

**NEW MILLS SCHOOL
RESOURCES MANAGEMENT COMMITTEE MEETING
MINUTES**

Date:	Thursday 30th January 2020 at 6.00pm	
Venue:	New Mills School	
Present:	Chris Furness (CF) Felicity Wicks (FW) Tim O'Brien (TO) David Hout (DH)	Local Authority Governor Co-opted Governor, Chair of Governors Co-opted Governor Co-opted Governor
Apologies:	Keith Taylor (KT)	Co-opted Governor, Chair of Committee
Absence:	None	
In attendance:	Garry Cash (GC) Diana Malkin	School Business Manager Clerk

The meeting met its quorum and started at 6.00pm

AGENDA ITEM 1	WELCOME
Discussion:	The Vice Chair welcomed everyone to the meeting, as the Chair was not able to attend.

AGENDA ITEM 2	APOLOGIES FOR ABSENCE
Discussion:	There were apologies from Keith Taylor.
Agreed:	The apologies of the above-named governor were accepted.

AGENDA ITEM 3	CONFLICTS OF INTEREST IN ITEMS DETAILED IN THE AGENDA
Discussion:	There were no declarations of any conflict of interest in any agenda items.

AGENDA ITEM 4	MINUTES OF THE LAST MEETING 28th November 2019
Discussion:	The minutes of the last meeting were considered by the committee.
Agreed:	The minutes of the last meeting were approved as a true and accurate record of the meeting and were signed by the Vice Chair.

AGENDA ITEM 5	MATTERS ARISING FROM THE LAST MEETING
Discussion:	There were no matters arising from the last meeting not included on the below agenda.

AGENDA ITEM 6	FINANCE UPDATE
Discussion:	The Finance update was given by Garry Cash, from which the following points were highlighted: <ul style="list-style-type: none"> • The current year's budget is in line and GC is reasonably confident the budget will come in within the agreed target. • Since the budget was finalised in April, a number of items have impacted on it, so some items have changed.

- Future forecasting was considered and it was noted that changes to the National Funding Formula have meant significant changes to the budget for 2022, which are not positive.
- From the initial budget calculations, one exceptional circumstance which has impacted is that £32k, which has been in the budget since 2015 as an additional allocation, is no longer there because DCC have informed New Mills that the cost of the school using the leisure centre will now be borne by the school. This is around £50k per year. DCC have historically put £32k towards this, to alleviate the impact and so it has cost school £18k. However, this has now been stopped, due to council cuts.
- The background to this is that GC was told school would have to give 3 academic years' notice to stop the contract, but when submitted, the Planning Department did not accept the notice.
- In 2021-22 DCC original calculations were for NMS to receive £29k funding. Due to recalculations, the latest figures show NMS will receive £7k.
- In 2022-23, NMS would be £41k short.
- GC advised that there was an expected £100k surplus over the next 2-3 years and this will now be significantly less.
- Practically speaking, there will still be legacy debt of £629k, so £62k to repay per year. This has a potential impact on academisation with TTLP, so governors will have to consider this carefully.
- The future forecast budget that has in 2021 a surplus of £30,640 is based on the updated NFF calculations. It is also based on a 2% pay rise for teaching staff.
- An alternative forecast has been drawn up based on the estimate of what the actual teachers' pay rise is likely to be, which could be anything from 2.5%, to 6.7% for new teachers. This forecast is less positive.

Q: Does this take into account the reduced top slice, from DCC to TTLP? **A:** At this time, trying to identify the amount top sliced from DCC is very difficult.

- The last 2 pages show a breakdown of the updated calculations from DCC. The de-delegated budget is described by DCC as the top slice. For example, in 2021, £32,141 is stated as the top slice. That is around 1%, whereas TTLP estimated DCC top slice at around 7-9%. This needs to be clarified.
- The committee discussed academisation and that it seems unlikely that the DCC top slice is 1%. One of the drivers for joining TTLP is to be financially better off.
- Support staff pension costs are also going up by 1% from April 2020, which is another additional increase.
- The committee discussed there may be another 10 years before the legacy debt is paid off.
- GC also cautioned that going back to the 2021 forecast, the budget is set and cannot change.
- The year 7 intake is forecast at 130, which informs the 2021-22 budget. Two extra students would impact this by £10k, four extra by £20k and so on. If 140 join in September 2020, there would not be the need for an additional teacher, but an extra £40k would come in.
- There have been around 121 first choice and 90 second choice applications this year.

