

**NEW MILLS SCHOOL
RESOURCES MANAGEMENT COMMITTEE MEETING**

Date:	Thursday 18th March 2021 at 6.00pm	
Venue:	Zoom (online)	
Present:	Tim O Brien (TO) David Hault (DH) Sue Fisher (SF) Maggie Cole (MC)	Chair of Committee Co-Opted Governor Parent Governor Co-Opted Governor
Apologies:	Felicity Wicks (FW) Chris Furness (CF)	Chair of Governors LA Governor
Absence:	None	
In attendance:	Ed Salter (ES) Garry Cash (GC)	Clerk School Business Manager

The meeting met its quorum and started at 6.05pm

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

AGENDA ITEM 2	DECLARATIONS OF INTEREST IN ITEMS DETAILED IN THE AGENDA
Discussion:	SF gave a declaration of interest on item 6 as an employee of New Mills Primary School with regards to budget discussions.

AGENDA ITEM 3	MINUTES OF THE LAST MEETING 28th January 2021
Agreed:	The minutes were approved as an accurate record.

AGENDA ITEM 4	MATTERS ARISING FROM THE LAST MEETING
Discussion:	<ul style="list-style-type: none"> Item 7 SF to enquire about the use of New Mills FC facilities with the Co-Heads while the sports field is out of use. ONGOING after consultation with Co-Heads it was decided not to begin discussions at this time. SF will raise this at the end of next term. Item 10 Commit to agreeing a timeline/10-year budget at a separate meeting (if possible before the 23rd of March FGB) building in 'Improvement plan expenditure'. ONGOING meeting has been delayed, likely to be after Easter. Item 10 GC to develop a maintenance lifecycle/schedule in conjunction with other staff members and DCC representative. COMPLETED



	<ul style="list-style-type: none">Item 12 Governors recommend all policies for adoption at the next FGB meeting. COMPLETEDItem 12 GC will provide a GDPR update as a standing item for all future RM committee meetings. COMPLETED
Action:	<ul style="list-style-type: none">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.Acceptable use of IT policy to be submitted to the committee for approval at the next RM meeting.

AGENDA ITEM 5	GDPR UPDATE
Approved:	MC created a GDPR Link Governor role description and unloaded it onto the RM folder. All committee members agree with the role and responsibilities of GDPR Governor. The role and updates required will evolve as DCC continue to update their requirements and information.
Agreed:	The committee agreed with the suggested role and responsibility of GDPR link governor.

AGENDA ITEM 6	BUDGET UPDATE
Discussion:	<p>Budget can be agreed and submitted 10th June as an extension was agreed beyond the May deadline, so it can be approved on the 8th of June FGB.</p> <ul style="list-style-type: none">The budget is more promising than originally believed. There are a number of areas that there will be a confirmed underspend.Predicted end of year deficit of £696,000, £17-18k better than prior estimates.Focus now moves to future forecast budgets. Currently showing a surplus for the next 2-3 yearsThis results in a £40,000 reduction to the deficit, marking the first year of self-generated surplus for NMS.GC tabled an aspirational forecast that shows the deficit being wiped by 2026/27. This included known increases expenses and pay up to 2022/23, but beyond that is unknown. GC will table this budget for the TATS meeting as an example of the work the school are doing to reduce the deficit.GC provided a list of DCC services that he suggests buying back for the next financial year. These services are included in the budget for 2021/22. <p>Q: What process do you go through to decide the services are good value for money? A: It is judged by how much the serviced was used and how good it was when used. In some cases NMS could buy services elsewhere or move them in-house but NMS are pleased with the DCC services and find them to be good value for money.</p> <p>Q: Are there any risks to this improved budget forecast? A: We are confident that these figures are accurate, if anything more savings may be made.</p> <p>Q: Can maintenance/improvements be included in the aspirational forecast? A: This relates to the capital programme letter from DCC. A number of the school windows do not open and are single glazed. NMS have been allocated £150,000 to replace the windows and door frames in the old 6th form block. Part of this is a £10,000 contribution from</p>



the school's DFC allocation. DFC allocation has previously been used to fund renewed ICT provisions. To combat this GC has added some funding to the hardware budget, which would offset the DFC contribution required for the windows and doors.

Additionally, NMS pays £15,000 a year to the IMP (Insurance Capital Maintenance Pool) scheme which puts NMS into a pool of schools that could be allocated funding for up to £100,000. The school has received significant funding for maintenance from this scheme, meaning that the school is in a healthier position for building and maintenance than it has been for some time.

