

**NEW MILLS SCHOOL  
RESOURCES MANAGEMENT COMMITTEE MEETING  
MINUTES**

<b>Date:</b>	<b>Thursday 10<sup>th</sup> October 2019 at 6.00pm</b>	
<b>Venue:</b>	<b>New Mills School</b>	
<b>Present:</b>	<b>Chris Furness (CF) Keith Taylor (KT) Felicity Wickes (FW)</b>	<b>Local Authority Governor Co-opted Governor, Chair of Committee Co-opted Governor, Chair of Governors</b>
<b>Apologies:</b>	<b>David Hoult</b>	<b>Co-opted Governor</b>
<b>Absence:</b>	<b>None</b>	
<b>In attendance:</b>	<b>Garry Cash (GC)</b>	<b>School Business Manager</b>
	<b>Minutes done by Diana Malkin after the meeting from a sound file.</b>	

The meeting met its quorum and started at 6.14pm

<b>AGENDA ITEM 1</b>	<b>WELCOME</b>
<b>Discussion:</b>	<p>The Chair, Keith Taylor, welcomed all to the meeting in his first meeting as Chair of the Committee. Going forward, GC and KT will go through the agendas before the meeting. The school and its finances are now more settled, so there should be fewer last-minute decisions to make. The committee's role will therefore be to support Garry and the school to achieve their financial. Therefore, a fixed agenda may not be needed, rather there will be topics for discussion at each meeting.</p> <p>There are statutory requirements however, such as SFVS, to be included.</p> <p>KT would like the committee to be proactive in supporting the school during the year and look to the future.</p> <p>FW has met the new parent governor Tim O'Brien, who works in construction, has a child in Year 7, lives in Romiley, and has worked in FE and advised that it would be beneficial to have him on this committee.</p> <p>The committee discussed that there may still be a vacancy for a co-opted governor on the board.</p>

<b>AGENDA ITEM 2</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	Apologies were received from David Hoult.
<b>Agreed:</b>	The apologies of the above-named governor were agreed by the committee.

<b>AGENDA ITEM 3</b>	<b>CONFLICTS OF INTEREST IN ITEMS DETAILED IN THE AGENDA</b>
<b>Discussion:</b>	There were no declarations of any conflict of interest in any agenda items.

<b>AGENDA ITEM 4</b>	<b>MINUTES OF THE LAST MEETING 25<sup>TH</sup> JUNE 2019</b>
<b>Discussion:</b>	The minutes of the last meeting were considered by the committee.
<b>Agreed:</b>	The minutes of the last meeting were approved as a true and accurate record of the meeting and were signed by the Chair.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING FROM THE LAST MEETING 25<sup>TH</sup> JUNE 2019</b>
<b>Discussion:</b>	<p><b>Q:</b> Debbie McGloin was meeting with David Waugh (DW), CEO of TTLP, on 9<sup>th</sup> September – did anything come of that meeting?</p> <ul style="list-style-type: none"> <li>In answer, GC advised that school will be visited by TTLP on 14<sup>th</sup>, 15<sup>th</sup> and 21<sup>st</sup> October, they will carry out a thorough due diligence exercise. There are 6 TTLP representatives who will have meetings with Caroline, Alison and Garry, and Jo Charles and Keith Lutener will also be involved.</li> <li>TTLP have sent a list of their requirements and GC has produced reports accordingly.</li> </ul> <p><b>Q:</b> There were concerns about the New Mills' debt – has this been resolved? <b>A:</b> This is due to be considered The finance update below contains the information that will be presented to DW and his team. He has seen the budgets but not yet seen any detail. His view is that the £70k is not a problem, however more information on the figures will be scrutinised in detail and DW will have a more informed view.</p> <ul style="list-style-type: none"> <li>The debt repayments are to be funded 50% by the DfE and 50% by DCC. DCC are willing to hold repayment of their £350k until the first half is paid to the DfE, but the DfE's terms are non-negotiable.</li> </ul> <p><b>Q:</b> What extra funding would be gained, as an academy? Would a major reason for joining TTLP would be to generate extra capital? <b>A:</b> It is about being able to offer additional opportunities for our students, by having more resources as a school.</p>

