ms Dallman advised that once Bingham House has been demolished, the students will have all their playground back.

III. Maintenance Schedule

Ms Dallman tabled a maintenance schedule for Governors' attention. There will be an overspend of £16k in Premises costs, which had been anticipated but not set in the original budget figures due to timings.

The ceiling in Acorn classroom needs replacing as it is falling down. A Governor asked whether it is a suspended ceiling and Ms Dallman confirmed that it is. A Governor asked whether the roof needs any work above it and it was noted not. A Governor asked whether there is a hoist in Acorn class and Ms Dallman confirmed that there is and this will still be needed after the replacement ceiling.

A Governor asked where the £16k overspend will come from and it was noted from contingency funds. The pool will not start to generate funding until the financial year 2017/18.

Governors noted that future plans for improvement includes installing Air-conditioning into Willow, Larch and Chestnut which has already been budgeted for. Lighting needs improving in the meeting room and main office. £15k of matched funding has been secured to replace toilets in school.

Plans for 2018/19 include the floor in Chestnut being replaced, two more toilets replaced and decoration and blinds in some classrooms.

A Governor said that there could be three additional classrooms by this time next year and asked for a plan for how the SLT intends to use the new space including any anticipated costs. The Head advised that they will have a better idea once the cost is known. The Governor said that a plan would be appreciated even before costings are known. A Governor asked whether the school has been provided with a plan of where the classrooms will be. The Chair advised that a plan has been received but timescales are still not fixed. It was agreed that the Head would consult with staff and bring the proposed plan to the Full Governors meeting on 6 February 2017. **ACTION: HEAD TO BRING PLAN OF HOW CLASSROOMS WILL BE USED**

A Governor asked Ms Dallman if she has enough budget for repairs and maintenance and Ms Dallman advised that ideally there could be more and she has to spread the works and budget carefully.

Governors noted that a new caretaker has been appointed. Ms Dallman asked Governors to approve the employment of another cleaner for 12 hours per week to clean the pool, changing rooms and ALFIE. Governors **ratified** the appointment of a new cleaner.

R53 Financial Issues including:

I. Finance update

Governors noted that the year-end figure is showing with an anticipated overspend of £40k for employees. Ms Dallman advised that further sick cover has been built in. There is a senior member of staff who is on long-term absence whose pay will reduce to half pay in January 2017. Mrs Redfern is acting Deputy which has incurred additional costs. There are four weeks of agency cover at a cost of £1000 per week, temporary office cover and Becky Wells is acting Deputy for two days per week. Governors noted that some of the sick pay will be recovered through the sickness insurance scheme.

Ms Dallman then spoke to the tabled report highlighting other changes to the budget figures.

Income will increase by approximately £45k, most of which will be from insurance for sickness absence.

Internal charges will increase by £14k. The property package still has a deficit and Ms Dallman proposed to pay off the balance and then not buy into it again next year. A Governor asked how repairs and checks would be covered and Ms Dallman advised that contractors would be employed directly to undertake these.

A Governor asked Ms Dallman to look at when the three new classrooms are on board whether she could look at the possibility of any additional students without having to increase staffing levels. The Head advised that staff would be needed if any new students joined the school. The Head reminded Governors that the three additional classrooms are to provide adequate space for the students who are already on roll.

II. Fundraising – Minibus

Ms Dallman advised that Lord Taverners have been advised that the school's share of the funding has been raised and it is anticipated that it will take approximately one year for Lord Taverners to match this. Ms Dallman advised that fund-raising will continue to raise monies to purchase a people carrier in addition to the minibus.

III. Financial standards and regulations review

Governors reviewed the regulations and **agreed** that the limit for three quotes increases from £500 to £1500.

Governors **agreed** that the limit for tendering will be set at £22,069, being £10,000 plus 1% of the school's budget.

With these two changes, the financial regulations and procedures were **agreed** by the Resource Committee and will be added to the Full Governors' agenda for ratification. **ACTION: CLERK/RD**

IV. Committee terms of reference

This had been added to the agenda in error.

V. Budget update

This had been added in error.

VI. Financial benchmarking

This will be carried forward to the next Resource Committee meeting. **ACTION: RD/CLERK**

VII. Verbal report on audit feedback

Ms Dallman advised that the audit had been successful overall. It was noted that audit recommend that replacing staff is discussed at Governors meetings before advertisements are placed.

It was **agreed** that the Resource Committee Governors would meet at 11.00 a.m. on Monday 12 December 2016 to complete the audit action plan.

R54 SIP review

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

The Head spoke to a tabled paper showing work towards Priority 1. The Head advised that the work with TAs is ongoing. A Governor asked what is being done and the Head advised that Mrs Cross is working with other schools in the federation and tying in with this work will be done with the Autism Trust which has competencies to measure against.

The Head advised that the majority of the items are past consultation and are at a good or outstanding judgement in her opinion. **A Governor asked whether the priorities judged to be good will continue to be improved upon** and the Head

advised that once a judgement of good has been achieved new priorities will replace those priorities which have been achieved.

A Governor asked whether these priorities will form the basis of the next school improvement plan how it will be organised for Governors to monitor. The Head advised that staff are meeting tomorrow to look at priorities and a School Improvement Plan is brought to the Full Governors' meeting in December. A Governor said that any areas of weakness identified by Ofsted should form the basis of the SIP in addition to any proprieties identified by staff and Governors. **ACTION: HEAD/CLERK TO ADD TO AGENDA**

The Head then spoke to the tabled document.

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

The Head spoke to the tabled paper advising that the Pool is anticipated to open in January, the three new classrooms are now planned but the Head advised that they will not offer as much space as she had hoped for, the deer shed can be started on once the pool is finished.

3. New Priorities draft

The Head tabled the draft for Governors' attention.

R55 H&S Audit

This had been included in the premises report.

R56 Policies for Approval:

No policies had been brought for approval.

R57 Any Other Business (as agreed at beginning of meeting)

I. Obsolete equipment

The Head advised that any equipment that is no longer needed which had been borrowed from the LA can be returned to them. A Governor asked whether equipment can be shared with the other schools in the federation and this was discussed.

II. Long Term Staff Absence

The Head advised that she has spoken to the LADO and HR around her concerns. The Head advised that the policy is being followed.

R58 Date and Time of Next Meeting

The next meeting will be held on Monday 20 February 2017 at 2.00 p.m.

Signed
On behalf of the Resource Committee

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Signed
On behalf of the Governing Board