Q: DCC infer there will be an underspend on the capital works, do we know this to be true?

A: DCC use a surveyor who is very experienced the projected underspend would have been from a quote from him. Any under/overspend would not have an effect on the school, NMS would not be allowed to keep the underspend money or be responsible for an overspend.

Agreed:

The committee agreed to renew the DCC services that expire in March for the rest of 2020-21.

AGENDA ITEM 7

ICT UPDATE

Discussion:

- Total of 58 laptops given to the school, 12 additional laptops given via a scheme for children who meet certain requirements (PP etc.). The 58 laptops are owned by the school permanently.
- 33 students in Y11 have access arrangements, all who need a laptop for these arrangements will get them.
- During the lockdown and remote learning approx. 16 visualisers were purchased by school for use in active lessons for uses such as recording audio/video sessions for students.
- 30 webcams were purchased for staff to be able to teach and converge for meetings across different departments.
- Quotes being gathered for wireless network, ranging from £7,000 - £40,000. £28,000 budget from the catch-up funding. NMS plan to pick one supplier to do a full survey and provide a full quote. The site survey will cost around £2,000.

Q: If you are paying £2,000 for a survey, what prevents you from price checking with others once a quote has been received?

A: Nothing, but this quote will provide a detailed breakdown and the individual item costs have already been price checked elsewhere.

Q: Are the quotes from companies that install WIFI in schools?

A: Yes, and the one that is currently preferred is a company who have worked with the school before and know the buildings and layout well.

AGENDA ITEM 8

HEALTH & SAFETY UPDATE

Discussion:

- Health & Safety policy is currently under review
- Issue with smoke detectors as drafts from the roofs are setting off the alarms. Roof work may be done over summer.

	<p>Q: Departmental risk assessments are overdue, when will this be actioned?</p> <p>A: This is a recurring problem within the school. It is the responsibility of department heads and despite the efforts of Jo Charles Risk Assessments still need to be completed. Work to make these a priority will continue.</p> <p>Committee suggested some refresher training for staff to understand the importance of risk assessment. No claims have been made recently, which may mean that among the heavy workload of staff the importance of competing these assessments may not be apparent.</p> <p>This issue Will be raised with the chair at the next FGB.</p>
Action:	RM committee request to the FGB that prioritising completion of Risk Assessment is recommended by Chair or the Headteacher.

AGENDA ITEM 9	SFVS APPROVAL
Discussion:	<ul style="list-style-type: none"> SFVS needs to be completed by the 28th of May after originally suggesting it was not required. SFVS has been completed by GC, with very few changes to last year. TOB and GC will discuss further offline, and it will be tabled for approval at the next meeting, which is 27th May.
Action:	SFVS approval will be an item on the next RM agenda.

AGENDA ITEM 10	ITEMS ABOVE HT DISCRETIONARY LIMIT
Discussed:	<p>The following items above the £3,000 HT discretionary limit:</p> <ul style="list-style-type: none"> Electricity Bill: £4,374.27 Water charges 07.10.2019 to 06.01.2020: £6,503.13 Water charges 31.03.20 to 24.06.20: £6,134.72 Water charges 25.09.2020 to 04.12.2020: £6,088.30
Agreed:	The committee approved all items above HT discretionary limit.

AGENDA ITEM 11	POLICIES/PROCEDURES FOR REVIEW/APPROVAL
Discussed:	<ul style="list-style-type: none"> Biometric Policy 2021 CCTV Policy <p>Both policies are new to NMS and were supplied by DCC model policies.</p> <p>Q: When do the school complete a compliance check to ensure we are compliant with the policy that has been adopted?</p> <p>A: It has been reviewed and practice has been amended to reflect what is in the suggested policy. Compliance checks will continue to be carried out after it is adopted.</p>
Action:	<ul style="list-style-type: none"> Biometric Policy recommended for approval at the next FGB meeting. CCTV Policy recommended for approval at the next FGB meeting.



AGENDA ITEM 12	ANY OTHER BUSINESS & ITEMS FOR THE NEXT MEETING
Discussed:	No further business was discussed. SFVS approval will be an item on the next RM agenda.

AGENDA ITEM 13	DATE OF THE NEXT MEETING
Discussed:	Thursday 27 TH May 6pm.

There being no further business to discuss, the meeting finished at 7.20pm