



NEW MILLS SCHOOL RESOURCES MANAGEMENT COMMITTEE MEETING MINUTES

Date:	Thursday 8th July 2021 at 6.00pm
Venue:	Zoom
Present	Felicity Wicks (FW) - Chair of Governors Maggie Cole (MC) – Co-opted governor Sue Fisher – Parent governor Tim O Brien (TO) – Chair of Committee
Apologies	Chris Furness (CF) – LA governor David Hault (DH) - Co-opted governor
Absent	None.
In attendance	Laura Nicholson - Clerk Garry Cash – School Business Manager

The meeting met its quorum

Item 1	Welcome & Apologies for absence The chair opened the meeting. Apologies were received and accepted for Chris Furness and David Hault.
Item 2	Declarations of Interest in items on the agenda There were no declarations of interest.
Item 3	Minutes of the last Resources Management meeting 24th May 2021 & Extraordinary meeting 14th June 2021 Governors reviewed the minutes of the 24 th May which were circulated prior to the meeting. RESOLVED: that the minutes be accepted as a true and accurate record. It was noted that the minutes of the 14 th June were circulated but governors couldn't open them. LN re-sent them via FW. It was agreed to approve them at the next meeting when the committee have had chance to read them. Action: Clerk to circulate and include minutes of the 14th June for approval at the next committee meeting.
Item 4	Matters Arising from the last minutes 24.05.21 <ul style="list-style-type: none">• Item 4: ES to confirm whether the Acceptable Use of IT policy has been approved. COMPLETED• Extraordinary RM meeting date set for 6pm Monday 14th June 6pm. 5-year plan and WIFI expansion to be discussed. FW will extend an invitation to Alison Barker and Caroline Jesson. COMPLETED• Item 7: The RM committee recommended the 2021-22 budget for ratification at the next FGB meeting. COMPLETED• Item 8: GC will put comments to address items marked in red and correct line 20. GC confirmed that this related to SFVS and this was submitted.• Item 8: The RM committee recommended the SFVS for approval at the next FGB meeting. COMPLETED



	<p>14.06.21</p> <ul style="list-style-type: none">Item 4: Long-term budget planning to be a standing agenda item at future RM committees. Action ongoing. It was agreed that governors' thoughts would be sought about how this subject can be kept going as it is important to keep on the agenda.
<p>Item 5</p>	<p>GDPR Update</p> <p>GC explained that there was no report per se. The school has reviewed the action plan and has addressed everything required and most of the high priority items are complete. The other outstanding actions are being addressed over time.</p> <p>Q: If the school receives complaints about breaches and requests for information, the advice is to keep a record including small breaches if they happen. Is this happening?</p> <p>A: Not many breaches are being reported. However, there aren't many breaches. GC stated that he has a 15 minute session at the next inset day to provide a GDPR update and will liaise with Clare with a view to remind staff about addressing breaches and SARs.</p> <p>FW suggested reinforcing the culture amongst staff of reporting breaches. It is not wrong to report a breach but the school can learn from any breaches.</p> <p>Q: Is there an audit of the work undertaken? What is the consequence of not addressing areas? What is the process?</p> <p>A: GC explained that he is in regular contact with the DPO at DCC who has had copy of the action plan. If she had any major concerns, she would raise them. She is happy to keep monitoring the plan every few months. It was suggested setting dates for a review of the plan.</p> <p>Decision: that the committee agreed to include notional timescales for reviews of the action plan.</p>
<p>Item 6</p>	<p>Budget Update</p> <p><i>Please refer to the report circulated with the papers for all detail.</i></p> <p>GC reported that the latest update reflects the most up to date position in terms of when the budget was put together and agreed. At that point there were a few assumptions in terms of recruitment/staff. Subsequently some changes have been made. The major change was since Mr Whithers' resignation, effective from September. He will be missed. This has however, opened up an opportunity to rearrange some posts to the benefit of the school. The proposal is to distribute his duties within the team. The school has had to recruit additional teaching staff, release further time for the existing Headteachers and cover DT teaching that Ian was going to do. There is still an overall saving of around £20k and therefore an improvement on the original budget.</p> <p>Governors noted the appointments made against what was originally budgeted. There are some increases in temporary variances.</p> <p>A detailed breakdown was provided. The school has not overspent on budget lines. Things are looking healthy. There are some areas where there are underspends. It is about not using the surplus to repay the deficit. Some slack has been built into the budget so the school can do what it needs to do within the budget as it stands.</p> <p>Q: What is the additional income of £9,489 from?</p> <p>A: Primarily this is due to confirmation of some students coming in who have EHCPs which were not on record. The majority of that is additional SEND funding. On the detailed sheet, the forecast spend on TAs will be £15k over. This is partially offset by SEND funding in income (from other LAs). Additional funding in</p>



