

**NEW MILLS SCHOOL  
RESOURCES MANAGEMENT COMMITTEE MEETING**

<b>Date:</b>	<b>Thursday 28<sup>th</sup> January 2021 at 6.00pm</b>	
<b>Venue:</b>	<b>Zoom (online)</b>	
<b>Present:</b>	<b>Tim O Brien (TO) Felicity Wicks (FW) David Hault (DH) Sue Fisher (SF) Chris Furness (CF) Maggie Cole (MC)</b>	<b>Chair of Committee Chair of Governors Co-Opted Governor Parent Governor LA Governor Co-Opted Governor</b>
<b>Apologies:</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 6pm

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	The chair welcomed everyone to the meeting. No apologies for absence.

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

<b>AGENDA ITEM 3</b>	<b>MINUTES OF THE LAST MEETING 26<sup>th</sup> November 2020</b>
<b>Discussion:</b>	Multiple change suggested by FW, who will email them to Chair and ES: <ul style="list-style-type: none"> <li>• 'Tax Meetings' should be changed to 'TATs meetings'.</li> <li>• Item 6 some discussion points removed.</li> </ul>
<b>Agreed:</b>	The minutes were approved as an accurate record, subject to changes.

<b>AGENDA ITEM 4</b>	<b>MATTERS ARISING FROM THE LAST MEETING</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Item 3: Financial Regulations and Procedures for 2020-21 to be adopted at the next FGB. <b>RESOLVED</b></li> </ul>



	<ul style="list-style-type: none"> <li>Item 5: Headteacher is ex-officio member – remove this and replace with ‘SLT member’. <b>RESOLVED</b></li> <li>Item 6: FW will speak to Head Teachers recruiters about reviewing the leadership structure. <b>RESOLVED FW followed up with 2 recruiters following TATS meeting. They advised not to be concerned and that as an attendee it was a positive meeting. DCC believed the school was making efforts to address the legacy deficit.</b></li> <li>Item 12: The committee will recommend the First aid policy for approval at the next FGB meeting <b>RESOLVED</b></li> <li>Item 12: The committee will recommend the Teachers Pay policy for approval at the next FGB meeting <b>RESOLVED</b></li> <li>Item 12: The committee will recommend the Supporting Pupils with Medical Conditions Policy for approval at the next FGB meeting <b>RESOLVED</b></li> </ul>
--	---

AGENDA ITEM 5	AGREE A LINK GOVERNOR FOR GDPR/DATA PROTECTION
<b>Approved:</b>	<p>GC discussed GDPR report that was previously circulated:</p> <ul style="list-style-type: none"> <li>Scored a very positive 75%.</li> <li>Some notes on how to improve, which include appointing a link governor for GDPR and some policies to add/update. The latter is discussed in item 12.</li> <li>Link governor will liaise with GC, quality assuring GDPR, disperse information to governors and raise any GDPR issues. They also go through audit in detail.</li> </ul> <p><b>Q: Are the policies you are referring to standard DCC policies or are they unique to NMS?</b>  <b>A:</b> NMS signed up for the DCC service for GDPR in 2018, which has been excellent. All of these policies are under the umbrella of the Education Data Hub at DCC.</p> <p><b>Q: Will the policies we follow always be model policies or will any need to be specialised?</b>  <b>A:</b> The policies DCC produce are based on statutes, so NMS follow these and will not amend to ensure compliance.</p>
<b>Action:</b>	MC will join the RM committee permanently and will be link governor GDPR.

AGENDA ITEM 6	BUDGET UPDATE
<b>Discussion:</b>	<p>GC gave an overview of the tabled budget update:</p> <ul style="list-style-type: none"> <li>Budget is running roughly in line with forecasts.</li> <li>Additional spend includes cleaning supplies, cleaning staff increase &amp; PPE.</li> <li>Additional webcams and computer hardware spend</li> <li>Increase on hospitality spend. NMS decided to pay for staff and students' lunch by directly depositing funds into accounts.</li> <li>Large Underspend on exams (£10,000) and use of recreation centre (est. £30,000)</li> <li>Across all income/expenditure lines it may cost NMS £8,000 net.</li> <li>Budget update represents 75% of financial year to date,</li> </ul>



- Potentially some further COVID related savings of up to £30,000, but with the unpredictability of funding arrangements GC does not want to forecast these yet.
- Future forecast budget: Previous years predicted pay rises of 2.75%, this year used DCC recommended predicted pay increases. This shows some large surpluses for the next 3 years as next year the national funding formula ends.
- Optimum pupil numbers should hit in 2023-24.

**Q: Does this mean classes are not currently full?**

**A:** Yes, although unsure of current class numbers. Working towards a 5-form entry for every year.

**Q: Does the underspend automatically go against the legacy deficit?**

**A:** Yes, although in 2021 recruitment of Headteacher and the permeations of this may impact any underspend and is hard to predict.

**Q: Is there a balancing act between erosion of the legacy debt and being proactive in spending by building in some allowances for spend?**

**A:** This is a subject to return to in the TATs process. DCC have been very understanding so far.

AGENDA ITEM 7	PREMESIS UPDATE
<b>Discussion:</b>	<p>GC discussed tabled premises report that included boiler repair, unresolved sports field issue.</p> <p><b>Q: Have there been any discussions with New Mills FC about using their facilities?</b>  <b>A:</b> None that GC has been a part of or aware of.</p> <p>SF will follow this up with Co-Headteachers.</p> <p>Committee discussed that the issues referenced in the update could form part of the maintenance plan and timeline, along with full costings for maintenance.</p>
<b>Action:</b>	SF to enquire about the use of New Mills FC facilities with the Co-Heads while the sports field is out of use.

