



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Virtual Meeting of the Resources Co-ordination Committee
Wednesday 7th February 2024. 7pm

Present: Adedayo Benson (Chair); Robert Howell; Dave Dymond; Andrew Burrell; Kate Gordon; Hajar Alami; Zoe Watling; Vincent Onuchi; Sze-Hang Wong; David Colwill.

In Attendance: Alice de Croos; Liz Newton.

Clerk: Deborah Savage

Agenda Item	
1	Apologies. The Chair welcomed everyone to the meeting and thanked them for attending. A few governors had apologised in advance that they would be a little late joining the call.
2	Declaration of Interest. There were no declarations of interest made.
3	Minutes of the meeting held 8th November 2023. The minutes of the last meeting held on November 8th 2023 had been circulated in advance of the meeting and the committee was given the opportunity to ask for any errors to be corrected. The minutes were accepted as a true record and ACTION: Will be signed in GovernorHub by the chair as soon as possible.
4	Review of Actions and Matters Arising. The chair asked the Clerk to review the actions and the meeting was informed that these had been completed, bar governors joining staff for a lunch in school. Governors attending the Governors in school morning arranged for March 8 th will have a chance to eat with the children and it is hoped to arrange a staff/governor lunch in school at the end of the school year in July.
5	3rd Quarter Revenue Report. A report on the 3rd Quarter Revenue along with accompanying notes and also a finance report had been circulated in advance of the meeting and the SBM spoke about the main points. The SBM informed Governors that the school is now predicting a year-end balance of £106K meaning that the school expects to carry forward into the next financial year a balance of £292K. This means that the school is strong financially, and has been able this year to fit new flooring in the junior block and also to have made and installed some artwork to brighten and improve the school environment.

Governor Question: Has the change in sports coach had a financial impact? The change will actually have a positive impact as we employed the previous sports coach as a direct employee meaning that we paid NI and pension contributions. We are buying in our new coach from Get Active Sports which means we save approximately £17K. We are not tied into a contract either so could decide not to continue if we can't afford it in the future. Also, should the coach be off sick, Get Active have to provide cover staff. The new coach is working across both schools and working in Redlands on a Monday. We have had positive feedback about him – he is settling in well and is especially good with the younger children so we are really pleased.

There are two LTCs leaving the school and there were 20 applications to the advertisement. We have shortlisted 7 and hope to appoint 3 new staff as the nursery needs additional lunchtime support. The Lunchtime Supervisor role will continue to be covered by the same person but we have had interest in this role from other staff who are covering the role on some days. We will advertise the supervisor role in the summer term.

Governor Comment: This sounds like a great improvement to the difficulties we have faced in the past.

Governor Question: In the finance report there seems to be an error in the pupil numbers recorded for May 2023 – the figures don't add up correctly? **ACTION:** SBM to fix this typo.

Governor Question: With regard to purchasing educational resources that staff require, were any requests too big to afford to buy? At budget setting before the financial year started, we asked staff to place their bids for resources and to prioritise these into "have to have" resources; "like to have" resources and "dream come true" resources. We did do some culling of requests, but all essential and some additional resources were purchased.

(19.12 – at this point Vincent and Hajar joined the meeting)

Governor Question: Do you do an audit, alongside curriculum leaders, to judge how successful the spend on resources was? And does this include resources to support SEND and PP children? Different parts of the budget all have different cost centres, but included within the area of Educational Resources is spend on SEND and other specialist areas. Teaching staff do review carefully their use of resources and the value of these - which is reflected in our results and the children's level of engagement with the curriculum.

Governor Question: Can you update us on the long-running absence situation with an LTC/supervisor? This is all resolved now and this person no longer works for the school.