	<p>charges is for SEND funding for Derbyshire pupils. In total there is £14k of extra funding and potentially this will be spent on additional TAs. This is how it balances.</p> <p>Future forecast budget: GC reported that at the moment the aim is to reach below £200k by the end of 2024-25 which represents a significant decrease in deficit. A meeting took place with Andy Walker, Head of Finance at the LA. The plan is to look at slowing down reductions and putting resources into the school.</p> <p>Q: Regarding Ian's salary saving and redistributing duties etc, is the school using existing staff and are the right specialists teaching the right subjects in light of maintaining quality of education? i.e. the right gaps with the right people? A: Yes. In terms of existing staff, the net increase of temporary variances is 2.5 FTE. The school needed 1.5 science teachers budgeted at M6, but appointed 2 FTE who are both NQTs, so a budget saving has been made with added capacity. Someone has been appointed who teaches both maths and PE as specialisms. A temporary to permanent arrangement via supply could be made by putting them on a good rate for 12 weeks, then transfer them to the school staff if agreed. The school advertised for this and had no response. The school approached some of the universities and they had jobs. Governors felt that they needed to monitor this and ensure the quality of education is maintained. It was clarified that TAs are not put in front of a class if a teacher is unavailable.</p>
Item 7	<p>Long Term Budget Planning</p> <p>At the last meeting, governors looked at the general plans around long budget planning. Actions arising from this mean that there is now a standing item on the SLT agenda every week looking at strategic expenditure and devoting time to things that would improve students' experience over the next few years. Now that the school is in a healthier place financially, more thought is being given to wider 'wish list' items. By September there will be a reasonable list of items for what would be beneficial, and this will be discussed further at that meeting.</p> <p>FW fed back about the positive email received from DCC. After the last meeting FW wrote to the Director of Children's services, reassuring them that in thinking about the long-term debt (they know about this), the school recognises its responsibility to repay this. However, the governors were becoming concerned about the adverse impact of the deficit on future generations of children due to the debt accrued before they became part of the school. The Committee committed to resolving this but proposed to make some small investments especially in light of the positive forecasts. The senior school improvement advisor can be included in conversations if needed. Governors will continue to look at what this means in practice, hence the need for an ongoing item.</p> <p>Q: Does DCC want the school to repay the debt, or is it about the principle that the debt was accrued in the first place? A: GC advised that the school has previously had debt written off. It is the largest debt of any in DCC. The school has to repay it.</p> <p>Q: Can the school spread the cost so it is not paying in such huge chunks? A: GC advised that the DfE confirmed that schools can't borrow money and LAs have restrictions. NMS owes £600k with interest. It was explained how this works in practice. The School has been in debt for a long time. The LA have supported the school and given money (£550k over the last 2 years). The desire is to reduce the deficit and use the funds for today's children. Things are moving in the right direction.</p>