<b>AGENDA ITEM 6</b>	<b>BUDGET UPDATE 2019-20 Finance Update Future Forecast Budget</b>
<b>Discussion:</b>	<p>GC advised the following points:</p> <ul style="list-style-type: none"> <li>In the current financial year, the budget is around what was forecast.</li> <li>The only possible issue may arise on supply teaching, but over the last few years, the budget has been kept to within 1 or 2%.</li> <li>IT spending has been kept to a minimum over the years, but there is additional extras money, so can now replace the servers next year.</li> <li>If use of the Cloud is to be considered, GC would like to see examples of 3 schools in the country who are successfully using cloud-based systems. It is cheaper but there are security and speed of access implications.</li> <li>In April, school moved to a hosted SIMS system and there have been some complaints and problems with it.</li> </ul> <p><b>Q:</b> Does the budget take account of Teachers' Pay rises? <b>A:</b> School budgeted for 2%, the government have agreed 2.75% and will fund the extra 0.75%.</p> <ul style="list-style-type: none"> <li>From September the pension contributions have increased significantly, so school are receiving a pension grant and a salary grant.</li> <li>The pension grant is included in these figures.</li> </ul> <p><b>Q:</b> What is known about the extra money coming into education? <b>A:</b> There are no figures in this budget, until the figures are known for definite, and it is known whether there are any actual rises.</p> <ul style="list-style-type: none"> <li>At the moment there is a deficit of £718k, which will go down to £622k over the next 5 years, so school may be in different position for loan repayments in future.</li> <li>This forecast does not include any potential savings or costs from joining TTLP, which would involve top slicing.</li> <li>The budget forecast assumes the two Co Heads' and part of the Headteacher's salary will be met by New Mills.</li> </ul>

	<ul style="list-style-type: none"> <li>• In the current financial year, an in-year surplus is shown due to the receipt of £150k from DCC, which was the final instalment of the funding agreed in the TATS meetings. They have paid £550k altogether, without which there would be a £1.2million debt.</li> <li>• From 2020-21, in effect NM will stand alone with a positive balance</li> <li>• The school is looking to 650 on roll, which should be a sustainable the number.</li> <li>• The forecast is for 130 Year 7s next year, which would be 5-form entry. 140 would also be a 5-form entry, but with 10 more students.</li> <li>• Some years there may be a 125 intake.</li> <li>• PAN is 180 per year, so as school grows, more in-year transfers may be added.</li> <li>• PAN is based on the accommodation in school, last calculated in 2002, when</li> <li>• the Sixth Form was still in existence.</li> <li>• A re-evaluation of the PAN is being done at the moment. It is hoped to have a net capacity, and a PAN set at 150.</li> <li>• The recent Open Evening was very well attended, with many parents from non-feeder primaries. A lot of people in the area are showing interest.</li> <li>• GC advised that there have been discussions on the Early Help (EHO) provision in DCC. Schools are picking up the support no longer provided by DCC. New Mills and Glossopdale Schools have pooled together, with some local primaries, to provide a MAT (Multi Agency Team) to service New Mills and Glossopdale. Two family support workers and a senior support worker have been appointed, working across the secondaries and primaries.</li> <li>• A separate cost centre called New Mills and Glossopdale MAT provision has been set up. The 3 salaries are charged to the new cost centre. The contribution from each school is based on their EHO (Early Help Offer) allocation. GC obtained the figures from each school and will claim the annual EHO funding, which goes into the new cost centre and will fund the salaries and expenses of the team. For NM it is cost neutral. FGB is needed that NM will be responsible for that cost centre, so this will be brought to the FGB on 17<sup>th</sup> October.</li> <li>• If a deficit ensued in that cost centre, NM would in effect be underwriting it.</li> <li>• For example, for the current £55,153 that has gone into the cost centre, salaries are around £48k, so a surplus of £7k is left, to cover travel for the staff for 7 months. In a full year, the contribution would be around £95k, with salaries of around £84k including on-costs, so there would be an £11k surplus for expenses for the team.</li> <li>• The schools have all signed an SLA (Service Level Agreement) for 3 years and the staff are on 3-year contracts. The current year's funding has already come in.</li> <li>• The RM folder contains details of the EHO provision.</li> </ul>
<b>Approved:</b>	<ul style="list-style-type: none"> <li>• To take the EHO and cost centre New Mills and Glossopdale MAT provision to the FGB on 17.10.19 for approval. <b>completed</b></li> <li>• GC will add a paper on the above for the FGB to OneDrive.</li> </ul>