	<p>Governor Question: What is the latest news re the Modular building? We now have plans for an ARP and Paul Masters from RBC's Property Services Dept has been out to look at it. Plans are being drawn up to convert the space to make best use of it. We know that many schools are pitching proposals for funds to establish ARPs and we are not guaranteed to be successful. The process is quite protracted and we want to make sure that we do all that we can to ensure that the proposal we put forward is viewed by RBC as a front-runner.</p> <p>Governor Question: If we are successful and use the modular for an ARP, how long will it stay with us? We are bidding for a grant to make the necessary infrastructure changes with the school funding any other costs such as furniture etc. The longer-term lease for any ARP that may be established is yet to be decided.</p>
6	<p>3rd Quarter Capital Report.</p> <p>A report on the 3rd Quarter Capital budget had been circulated in advance of the meeting. There were no issues or questions raised.</p>
7	<p>Risk Register & Asset Management Plan.</p> <p>The meeting was informed that with senior staff working at Redlands as well as at ASPS, there had been insufficient time to devote to fully revising and updating the RR and AMP at the present time. These would be brought to the RCC once work to revise and update these has been completed.</p>
8	<p>Health & Safety.</p> <p>The meeting was informed that the LA carries out an annual audit of the statutory obligations of the school and this was carried out in November. The audit report was circulated to governors prior to the meeting. The auditor looks at such things as Fire Safety and testing, Legionella testing; Asbestos Management and electrical, gas and appliance testing. There were no issues found and the SBM stated that the Site team are very good and act fast if any issues arise. The Link Governor for Health & Safety is also very knowledgeable and makes regular visits.</p>
9	<p>Benchmarking.</p> <p>Governors were reminded that benchmarking is a key part of the SFVS (Schools Financial Value Standards) exercise and that governors must look at their school compared to other similar schools and consider the reasons behind any marked differences and if there are any areas that need a closer examination.</p> <p>The link to Alfred Sutton's benchmarking pages had been circulated in advance of the meeting it was noted that the financial data is the latest available from the last financial year.</p> <p>The system uses a colour code to place a school's performance against other comparative schools and ASPS is mostly "green" (performs in line with/slightly better than other schools).</p> <p>Governor Question: Are there any causes for concern? We do show amber for Educational Support staff – but this is due to our high SEND need and is not a cause for</p>

	<p>concern. In fact, we really need more support staff as we are barely coping with the levels of need seen in the classrooms. We are hopeful that the ARP will help with this by providing additional funding. The Admin staffing area is possibly an area we need to look at – we do have a number of “bitty” legacy contracts with some staff working 15 hours and some 20 hours. We might be better to have more full-time staff or a better system of job-sharing. Having said this, our staff are efficient and we will wait for natural losses and seek to combine roles when we can.</p> <p>Governor Question: Can you explain the pupil: teacher ratio? Having less pupils per adult as we do compared to many schools is a good thing. This will be due to the fact that in some years (Yr. 6 and KS1) we have 4 classes. This good pupil: teacher ratio is reflected in our strong pupil outcomes.</p> <p>Governor Comment: The data also shows you spend lower on supply staff than other schools which is good. It’s a financial benefit and good for the children.</p> <p>Governor Comment: There are no local schools in our comparison group which is based on school size and cohort characteristics.</p> <p><i>(19.20 – at this point Kate joined the call).</i></p> <p>Governors agreed that the benchmarking tool was interesting but that a narrative was needed to explain the results. It can also help with the SFVS as you can enter a planned budget and it will give predictions to help forecast future outcomes.</p>
10	<p>Bought-In Services (SLA).</p> <p>A document outlining the bought-in services had been circulated to governors prior to the meeting and it was noted that the increases in cost are minimal and due to inflation. There were no changes proposed to the services the school buys in – no additional services are planned and none will be cancelled.</p> <p>The SBM explained that the Bursars Services that is bought in audit the School Fund account and also would supply a SBM as cover should our SBM be off sick for a length of time. This is a 3-year contract expiring this March. This cover SBM service has not been needed at ASPS, but it has been used by Redlands. Currently, the school feels that they do not get value for money from this part of the SLA since the company was bought out. There was some discussion about how to approach this company to discuss either a price reduction or a future credit should the service not be used this year. The possibility of negotiating a price across both schools was also discussed. It would be possible to find someone to audit the School Fund at a much cheaper cost and the school are currently building up staff skills and experience to cover the SBM role in the future. The SBM is also insured should she be absent due to illness for more than 10 days. It was also noted that the Finance Team at the LA are now much improved and more supportive of schools.</p>