Q: What is the creditors' costs of £9k for water - was this not picked up it was a 30% increase at the time? **A:** The water companies send an estimated bill, then a corrected bill and a credit note. It was advised that it is a DCC account so credit notes are not applied. NMS have built up a credit of £28k and are waiting for this as

	a refund. Q: What does the Buildings £16k include? A: That was put in at the start of the year, and DCC put it in a different line. There is additional expenditure for wiring and PAC testing, which are statutory requirements. Q: Are rates included in some of the top slice budgets? A: School would probably be expected to pay rates, if it academised.
Action:	A definite response to be sought from DCC and TTLP on the top slicing figures. FW and GC. Possibly speak to Chris Alcock.

AGENDA ITEM 7	STAFFING UPDATE
	<p>GC advised on the following staffing updates:</p> <ul style="list-style-type: none"> • The staffing update now includes all updates since September 2019. • A Maths teacher joined in September to cover a shared maternity leave, then left in November, and that post is being covered by supply. • This had been budgeted under Teaching staff until February half term, but is actually being paid for out of the supply budget. • One TA resigned at Christmas, who was on 3 days a week. A replacement was not advertised for and there is now an EHCP and another child who has GRIP funding. This means a new TA can be recruited for 5 days a week. • There has been a change to contract for the FTL for Maths, to cover the extra lesson planning, he will do an extra half day a week until 14th February. • There is a new TA and there has been quite a lot of sickness absence on the TA team, so 2 relief TAs were appointed to cover sickness from September 2019. • Sickness: from September there were 2 cleaners on long-term sickness absence. They have both now returned to work. A cleaner was recruited through an agency for 3 months to cover, which also affects the budget/virements. • 2 teachers have been off for over 2 weeks and this soon builds up in financial terms. One is a senior teacher, and this is having an effect in other areas. Agency cover is already overspent on its budget of £52k and will continue to rise. • There is a relief TA who is off sick and another who has had quite a lot of sickness absence. • TA basic pay is already £10k overspent, due to bringing in relief staff to cover sickness. • The committee considered the sickness absence over the years, for teaching and support staff. Figures are now levelling out. • Benchmarking figures of absence are considered, but the most recent data is for 2017. • The committee commented the staff absence figures at NMS have been cause for concern over the years. They are consistently about 20%, above the national average. • GC advised there is a sickness absence policy and there are return to work interviews. • The committee discussed culture in some organisations and asked if there could be more stress at NMS than at other schools. • The committee discussed asking staff about their happiness levels and the possible reasons for the high level of sick leave. • The committee noted that the school has done a lot of work over the last 2 years on staff workload and wellbeing.

	<ul style="list-style-type: none"> • There seems to be a high percentage of teachers taking short absence.
Action:	<ul style="list-style-type: none"> • TO will put together some suggestions on how to get the absence figures down. • Staff Survey to be considered: think about who it comes from and when. • FW and GC will liaise with AB, CJ and SC on this.

AGENDA ITEM 8	PREMISES UPDATE
Discussion:	<p>GC advised on the following premises points, from the updated premises report from Jo:</p> <ul style="list-style-type: none"> • Boilers: DCC visited before Christmas as part of the maintenance programme. This may be funded by DCC. • Sports Field: a surveyor visited before Christmas to consider demolishing the pavilion. The demolition of the pavilion would save money. The talks that were under way with some sports clubs about using it have not come to anything. <p>Q: Will something else be built in its place? A: That depends on how much funding is available after the demolition costs are taken into account.</p> <ul style="list-style-type: none"> • The Food Tech building: gas cookers and facilities have been removed and electric cookers installed. • Some tree work has been done. • Following complaints from neighbours, the Leylandii trees have been removed. • Rewiring and PAC testing have been done. • Lighting for the Hall, Atrium and coffee bar have been done, and other lighting is ongoing. • A large contractor has been used in the past, and GC is looking into a new contractor at the moment, due to variable quality of the current one. <p>Q: Can school still select contractors if academisation takes place? A: Yes NMS can employ who they like, as long as they have a minimum of £5 million liability insurance.</p> <ul style="list-style-type: none"> • The intruder alarm works but needs updating at some point. • The phone system is being replaced during February half term, as discussed at the last RM meeting.

