

**NEW MILLS SCHOOL  
RESOURCES MANAGEMENT COMMITTEE MEETING**

<b>Date:</b>	<b>Monday 24<sup>th</sup> May 2021 at 6.00pm</b>	
<b>Venue:</b>	<b>Zoom (online)</b>	
<b>Present:</b>	<b>Tim O Brien (TO) Sue Fisher (SF) Felicity Wicks (FW) Chris Furness (CF)</b>	<b>Chair of Committee Parent Governor Chair of Governors LA Governor</b>
<b>Apologies:</b>	<b>David Hoult (DH) Maggie Cole (MC)</b>	<b>Co-Opted Governor Co-Opted Governor</b>
<b>Absence:</b>	<b>None</b>	
<b>In attendance:</b>	<b>Ed Salter (ES) Garry Cash (GC)</b>	<b>Clerk School Business Manager</b>

The meeting met its quorum and started at 6.03pm

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	The chair welcomed everyone to the meeting. Apologies were accepted from David Hoult and Maggie Cole.

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF INTEREST IN ITEMS DETAILED IN THE AGENDA</b>
<b>Discussion:</b>	SF declared an interest in item 6 due to her professional role at New Mills Primary school and a payment made to them. The payment was not discussed at this meeting.

<b>AGENDA ITEM 3</b>	<b>MINUTES OF THE LAST MEETING 18<sup>th</sup> March 2021</b>
<b>Agreed:</b>	The minutes were approved as an accurate record.

<b>AGENDA ITEM 4</b>	<b>MATTERS ARISING FROM THE LAST MEETING</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Item 4: SF to enquire about the use of New Mills FC facilities with the Co-Heads while the sports field is out of use at the end of next term. <b>ONGOING – Action postponed until the start of the new school year</b></li> <li>Item 4: Acceptable use of IT policy to be submitted to the committee for approval at the next RM meeting. <b>ONGOING – ES to check minutes and confirm they have already been approved.</b></li> </ul>



	<ul style="list-style-type: none"> <li>Item 8: RM committee request to the FGB that prioritising completion of Risk Assessment is recommended by Chair or the Headteacher. <b>COMPLETED</b></li> <li>Item 9: SFVS approval will be an item on the next RM agenda <b>COMPLETED</b></li> <li>Item 11: Biometric Policy &amp; CCTV Policy recommended for approval at the next FGB meeting. <b>COMPLETED</b></li> <li>Long term budget meeting: The committee agreed to hold an extraordinary RM meeting to discuss a 5-year financial plan. Following this, the committee will approach DCC to present them with the long-term plan to reduce the NMS legacy deficit and offer DCC a meeting either this term or when the new Headteacher arrives.</li> <li>WIFI update: Majority of catch-up funding was set aside for WFI. Originally the cost was thought to be £20,000 for the whole school. New developments have shown that WIFI can only be installed in 4 rooms, but that also includes infrastructure in the servers, which will allow WIFI to be extended into the wider school. Using some of the budget surplus to expand the WIFI further will be discussed at the next budget meeting.</li> </ul> <p><b>Q: Is there anything we as governors should prepare to bring to the meeting?</b>  <b>A:</b> The catch-up money is ring fenced so there is no preparation required. The committee agreed that the long-term budget should not be set until the incoming headteacher has settled, but these preliminary discussions will be of use to the school and governing body.</p>
<p><b>Action:</b></p>	<ul style="list-style-type: none"> <li>ES to confirm whether the Acceptable Use of IT policy has been approved.</li> <li>Extraordinary RM meeting date set for 6pm Monday 14<sup>th</sup> June 6pm. 5-year plan and WIFI expansion to be discussed. FW will extend an invitation to Alison Barker and Caroline Jesson.</li> </ul>

<p><b>AGENDA ITEM 5</b></p>	<p><b>GDPR UPDATE</b></p>
<p><b>Approved:</b></p>	<p>GDPR Governor Maggie Cole is not present, an update will be provided in the next meeting.</p>

<p><b>AGENDA ITEM 6</b></p>	<p><b>BUDGET UPDATE</b></p>
<p><b>Discussion:</b></p>	<p>GC Presented the Budget Update:</p> <p>The school is in a good financial position for the year.</p> <p>The overall net deficit position for March 2022 has not changed, but the expenditure lines have shifted from one year to the next in this updated budget, meaning that the increased surplus in 2021 is represented by an increased expenditure budget in 2022. The overall forecast has not changed.</p> <p>Overall deficit of £636,000, which is a lot better than expected. NMS have been less impacted than other school in part due to fewer staff absences due to COVID.</p> <p><b>Q: Non-teaching agency overspend of £17k, what expenditure is this?</b>  <b>A:</b> That cost is support staff. Agency supply staff came into school and became permanent members of staff. The school have a temporary to permanent agreement with the agency whereby after 14 weeks they can transfer them from temporary fees onto payroll. This resulted in paying 3 staff for 3 months from this budget line, which is why it is overspent.</p> <p><b>Q: Has Teacher Assessed Grades (TAGs) resulted in an adverse impact on the budget?</b></p>

	<p><b>A:</b> This will be reflected in the budget next year, not this year. TAGs has created an extraordinary amount of work. Supply teachers have been brought in to assist with this, which will also have an effect on the budget.</p> <p>A grant was given for covid testing, part of which is paying for the supply teaching. £14k received from COVID testing grant.</p> <p><b>Q: Was the impact of supply teachers on children discussed at the Quality of Education Committee?</b></p> <p><b>A:</b> It was not discussed. SF will raise this question at the next FGB.</p>
<b>Agreed:</b>	SF to query the impact on children of so much supply teaching being utilised during TAGs.