	<p>(19.35 – at this point David joined the call).</p> <p>Governor Question: Do you still need to go to tender and get 3 quotes for any service/goods you buy-in? This depends on the cost of the contract.</p>
11	<p>SFVS.</p> <p>The meeting was informed that the annual SFVS needs to be completed and submitted by 31st March 2024. Completing this is the Governing Board’s responsibility. It takes around an hour to complete and involves a deeper dive into benchmarking and answering a number of multiple-choice questions. This is best done in person in school and will result in a financial Risk Assessment being given.</p> <p>Two governors volunteered to do this (AB and DD) and it was suggested that the weeks beginning 11th March or 18th March would work well. ACTION: SBM / AB /DD to liaise over dates/times by email to confirm a date.</p>
12	<p>Pay Committee.</p> <p>It was noted that the Pay Committee chaired by AB and made up also of DD and ZW needs to meet regarding Support Staff Pay. The provisional date of 20th March was agreed.</p>
13	<p>Policies for Adoption.</p> <p>Four policies for adoption had been circulated in advance of the meeting – all were based on model policies from RBC.</p> <ul style="list-style-type: none"> a) Managing Poor Performance – DECISION: Adopted. b) Staff Disciplinary Policy – DECISION: Adopted c) Staff Code of Conduct – DECISION: Adopted d) Financial Procedures Manual DECISION: Adopted. <p>There was some discussion about the fact that the Staff Disciplinary Policy gave examples more applicable to employees working at the council rather than in schools, but it was noted that they were examples of Gross Misconduct and that the LA HR department is always involved in any staff disciplinary action to give advice to the school and that they follow the LA Disciplinary Policy. It was also noted that in the Staff Code of Conduct there was a list of misdemeanours which did not include mis-use of school premises. ACTION: this is to be added to the list (as it has been something that has arisen in the past.)</p>
14	<p>Wellbeing & Equality.</p> <p>The Link Governor for Wellbeing & Equality had no updates – a report is still planned for the last PEC meeting of the year.</p> <p>The committee expressed concern for the wellbeing of a governor on sabbatical from the GB – efforts had been made to contact her with no success. ACTION: Efforts would be made to contact her for a “wellbeing” check. A governor (DC) offered to meet with the staff lead for Computing in her absence if this was necessary. The chair asked those present how they were and noted that it is important that the GB checks on the wellbeing of members regularly.</p>

15	Training. The CoG informed the meeting that he would have a suggested programme of training for each governor ready to review at the Governors in school morning. Dates of upcoming training events were shared.
16	Issues for Parents/FGB/Confidentiality. There were no issues to be reported to parents/FGB and none of a confidential nature requiring part 2 minutes.
17	Any Other Business. Governors were informed that they could take the opportunity to have lunch in school with the children on 8 th March if they wished – at 12.30. ACTION: numbers of governors requiring lunch to be gathered by the Clerk. It was also noted that the RCC meeting planned for April was often held in school during the daytime which made budget setting discussions more straightforward. It was agreed that a 9am start would be arranged.
18	Date of Next Meeting: Wednesday 17th April 2024 – 9am in school.

Meeting closed: 8pm

New Actions:

Action:	Owner:
Minutes from 8 th November 2023 RCC meeting to be signed in GovHub ASAP.	AB
Pupil numbers typo in Finance Report to be fixed.	SBM
Meeting date/time to complete SFVS to be arranged ASAP.	SBM/AB/DD
Misuse of school premises to be added to Staff Code of Conduct.	SBM
Contact YD for a “wellbeing” check	KG/AB
Gather governor numbers for Governors in school morning / lunch with children.	CLERK

Governor Attendance at RCC Meetings 2023/24 (two meetings to date)

Robert Howell	2 of 2 meetings
Dave Dymond	2 of 2 meetings
Adedayo Benson	2 of 2 meetings
Yota Dimitriadi	0 of 2 meetings
Andrew Burrell	2 of 2 meetings
Kate Gordon	2 of 2 meetings
Hajar Alami	2 of 2 meetings
Alice de Croos	2 of 2 meetings
Zoe Watling	2 of 2 meetings
Vincent Onuchi	1 of 2 meetings
David Colwill	1 of 2 meetings
Sze-Hang Wong	1 or 1 possible meeting