AGENDA ITEM 9	SCHOOL FUND UPDATE
Discussion:	<ul style="list-style-type: none"> • GC advised this was discussed at the last meeting and it requires auditing. • Part of the SFVS return states the school fund needs to be audited. • Some colleagues in Peak 11 have had the same difficulty in finding an auditor, so there is going to be a reciprocal arrangement with these schools. The SBM at Buxton Community School will be off work, and she will audit the NMS school fund going back for 4 years. • In the past it has cost the school around £250 per year's audit. • The committee considered the school fund accounts. GC advised that the school fund is money that belongs to the school, not funding from DCC. Most of the monies relate to school trips, and the money comes in and then goes out. • Currently there is £89k in the School Fund and the committee considered possible uses for the monies that may be left over.

AGENDA ITEM 10	POSSIBLE INVESTMENTS FOR THE SCHOOL
Discussion:	<ul style="list-style-type: none"> • The committee discussed that this item arose when it was thought there may be more resources available than there are now. • It is recognised that the school has been cut over the years to the extent there is no extra capacity. • The SLT are looking into a cover supervisor. It may be that a full-time cover supervisor could be re-employed, currently on 2 days a week. • The other area which could be looked at is the leadership structure. There are currently 2 co-heads, a deputy and an assistant head teacher, and the SBM. • Some new text books and other resources – some small outlays can make day to day jobs better for teachers.

AGENDA ITEM 11	Approval of any actions above Headteacher's delegated authority limit: a) Virements over £26,000 b) Order/invoice approval – over £2,500 c) Premises work – over £2,500 d) Minor Repairs e) Inventory write offs – over £100
Discussion:	<p>The following invoices were considered:</p> <ul style="list-style-type: none"> • Lex Leisure £12,144 for the hire of the sports hall at NM Leisure Centre from January to March 2020. • Pearson's BTEch exam entries, £6416. • GR Bailey Electrical £4513 • £4319 GR Bailey for PAC testing. • EDF November £4398 and £3944 for December 2019. • Corona Gas £2598. • Matt Quigley, UK Sports coaching £2000. <p>Total: £40,332.00</p>
Approved:	<ul style="list-style-type: none"> • The invoices, totalling £40,332.00 were approved by the Committee and signed by the Vice Chair.

AGENDA ITEM 12	ANY POLICIES/PROCEDURES FOR APPROVAL
Discussion:	<ul style="list-style-type: none"> • Financial Regulations (DCC model) • Charging and Remissions (based on DCC model) • Adverse Weather Policy <p>• The Adverse Weather Policy is now a procedure.</p> <p>• Financial Regulations is a DCC model policy. On p2 it now states that the school's limit for invoice approval is now £3000 for the virement limit, HT limit and quoting limit.</p> <p>• C&R policy is a DCC model policy.</p> <p>It was agreed to recommend these policies to the next FGB, on 11th February 2020.</p>
Approved:	<ul style="list-style-type: none"> • The committee approved the above policies and they will be considered at the next FGB meeting.

AGENDA ITEM 13	ITEMS FOR THE NEXT AGENDA
Discussion:	<ul style="list-style-type: none"> • IT update from Keith Lutener on the servers.

AGENDA ITEM 14	AOB
Discussion:	There was no further business for discussion.

AGENDA ITEM 15	DATE OF THE NEXT MEETING
Discussion:	The next meeting will be held on Tuesday 10 th March 2020 at 6:00pm

There being no further business, the meeting finished at 1945