<b>AGENDA ITEM 7</b>	<b>2021-22 BUDGET APPROVAL</b>
<b>Discussion:</b>	<p>GC presented the 2021-22 budget for approval:</p> <p>The deficit has been reduced by £99,000. The budget being proposed for 2021-22 will show a further £45,000 reduction of the deficit. Once the current Y10 leave (90 pupils) then the additional yearly intake of 130 will release much more funding.</p> <p>Also budgeted are 3 staffing vacancies: Maths and PE, MFL and Science. All have interviews scheduled. Not all of these are additional staff, some are replacements. The net addition for all vacancies are 0.5-.08FTE</p> <p>By the end of March 2022 deficit will drop below £600,000.</p> <p><b>Q: Have DCC viewed the budget forecasts?</b></p> <p><b>A:</b> Spreadsheet has been submitted to Andy Walker (DCC) to keep in the loop. He is also part of the TATs process.</p>
<b>Action:</b>	The RM committee recommended the 2021-22 budget for ratification at the next FGB meeting.

<b>AGENDA ITEM 8</b>	<b>SFVS APPROVAL</b>
<b>Discussion:</b>	<p>SFVS was presented to the RM committee, which was discussed at previous meetings and is similar to last year's submission:</p> <p><b>Q: Should there be a comment next to all items in red?</b></p> <p><b>A:</b> GC will address this and add comments next to the items in red.</p> <p><b>Q: Spend on education and support staff – is this due to the high number of children at NMS that require further support?</b></p> <p><b>A:</b> NMS usually has a higher spend on Education Support Staff such as TA's &amp; HLTAs. Children with EHCPs is not a substantially higher spend.</p>

	Line 20 'we work closely with another school headed up by our Executive Headteacher, as well as a prospective Academy Trust' needs to be updated.
<b>Action:</b>	<ul style="list-style-type: none"> <li>GC will put comments to address items marked in red and correct line 20.</li> <li>The RM committee recommended the SFVS for approval at the next FGB meeting.</li> </ul>

<b>AGENDA ITEM 9</b>	<b>STAFFING UPDATE</b>
<b>Discussion:</b>	Discussed in item 7. No additional issues to raise, report to be tabled at the next RM meeting

<b>AGENDA ITEM 10</b>	<b>PREMISES UPDATE</b>
<b>Discussion:</b>	No issues to raise, report to be tabled at the next RM meeting.

<b>AGENDA ITEM 11</b>	<b>ITEMS ABOVE HT DISCRETIONARY LIMIT</b>
<b>Discussed:</b>	<p>The following items above the £3,000 HT discretionary limit:</p> <ul style="list-style-type: none"> <li>AQA (Exam Entries): <b>£21,655.90</b></li> <li>Capita Business Services (SIMS Annual Entitlement): <b>£7,821</b></li> <li>Water Plus Limited (Water charges 02.10.20 to 22.03.21): <b>£7,064.03</b></li> <li>Pearson Education Ltd (Exam entries): <b>£5,371.30</b></li> <li>OCR (Exam entries - CompSci, Geog, History): <b>£4,920</b></li> <li>Capita Business Services Ltd (Admin ICT Support): <b>£4,320</b></li> <li>EDF Energy Customers Ltd (Electricity charges – March 2021): <b>£3,920.95</b></li> <li>Evidence Based Education (CPD Package): <b>£3,600</b></li> <li>Lex Leisure centre charges Sep 20 to April 21: <b>£10,781.20</b></li> <li>Renaissance Learning Uk Ltd (Annual Literacy subscription &amp; licence fees): <b>£3,215</b></li> </ul> <p><b>Q: What is the ICT support cost detail?</b>  <b>A:</b> This is support for the management information system, SIMS.</p> <p><b>Q: Wil exam fees be rebated?</b>  <b>A:</b> Last year there was a 10% rebate, but this year there is no guidance on if any money will be returned.</p>
<b>Agreed:</b>	The committee approved all items above HT discretionary limit.

<b>AGENDA ITEM 12</b>	<b>POLICIES/PROCEDURES FOR REVIEW/APPROVAL</b>
<b>Discussed:</b>	No policies for review or approval.



<b>AGENDA ITEM 13</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR THE NEXT MEETING</b>
<b>Discussed:</b>	No further business was discussed

<b>AGENDA ITEM 13</b>	<b>DATE OF THE NEXT MEETING</b>
<b>Discussed:</b>	Extraordinary RM meeting Monday 14 <sup>th</sup> June 6pm Next standard RM meeting Thursday 8 <sup>TH</sup> July 6pm.

**There being no further business to discuss, the meeting finished at 7.44pm.**