

**NEW MILLS SCHOOL
RESOURCES MANAGEMENT COMMITTEE MEETING**

Date:	Thursday 26th November 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 6.02pm.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSNENCE
Discussion:	The chair welcomed everyone to the meeting. Apologies were received from Chris Furness.

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 8th October 2020
Discussion:	<ul style="list-style-type: none"> The committee approved Financial Regulations and Procedures 2020-21 for adoption – this needs to go to the next FGB There is a new member of parent governors who will join the RM committee.
Agreed:	The minutes were approved as an accurate record.
Action:	Financial Regulations and Procedures for 2020-21 to be adopted at the next FGB.

AGENDA ITEM 4	MATTERS ARISING FROM THE LAST MEETING
Discussion:	<ul style="list-style-type: none"> Item 5 ES to circulate the ToR to get an agreement on its format for 2020-21. RESOLVED Item 6 GC will put together a spreadsheet for spending for COVID related costs/funding RESOLVED Item 6 Catch-up funding plan to be discussed at the next Quality of Education Committee. RESOLVED Item 7 GC to raise staff turnover queries to SLT and find out the retention rate, including if they carry out exit interviews. ONGOING



- Item 8 TO to recommend feasibility study links to GC **TO unable to find these links**
- Item 8 GC will send asbestos register to TO **RESOLVED – TO asked if the recommendation on spending on asbestos materials were actioned? GC confirmed that they were.**

AGENDA ITEM 5	ADOPTION OF TERMS OF REFERENCE
Approved:	ToR approved, once the below change has been made.
Action:	ES Headteacher is ex-officio member – remove this and replace with 'SLT member'.

AGENDA ITEM 6	BUDGET UPDATE
Discussion:	<p>GC gave an overview of the school finances:</p> <ul style="list-style-type: none"> • Current year budget is within 1% of where NMS were forecast. • Budget of £47,000 for use of the New Mills Leisure Centre, which was unused. GC does not know if they will still be charged yet as they did not access it due to COVID, so it is impossible to record it as surplus. • COVID related expenditures will take some time to extract, GC expects to resolve this for the next meeting. • Question on virements: GC confirmed that the figures have been adjusted and moved for teaching cover/new TA's and that the yellow lines in the budget were for potential discrepancies. • Equipment: Marquees have been bought and installed, funds were vired for this. • Cleaning and caretaking equipment has significantly increased. An additional cleaner has been employed • Projections for Andy Walker's budget differ due to interpretation of pay rises, which GC includes in his forecast. • Future forecast: 2022/23 recruiting an additional teacher due to the increase in numbers, current year 10 is a small year group so once they leave numbers will go up. The money for these extra numbers will come in later. • The forecast budget takes into account appointment of a new Headteacher in 2020/21. This will make a large SLT cohort. The issue was brought up at a separate meeting and having one less Assistant Head would save £80,000 in salary and on-costs. This is only for information at this point. • A tax meeting was held on Monday with DCC to discuss the budget deficit. Restructure was discussed and what the school has done to bring the budget in line. They will revisit this issue in early Spring. A SLT restructure from September was implied but not ordered. The committee discussed the outcome of the meeting and the expectation to reduce the deficit year on year. All agreed that appointing the right Headteacher is a priority and that an internal appointment should be considered on merit only, not to save money. • NMS need to maintain facilities, particularly IT, which require investment, to remain an attractive proposition to keep student numbers up. <p>Q: What do we think the action was from the tax meeting? A: NMS should be discussing and making plans right away, not waiting until the Headteacher is in place. This may need escalating to a FGB meeting before spring.</p>



NMS Would like to be in a position to produce a forecast to bring the deficit down to keep the involvement from DCC as 'light touch' without imposing strict restrictions. GC Believes DCC want to see they can keep to a plan, which they have for the last 2 years. The school has a historic deficit, but they have shown they are capable of reducing in-year deficit. DCC have supported the school very well over the years.

Q: Are both Assistant Heads on permanent contracts?

Yes

The committee expressed surprise that the posts were now permanent, having believed thought that the dual role was supposed to be temporary arrangement until 2021. There may need to be a restructure and a model to work from in September. The minutes from that meeting are being prepared, the committee are keen to read through them.

The committee acknowledged this was a difficult conversation to have but it is necessary due the financial situation the school finds themselves in. NMS need an external service to review the structure and make recommendations. The committee will discuss this option with the consultants who are recruiting for a Headteacher.

The committee aim to work out what the best leadership structure the school can afford is.

Action:

FW will speak to Head Teachers recruiters about reviewing the leadership structure.

**AGENDA
ITEM 7**

ICT UPDATE

Discussion:

This item will be discussed at the next meeting.

**AGENDA
ITEM 8**

HEALTH & SAFETY UPDATE

Discussion:

This item will be discussed at the next meeting.

**AGENDA
ITEM 9**

BENCHMARKING

Discussion:

This item will be discussed at the next meeting.

**AGENDA
ITEM 10**

AUDIT UPDATE

Discussion:

This item will be discussed at the next meeting.

AGENDA ITEM 11	ITEMS ABOVE HT DISCRETIONARY LIMIT
Discussed:	<p>5 items above £3,000 discretionary limit:</p> <ul style="list-style-type: none"> • Electricity invoice £3,384 • Computer lines renewal £7,456 • Water charges £6,740 • Software License £3,882 • Exam/Training £4,533 <p>All approved</p> <p>GC tabled a Virements document. GC explained the movements between budget lines such as saving on exam invigilators, supply teacher cover. All virements have created a net impact on the budget of zero.</p> <p>The virements were also recommended for approval at the next FGB</p>
Agreed:	<ul style="list-style-type: none"> • All items above HT discretionary limit were approved. • Virements between finance heading were approved.

AGENDA ITEM 12	POLICIES
Discussed:	<p>Pay increase has gone through already</p> <p>First Aid Policy Teachers Pay Policy Supporting Pupils with Medical Conditions Policy</p> <p>The committee will recommend the policies for FGB adoption.</p>
Action:	<ul style="list-style-type: none"> • The committee will recommend the First aid policy for approval at the next FGB meeting • The committee will recommend the Teachers Pay policy for approval at the next FGB meeting • The committee will recommend the Supporting Pupils with Medical Conditions Policy for approval at the next FGB meeting

AGENDA ITEM 13	ANY OTHER BUSINESS & ITEMS FOR THE NEXT MEETING
Discussed:	<ul style="list-style-type: none"> • Reports for agenda items 7-10 will be circulated in the next few weeks • Tax meeting discussion to be held at the next meeting following FW discussions. • FW will attend the next RM meeting and then will be replaced by a new governor

AGENDA ITEM 14	DATE OF THE NEXT MEETING
Discussed:	<p>FGB 15th December 6pm RM 28th January 6pm</p>



There being no further business to discuss, the meeting finished at 7.28pm