<b>AGENDA ITEM 7</b>	<b>STAFFING UPDATE</b>
	<ul style="list-style-type: none"> <li>• The committee noted the staffing changes, which comprise mainly leavers and new starters.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ICT network manager has rescinded his resignation and it has been agreed that he will stay.</li> <li>• There are 2 cleaners on long-term sick leave, one of whom is not expected to return in the near future. There is a relief cleaner from an agency to cover.</li> <li>• There are no other long-term sickness absences at the moment.</li> </ul>
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<b>AGENDA ITEM 8</b>	<b>PREMISES UPDATE</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• GC advised on the report, produced by Jo Charles on 3<sup>rd</sup> Oct 2019.</li> <li>• There are no major issues with site security.</li> <li>• Sports pavilion: a site visit was done last week with the surveyor. £9k has been agreed as insurance money for work following the arson attack last year.</li> <li>• In addition, the previous developers planned to put fences along part of the field, taking a small amount of NM land, and £15k is held by DCC as payment for this land. So around £40k is available to be spent on the pavilion, which would meet some costs, but full refurbishment would cost a lot more.</li> <li>• The surveyor recommended removing the whole building, which would cost around £12k to knock down. Options are being looked into and will be reported back to the committee.</li> </ul> <p><b>Q:</b> Is there asbestos in there? <b>A:</b> It has not shown up on the report, but there may be. <b>Q:</b> If the refurbishment did not go ahead, could school keep the money? <b>A:</b> The £9k could be re-allocated but the £15k must be spent on buildings or land, as it is sale of land money.</p> <ul style="list-style-type: none"> <li>• Wagstaff Building: there were issues with the gas installation and cookers, which led to a very large gas bill. It was more cost effective to replace the gas cookers with electric ones, so this has been done.</li> <li>• Lighting: there are issues in various areas, which have been ongoing for a while. LED conversion was considered, but would need to go to tender.</li> <li>• The intruder alarm: quotes were obtained in 2016, but the alarms are still working. £14k would be the figure, but it is not an urgent matter.</li> <li>• Some work has been carried out outside over the summer.</li> <li>• The phone system could be updated, but as it works, this is not urgently needed.</li> <li>• A site walk-round was carried out by CF, who was shown round by Craig. CF reported he had asked about work over the last year and any other work. This included the replacement of wooden windows and doors in the Hall Quad with UPVC ones. CF advised on the main changes to the school and grounds carried out in the last year.</li> <li>• Suggestions for the future included tarmac to be laid on the back footpath, converting a grass and border area to a horticulture area, and sanding the parquet flooring.</li> <li>• The possible establishment of allotments to let out to local residents was also discussed. The committee noted this may be a good idea, though it would require time to look into. Public access to the school may be a consideration. GC advised there is public access to part of the land and it may be viewed as a better use of the land by neighbours.</li> <li>• The allotments would be charged at around £25 per year, so it would be more of a community engagement project than a money-making scheme. The maintenance of the land would not be needed, which would be a saving.</li> </ul>

<b>Action:</b>	<ul style="list-style-type: none"> <li>To look into allotments further. <b>FW</b></li> </ul>
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<b>AGENDA ITEM 9</b>	<b>Approval of any actions above Headteacher's delegated authority limit:</b> <b>a) Virements over £26,000</b> <b>b) Order/invoice approval – over £2,500</b> <b>c) Premises work – over £2,500</b> <b>d) Minor Repairs</b> <b>e) Inventory write offs – over £100</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>All virements are noted by the committee, even those under £26k, as they slightly change the profile of the budget.</li> <li>GC explained how the virements were arrived at for bookkeeping and budgeting purposes.</li> </ul> <p><b>Q:</b> Has there been an underspend on pastoral care? <b>A:</b> The Peak 11 were holding funds which it was decided to distribute amongst the schools. So £5k came in and £2k was spent on a Perspective system for CPD, £3k on signage and a student last year received out of school tuition, for which £1200 funding was paid, which has been vired to the account which paid for the tuition.</p> <ul style="list-style-type: none"> <li>The invoices <b>26.6.19 to 9.10.19</b> and totalling <b>£51,776.47</b> are available on OneDrive and were considered by the committee. GC explained how the invoice amounts were arrived at and the committee approved that there was nothing out of the ordinary.</li> </ul>
<b>Approved:</b>	<ul style="list-style-type: none"> <li>The above invoices and virements were approved by the Committee and signed by the Chair.</li> </ul>

<b>AGENDA ITEM 10</b>	<b>POLICIES AND PROCEDURES</b> <b>Teachers' Pay Policy</b> <b>GDPR and Data Protection Policy</b> <b>Complaints Policy</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>These are all DCC Policies.</li> <li>Teachers' Pay Policy: DCC had asked NM to go back to them if they did not wish the TPP to be implemented, but did not give much notice. There are very few schools who do not implement the Teachers' Pay Policy. It has now been implemented.</li> </ul>
<b>Approved:</b>	The policies were recommended to take to the FGB. Proposed by FW and seconded by CF.

<b>AGENDA ITEM 11</b>	<b>ITEMS FOR THE NEXT AGENDA</b>
<b>Discussion:</b>	The agenda will go out via email a week before, with the papers on OneDrive, with items to be agreed by KT, GC and the committee.

<b>AGENDA ITEM 12</b>	<b>AOB</b>
<b>Discussion:</b>	There was no further business for discussion.

<b>AGENDA ITEM 13</b>	<b>DATE OF THE NEXT MEETING</b>
<b>Discussion:</b>	Thursday 28 <sup>th</sup> November 2019 at 6pm

There being no further business, the meeting finished at 7.45pm