

**NEW MILLS SCHOOL
RESOURCES MANAGEMENT COMMITTEE MEETING**

Date:	Thursday 8th October 2020 at 6.00pm	
Venue:	Zoom (online)	
Present:	Tim O Brien (TO) Felicity Wicks (FW) David Hault (DH)	Chair of Committee Chair of Governors Co-Opted Governor
Apologies:	Chris Furness (CF)	LA Governor
Absence:	None	
In attendance:	Ed Salter (ES) Garry Cash (GC)	Clerk School Business Manager

The meeting met its quorum and started at 18.14

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSNENCE
Discussion:	The chair welcomed everyone to the meeting Chris Furness sent apologies .

AGENDA ITEM 2	DECLARATIONS OF INTEREST IN ITEMS DETAILED IN THE AGENDA
Discussion:	No declarations of interest.

AGENDA ITEM 3	MINUTES OF THE LAST MEETING 10th March 2020
Discussion:	Minutes were approved as an accurate record.

AGENDA ITEM 4	MATTERS ARISING FROM THE LAST MEETING
Discussion:	No Matters arising.

AGENDA ITEM 5	ADOPTION OF TERMS OF REFERENCE
Discussed:	ToR were circulated to be reviewed by governors.
Action:	ES to circulate the ToR to get an agreement on its format for 2020-21.

AGENDA ITEM 6	BUDGET AND SPENDING
Discussion:	Garry Cash discussed the budget document that was circulated to the committee: <ul style="list-style-type: none"> • 5-6 months into the financial year, currently on budget.



- Some areas of expenditure are not as high due to COVID and other areas are over expenditure, also due to COVID.

Q. Can you give an example of unforeseen expenditures/under expenditure?

A. Usually GC budget's for NQT teachers on mid-point scale. All the appointments from September, 3 were on M6 and there were some savings from this.

- The cleaning team have been getting extra hours due to COVID, from school closure all the way up to reopening and now. One cleaner is still working nearly full time.
- Compared to a lot of schools not a lot has been spent on signage, that has been taken care of in-house.
- Increased spend in cleaning products, sanitiser etc.
- The School still had to pay for exam fees for exams that were never taken and have been assured that a percentage will be given back.

Q. Are there any risks to the budget?

A. Not currently, although the heating is on all the time already but a lot of that is being lost through ventilation requirements such as keeping doors open. They are expecting a large heating bill. GC wants to wait and see if virements between headings will be required.

FW discussed a meeting of cabinets at DCC of which no committee members were present. Among the topics discussed were schools with budget deficits. A note in an agenda item was included suggestion schools to pay the money back within a certain timeframe. No one at the school has heard anything about this so it is hard to judge if this plan will go ahead.

GC Noted that this year will be the first self-generated surplus in our budget (£22,000). Last year's surplus was because of an additional £150,00 from Derbyshire and the year before that an extra £400,000. The £22,000 can disappear quickly if for example a teacher falls ill and needs replacing.

The committee agreed it was best to wait and see what the outcome is from this meeting.

- Devolved formula capital account: Bill for IT server upgrade has come through at over £40,000. Now leaves almost £700 in the devolved formula capital for the rest of the year. £30,000 was government assistance from last year from the government. This spend has already been agreed at previous committee meetings
- Government have provided catch-up funding for year 7 students in low attainment in English and Maths in the last few years, which comes to around £7,000. Recently additional funding was announced for children impacted by school closures, which will be £46,000 to cover the academic year. The



	<p>school is expected to put together a plan on how to catch the children up for that. This goes through the QE committee</p> <p>Q. Are these figures in the current budget? A. Not yet as no money has been received.</p> <p>Q. Is there any additional funding for the physical cost of COVID such as additional cleaning materials? A. There was a fund for COVID impact, but it didn't cover cleaning etc and New Mills wasn't eligible for the funding.</p>
Action:	<ul style="list-style-type: none"> GC will put together a spreadsheet for spending for COVID related costs/funding Catch-up funding plan to be discussed at the next Quality of Education Committee.

AGENDA ITEM 7	STAFFING UPDATE
Discussion:	<p>GC gave an overview of staffing changes since September 2020. Highlights include:</p> <ul style="list-style-type: none"> 2 members of staff resigned during summer holidays. They have yet to be directly replaced, but agency staff have supplied cover. Plans are in place to replace them. Faculty team leader for Maths replaced, Ebacc replaced, Senior Science Technician on maternity leave has been replaced until they return. There is an advert out for an LSA that is effectively funded by the AHCP COVID affected staff absences – 62 working days lost due to COVID. 8 staff have been tested, 1 positive. 4 staff have had to self-isolate. 6 staff stayed off work while family members awaited results of a test. GC is calculating the financial implications of this. <p>Q. Is it possible to get figures for staff turnover to see if there has been an increase in leavers? This may be pertinent as there could be a pattern in staff retention/wellbeing that needs to be addressed. Do they do exit interviews when staff leave? A. Unsure if they are still doing exit interviews. Staff left mostly due to relocation/retirement. Generally there is a low turnover of staff.</p> <p>The Committee agreed that it was a very difficult and unpredictable financial situation to judge.</p>
Action:	GC to raise staff turnover queries to SLT and find out the retention rate, including if they carry out exit interviews.