AGENDA ITEM 8	ICT UPDATE
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• GC provided an update of completed tasks and problems. Catch up funding plan is heavily revolved around technology upgrades to provide a long-term boost.</li> <li>• New servers installed last summer.</li> </ul> <p><b>Q:</b> What will the cost of WIFI installation be to the school?  <b>A:</b> 2 different quotes received but have not been satisfied with either. NMS will continue to gather quotes and will provide an update when happy with a price and feel ready to proceed.</p>



AGENDA ITEM 9	HEALTH & SAFETY UPDATE
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• In the process of updating the H&amp;S policy.</li> <li>• Fire procedures were reviewed over the summer holiday and distributed to staff at the start of the new academic year.</li> <li>• The first planned evacuation took place on 8<sup>th</sup> October 2020.</li> <li>• Asbestos is being managed, no asbestos related incidents to report.</li> <li>• The new First Aid Policy and Supporting Pupils with Medical Conditions Policy was approved by Governors in November 2020.</li> </ul> <p><b>Q: Do COVID practices go as an addendum to current H&amp;S policies?</b>  <b>A: Risk Assessment contains all the COVID amendments and that links to the H&amp;S policy.</b></p>

AGENDA ITEM 10	TATS MEETING UPDATE
<b>Discussion:</b>	<p>FW provided a verbal update:</p> <p>During the last TATS meeting DCC offered the chance of another meeting in the spring. NMS would like to show they discuss the legacy debt regularly, which is discussed often already. FW raised the idea of setting a target/timeline to demonstrate that this issue is a focus of the RM committee and FGB?</p> <p><b>Q: Is it prudent to justify some spend in forecasts and strategic plans to set aside some of the underspend on maintenance/improvement and the rest on legacy debt reduction?</b>  <b>A: If NMS showed intention to reduce the legacy debt over 10 years then it may provide the opportunity to spend.</b></p> <p>DCC previously showed interest in accepting a 10-year payment timeline. This is a reachable goal based on current forecasts. GC advised that NMS need to ensure they set a plan that is achievable and realistic.</p> <p>Governors discussed whether there is an opportunity to state that ‘an average of £xxxx per year’ could be paid back so that if in one year a large spend needs to be made that can be covered in the following years. The committee acknowledged that improvements may not be realistic if there is a 10-year payback plan as maintenance alone has proven difficult over the years and future government plans to become carbon zero will be a huge undertaking at the school.</p> <p>GC discussed the maintenance schedule in the context of the budget. Most of it is reactive and a maintenance plan/lifecycle would be helpful.</p> <p>GC has a meeting arranged with school support finance and will discuss the suggested timelines with them.</p>
<b>Action:</b>	<ul style="list-style-type: none"> <li>• Commit to agreeing a timeline/10-year budget at a separate meeting (if possible before the 23<sup>rd</sup> March FGB) building in ‘Improvement plan expenditure’.</li> <li>• GC to develop a maintenance lifecycle/schedule in conjunction with other staff members and DCC representative.</li> </ul>

AGENDA ITEM 11	ITEMS ABOVE HT DISCRETIONARY LIMIT
<b>Discussed:</b>	2 items above £3,000 discretionary limit: <ul style="list-style-type: none"> <li>• November Electricity charges - £4,126.52</li> <li>• December Electricity charges - £3,747.28</li> </ul>
<b>Agreed:</b>	The committee approved the 2 items above HT Discretionary limit

AGENDA ITEM 12	POLICIES
<b>Discussed:</b>	<ul style="list-style-type: none"> <li>• Data protection policy</li> <li>• Data protection framework</li> <li>• Privacy Notice – Pupil Information</li> <li>• Privacy Notice – School Workforce 2020</li> <li>• Record retention and deletion policy 2020</li> <li>• Social media policy</li> <li>• Bring your own device policy</li> <li>• Off-Site working policy</li> </ul> <p>Governor use of personal email addresses advice note included.</p> <p><b>Q: Are there any noticeable changes to the above policies?</b>  <b>A:</b> Some new policies (bring your own device, social media policy off-site working policy) but the principles behind the policies were already in place. The remaining policies are just an update or in a new format.</p> <p><b>Q: In the off-site working policy there was a reference to the acceptable use of IT policy, which wasn't included in the suite of policies?</b>  <b>A:</b> GC has queried this and DCC is waiting to hear back.</p> <p>The committee agreed all policies for recommendation</p>
<b>Action:</b>	<ul style="list-style-type: none"> <li>• Governors recommend all policies for adoption at the next FGB meeting.</li> <li>• GC will provide a GDPR update as a standing item for all future RM committee meetings.</li> </ul>

AGENDA ITEM 13	ANY OTHER BUSINESS & ITEMS FOR THE NEXT MEETING
<b>Discussed:</b>	<p><b>Q: Are governors going to be asked to complete SFVS questionnaires this year?</b>  <b>A:</b> Schools have not been asked to submit them this year, it is at each school's discretion if they would like to.</p> <p>The committee supports GC's decision not to carry out these questionnaires this year.</p>



<b>AGENDA ITEM 14</b>	<b>DATE OF THE NEXT MEETING</b>
<b>Discussed:</b>	Thursday 18 <sup>th</sup> March 2021 6pm.

**There being no further business to discuss, the meeting finished at 7.53pm**