	<p>Q: When is there likely to be a plan/framework for an investment plan over the next three years? A: Hopefully in the autumn term, around October. FW confirmed that she will arrange to meet with Gary, Heather and Adrian Taylor in early September. In term 2, the TATS meeting will need to meet.</p>
Item 8	<p>SLT Pay Arrangements 2021-22 This item was addressed in the confidential minutes.</p>
Item 9	<p>Staffing Update <i>Ref. finance report for all details.</i> GC proposed to provide an update at the first meeting in the new term. There are some things still to confirm in light of recruiting new TAs, a DT teacher and some areas where people might be moving on. There will be more to report on at the next meeting.</p>
Item 10	<p>Premises Update <i>Please refer to the report circulated with the papers for all detail.</i> There were two main areas to focus on. One is the roofing in the main block which goes back to 2013 when fake lead was installed and has since caused problems. There are also some issues with the smoke sensors in some of the roof voids which, when it rains heavily, the fire alarm goes off. This is funded by DCC via capital funding (previously discussed). There was nothing critical to report since it was previously reported. The school has submitted to DCC the designs for windows and they will go to tender. It is hoped the work will be scheduled for Easter 2022. The school will need to contribute around £10.5k to the total cost of £150k.</p> <p>SF felt that the Pavilion is an issue of concern in that if the school doesn't have a building and sports field to the appropriate standard it can't deliver a suitable curriculum. It can be time consuming to resolve, but there should be a push to sort out the facility which is usable. SF felt that this should be a priority and is an urgent issue. GC stated that if the pavilion was within the school grounds, it wouldn't be in the state it is now. DCC is reluctant to spend money when there is a high level of ongoing vandalism. GC stated that he spoke to the school surveyor, and he was putting together a proposal to fund the replacement of the pavilion through the capital programme. This will happen but not in the short term. In terms of having a facility that can't be used, the pavilion is being used to store PE equipment. Since September the school has adopted an active uniform policy so no changing facilities are needed. The issue of use includes the field. Paul Doncaster is trying to include development of the field in the funding application. Just to update the drainage alone would cost around £140k. The school was quoted £25k to demolish the pavilion so they informed DCC that they would not spend this level of money just to remove a facility the school can't use. SF stated that the issue is about feasibility and the school needed to look at the options. It's about delivering the curriculum in the right environment. GC stated that this is out of the school's hands at the moment. The pavilion and associated fields will be addressed as soon as possible.</p> <p>The following actions were agreed: Action 1 – GC to keep updating the committee regarding DCC's position on the pavilion refurb. This will be discussed with the new headteacher to ascertain her views. Action 2 – To put an options appraisal together for an alternative to the pavilion in case a refurb doesn't go ahead. There would need to be a working group with other local clubs who use it. SF advised that a feasibility study would be needed and this would come at a cost.</p>



	<p>Q: In light of 3 out of 4 boilers not working, do they need to be replaced? Is this an issue given that there is no obvious source of funding? A: GC stated that the heating is still working. The laundry area is no longer used as laundry. GC stated that he will do some research but was not aware of any major issue as things are still working.</p>
<p>Item 11</p>	<p>ICT Update <i>Refer to the status report for all detail.</i> The committee noted the report.</p> <p>The school is looking to extend its facilities with a comprehensive computer suite for a full class. Keith is looking into costs to convert a lower science room into the computer suite. 30 new computers are being installed this summer replacing some of the staff pc's in the classrooms. Although they are old, they have been upgraded and can be used to replace older kit. This means updated equipment without expenditure of a lot of new kit. The wireless is being spread around the school. listed jobs over the summer.</p> <p>GC stated that she has spoken to Caroline in terms of she what she wants to do around the school. Caroline, Keith and Garry will look at the strategic IT plan. There needs to be a higher view about the longer term plans. It's about how to develop resource as well as maintaining it.</p>
<p>Item 12</p>	<p>Items above HT Discretionary Limit Q: Regarding the proposal, can the school look into its utility providers periodically or is it contracted in? A: the school subscribes to energy management services through DCC as they have buying power. It's usually a good deal. They undertake a value check and economies of scale.</p> <p>Payments from the use of the leisure centre, software license for servers, electricity bills and costs of Wi-Fi installation all need governor approval as they exceed £3k. Governors raised no objections. Decision: that the committee formally ratified the purchases.</p>
<p>Item 13</p>	<p>Policies for Review/Approval</p> <ul style="list-style-type: none"> IT Security and Acceptable Use Policy <p>GC explained that this policy is the DCC model policy produced by GDPR policy makers. Q: Is there a time frame set for keeping emails in governors' inboxes? A: GC will follow up. Governors reviewed the policy. It was requested that the statement referring to backing up media stored off site is removed. GC confirmed that he will amend this. Decision: that the committee formally approved the IT Security and Acceptable Use Policy subject to the amendment.</p>
<p>Item 14</p>	<p>Any other Business & Items for the next meeting Following some discussion, it was proposed that FGB meetings take place in person and committees take place remotely by Zoom. It was noted that if meetings are virtual, it isn't logistically possible to change this to in person on the day so plans will need to be agreed.</p> <p>GC asked for clarification around some RM dates. An RM meeting is 24th March but the FGB proposed is 29th March. There was some question about the turnaround time of any amendments to SFVS which will go back to being approved by 31st March next year, but it was felt that this shouldn't be an issue. There was some suggestion that SFVS could be submitted in time for 8th February but will see how the year progresses.</p> <p>The chair thanked all contributors for their reports and their work.</p>



New Mills School

Item 15	Meeting dates 2021-22 7 th October 2021 at 6pm by Zoom.

The meeting closed at 7:37pm