AGENDA ITEM 8	PREMISES UPDATE
Discussion:	<ul style="list-style-type: none">• School was built in 1912, a grade 2 listed building.• Still have single glazed windows in the main block• Newest block is 15-20 years old.• Buildings are well looked after but needs care.• Derbyshire County Council (DCC) has funded a lot of the schoolwork in the past and are a good landlord.• There are Issues with the boilers. School keeps them going as best possible, but the school does not have the funds to replace boilers whenever they go, they rely on DCC for funding in these circumstances.• Some leaks in school roofs.• The pavilion has been condemned; school fields needs £150k spend on drainage as the field is unusable from October to March• Health and safety checks are all carried out correctly and on time.• A big 'wish list' of items that need upgrading/replacing but nothing currently that stops the school from being open. <p>The committee thanked Jo for such a thorough report and is satisfied that there are no health and safety concerns.</p> <p>Q. Has the school explore applying for green energy funding for the school, like solar panels on the roof? A. They haven't explored many grants for this. There are solar panels on the roof in some buildings and the school has explored LED lighting. It is hard to pass major changes through DCC. Solar panels have saved some money, but it is minimal.</p> <p>Feasibility study would not cost anything and might be worth pursuing? TOB will send some links to CG on this to look into</p> <p>Q. Up to date asbestos register? A. Yes, Jo maintains this. GC will send this to TOB</p> <p>Q. How do remedial roof repairs work from a permit to work basis to make sure the work is carried out safely, DBS checks etc? A. You can either instruct DCC themselves and they guarantee checks are carried out. If the school want to use their own contractors, there are DCC guidelines for this and Jo makes sure all requirements are met. Contractors need to have a minimum £5 million insurance to come in the building.</p>
Action:	<ul style="list-style-type: none">• TO to recommend feasibility study links to GC• GC will send asbestos register to TO

AGENDA ITEM 9	ITEMS ABOVE HT DISCRETIONARY LIMIT
Discussion:	<p>Discretionary limit is over £3,000: GC provided copies of the invoices, going back to the start of the current financial year: (check invoices)</p> <ul style="list-style-type: none"> • AQA Exams entries £26,674 • Software license for SIMS £7,658 annual renewal • Water charges in April • Heating services • Support for SIMS system • OCR • Renaissance Learning (library package) £3,800 • EDF energy charges £3,518 • Assistant Head advert £3,818 • 4 invoices from DFC for windows 10 and installation of new servers: £7,374.57, £18,348.57, £12,210, £3943.70. This spend was already agreed at a previous committee meeting. <p>Q. Are these in line with quotes? A. Yes, they are</p> <p>The committee confirmed and agreed all expenditure.</p>
Agreed:	All items above HT discretionary limit are approved for expenditure.

AGENDA ITEM 10	ANY POLICIES/PROCEDURES FOR APPROVAL
Discussion:	<p>Financial Regulations and Procedures 2020-21 document (circulated prior to meeting)</p> <p>Q. Are we adhering to finance report regulations? A. Yes, we were already doing that. Previously producing multi-year forecasting budgets, which is now a requirement. Nothing needs to change in their processes in order to be compliant.</p>
Agreed:	The committee approved Financial Regulations and Procedures 2020-21 for adoption.

AGENDA ITEM 11	MEETING FORMAT FEEDBACK
Discussed:	<p>Chair asked the committee if they happy with the meeting format and is there anything to improve on?</p> <p>GC will aim to put documents in the agenda folders the weekend before the RM meetings to view all the documents</p> <p>FW raised whether she should be a part of this committee? As Chair of Governors she spends a lot of time on Governor work.</p>



Suggested that she is 'ex-officio' as a committee member. If someone sends apologies, then bring in FW.

JP and FR terms are expiring – Gary will check if they have to apply. In this case maybe either of them can join the committee.

ES reminded committee that if a committee/FGB is cancelled less than 48 hours before the meeting is due to start, he is still required to invoice.

AGENDA ITEM 12	ITEMS FOR THE NEXT AGENDA
Action:	COVID related expenditure, same as in this meeting.

AGENDA ITEM 13	ANY OTHER BUSINESS
Discussed:	No further business was discussed

AGENDA ITEM 14	DATE OF THE NEXT MEETING
Discussed:	Next Resources Management Committee meeting 26 th November 2020 ES added that he had added a term 6 meeting for 8 th July and added it into the OneDrive calendar.

There being no further business to discuss, the meeting finished at 19.45.