

COCKWOOD PRIMARY SCHOOL Local Governing Body

Agreed

Resources Committee Meeting							
Date/Time	24 June 2020, 5pm	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Co-opted Governor		Nick Tallamy	NT	Chair of GB, Co-opted Governor	
Lorraine Curry	LC	Headteacher		Tania Weeks	TW	Co-opted Governor	
Charlotte Wilkin	CW	Co-opted Governor		Andy Lawrence	AL	LA Governor	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk
Jon Newman	JN	OLT CFO
Gareth Harris	GH	Guest
Neil Barnes	NB	Guest

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	GB
2	Declaration of interest & Confidentiality	GB
3	Minutes of previous meeting held on 11.03.20	GB
4	Matters arising from the previous meeting 11.03.20	ALL
STRATEGIC ITEMS		
5	Budget	GB/LC
6	Budget Monitoring	LC/GB
7	Staffing Structure	LC
OPERATIONAL ITEMS		
8	Health & Safety (H&S)	CW
9	Safeguarding (SG)	GB
10	Policy Reviews	LC

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies GB greeted governors present and welcomed Jon Newman CFO and prospective			

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

	governors and school parents, Gareth Harris and Neil Barnes to the meeting, all Committee members were present, the meeting was declared as quorate.	Agreed		
2	Declaration of Interest & Confidentiality GB read the declaration of interest statement and reminded those present of their duty of confidentiality. Attendance of those present was recorded; no declarations of interest were made.	Complete		
3	Minutes of the previous meeting held on 11 March 2020, were agreed and will be signed at the next meeting in person.	Complete		
4. Matter arising from the previous meeting not covered under a separate agenda item.				
4.1	Report progress on the recovery of deposits paid in advance of a school trip that was cancelled due to the pandemic. LC was pleased to report that the deposits paid for a school trip have been reimbursed in full.	Complete		
	All other outstanding actions are either included in the agenda below, or are deferred until the autumn term.			
STRATEGIC ITEMS				
5	<p>Budget – Jon Newman, Chief Finance Officer for the Trust, took the meeting through the proposed Budget for CW. Now that they are moving towards a fair funding formula, this should work in CW favour, with a small improvement over the next 2-3 years to regain ground over the cumulative 10% reduction over the last 10 years. Last year's revenue was £486k this year it was £512k including an assumed pay award for teachers of 2.75%. The Budget last year was set for the first time i.e. With no previous year, next year will have the benefit of this year to follow and so in it's allocations will be more refined and closer to the actual. The liability for CW is relatively small as catering is outsourced. Currently CW staff costs are at 77% of the total Budget, which is in midrange. CW costs are higher than others schools within the Trust, but as class sizes are bigger.</p> <p>Other Expenditure – CW is very precise on their expected costs and manages them very closely. Licencing and software support are major costs but are fixed by the market. £9k for curriculum support.</p> <p>LC reported that next year the school would have fewer pupils, impacting directly on funding.</p> <p>GB stated that Governors were very aware of the excellent financial management within the school and the work that goes into budgeting wisely.</p> <p>NB commented that the running costs seemed minimal for an organisation.</p> <p>Currently NORSE staff are on furlough; cost being borne by the school with the expectation of reimbursement, but it is not yet clear what the impact on the contract costs will be.</p> <p>In response to a question from NT in advance of the meeting, JN responded with the news that as last year's MAT costs were calculated with no previous history, that it was probable that there would be a return of a proportion back to the schools.</p> <p>NT replied that we need to concentrate on the detail of the costs, reduce and</p>			

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

	mitigate where possible. JN agreed to send monthly updates to CW ACTION JN The time allocated to the CFO role has reduced to 0.46 Whole Time Equivalent (WTE). The CEO role has increased to 0.8 WTE, with HT role at Mill Lane reduced to 0.2 WTE, the Chief Operating Officer role has also increased. NT has requested an itemised list of what is included in the MAT fee paid by the school. ACTION JN . The MAT has identified the need for a Human Resources Specialist (HR). LC is keen to understand the the schools may benefit from this new post.	ACTION JN		Ongoing
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
6	Budget Monitoring – dealt with under the previous item			
7	Staffing Structure – LC informed the meeting that x2 members of staff were on long term sick leave. Meeting moved to Part 2 Meeting moved back to Part 1 LC confirmed that parents had been contacted regarding the splitting of year groups. There is concern around how the adjusted model of teaching groups will be resourced and how much impact this will have on the school's ability to maintain its financial carry forward. The staff sickness is funded from payments from a mutual fund; to which CW contribute for cases of long term sickness. There are risks identified such as a member of staff testing positive and the consequential 14 days isolation for everyone in that pod of care. NB asked for a wish list of an ideal staffing structure. LC said more TA hours is what is needed for additional resilience needed going forward. Currently there is a freeze on recruitment within the Trust. NT explained that recruitment of a replacement member of teaching staff would be permitted within the rules. NB suggested the school request TA support from within the Trust. AL asked about the £1.5 billion extra funding announced by central government. LC explained that any proportion of funding due would take a considerable time to filter through. The funding for extra IT equipment and Broadband access for vulnerable children had still not been allocated. There was also a possibility of having to resource a summer school of some description.			
OPERATIONAL ITEMS				
8	Health & Safety (H&S) – CW H&S Governor, in light of the DfE updates, has reviewed all the risk assessments for the daily operations at the school. No fire drills have taken place yet this term, but LC confirmed that the children that were in school had been spoken to about what to do in case of a fire alarm. The children have been very good about the 2m social distancing, but the reception pupils have no real notion of space in that way yet. All the systems required that have been defined are now in place and staff are well versed in implementing the guidelines particularly around cleaning and hygiene. LC stated that they were already a big school in a small space, but they were doing all they could to meet that challenge.			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
9	Safeguarding (SG) – LC reported on the results of the SG review, the school did very well in all areas, with the exception of a discrepancy over the version of the SG Policy currently in place at the school agreed by the LGB summer 2019. To bring			

COCKWOOD PRIMARY SCHOOL

Local Governing Body

Agreed

	the school into line on this, the annual policy review will now take place in the autumn term so that the new release of KCSiE guidance will be reflected in the policy straight away. To this end the LGB will still review the policy at the next meeting, but will have a second review at the autumn meeting also. ACTION – NT/LG	ACTION NT/LG		15.07.2020
10	Policy Reviews			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
10.1	OLT Lettings Policy – agreed by Trust Board, but not yet issued to schools	Deferred		
10.2	OLT Education of Children in Care - under review by Jon Newman	Deferred		
10.3	Attendance Policy – under review by Katy Quinn	Deferred		
10.4	Exclusions Policy – not available ACTION NT/LC to look into where this policy will sit. NT informed the meeting that a Trust Policies Committee had been formed and would be tackling this area or work.	ACTION NT/LC		
10.5	LGB/Cockwood School Policies – NONE TO REVIEW	Complete		

Details of next meetings			
Date/Time	Local Governing Board, Wednesday 15 July 2020	Location	Cockwood School
Date/Time	Local Governing Board, Autumn Term TBA	Location	Cockwood School

Meeting ended: mins