

London Borough of Richmond upon Thames

Minutes of the meeting of the Community and Resources Committee of Chase Bridge Primary School held at the school on Thursday 18 October 2012 at 5 p.m.

Present: Mr Nick Green (Chair) Mr Andrew King (Headteacher)
Councillor Geoff Acton Mrs Maggie Parkes
Councillor Arnie Gibbons Mrs Janet Scott
Mr John Justice

Also attended: Mr Steve Gunputrav (Site and Services Manager)
Mr Steve Llewellyn (Financial Consultant)
Miss Beryl Hawkins (Clerk to the Governors)

Apologies: Mrs Zoë Griffiths Mrs Gill Morrow
Mr Bob Hope Mr Mark Smith

Absent: Mr Tapuwa Chabata Mr Mark Hopkins

- 1. Declarations of Interest** There were no declarations of interest.
- 2. Committee Membership** The Committee received the resignation of Caron Carter with immediate effect. The Committee wished to record their thanks to Caron for the time that she had given to the governing body and her loyalty to the school.
- 3. Election of Chair and Vice-chair** Nick Green was elected chair of the Committee and Geoff Acton was elected vice-chair.
- 4. Minutes and Matters Arising** The minutes of the meeting of the Committee held on 10 May 2012, including a confidential minute, were confirmed and signed (copies in the minute book).
- 5. Confidentiality** The Committee agreed that the minute relating to the corporate hospitality contract should be confidential.
- 6. Future Meetings** The Committee agreed a change to the date of the next meeting and confirmed the date of the summer term meeting:

	Reports to Clerk	Agenda Despatch
Thursday 7 March 2013 at 5 p.m.	19/2/13	21/2/13
Thursday 6 June 2013 at 5 p.m.	21/6/13	23/6/13

All

Arnie Gibbons arrived at this point.

- 7. Headteacher's Report** The report of the headteacher was received (copy in the minute book). Arising from the report:

- 7.1 Complaint** With regard to the letter following up a complaint, Andrew King reported that Bob Hope and Eleanor Wright had been involved and ensured that the parent had received a copy of the school's Complaints Policy.

7.2 Key Indicator Data

The Committee noted that:

- The unusually high number of pupil leavers was due to a number of families moving out of the area.
- The number of pupils with SEN (special educational needs), including those with statements, was about 11.5%, higher than in recent years but not as high as thought when the report was written.
- There might be other updates to the data before it was submitted to the local authority.

7.3 Maintenance

Steve Gunputrav updated the Committee on maintenance matters:

- Some maintenance items were still showing amber as policies were currently being reviewed and updated to reflect changes in the school environment.
- A fire drill had been carried out recently.
- Ways of monitoring maintenance contracts on new items were being worked out – contractors might take on some of these contracts.

7.4 Health & Safety

Steve Gunputrav updated the Committee on health & safety matters:

- Claire Pearce, the local authority's health & safety officer for schools, was continuing to help the school to manage health & safety matters affected by the changes, including carrying out regular fire drills.
- Conflicting advice had been received on bringing together the updated Grade 1 fire alarm system in the new building and the old system in the old building. Andrew had asked for and obtained confirmation from the local authority that the two systems together met statutory requirements and functioned.

In response to a comment from a governor, Andrew confirmed that the school was keeping a clear audit trail of all correspondence relating to the system and that he was waiting for written confirmation from the local authority.

False alarms were a disruption, but ensuring effectiveness of the major infrastructure was a priority.

7.5 Site and Premises

Andrew stated that as a result of the building works maintenance of the premises needed to be reviewed and re-evaluated to ensure that everything was kept in good order. Maggie Parkes and Steve Gunputrav had begun to review what was needed in terms of people and skills.

7.6 Lettings Policy

Maggie Parkes stated that the lettings policy needed to be reviewed to ensure that anyone using the premises had due regard to the care of the site, buildings and equipment.

7.7 Building Programme Progress and Impact on Operation of the School

The Committee noted that:

- The building programme had been signed off.

- There remained extensive snagging, incomplete works and defects.
- The new corridor had been released and the school was carrying out work to the toilets, at cost to the school.
- The new area was scheduled to be occupied immediately after half term and staff would have access in the week before half term.
- The school was involved in a lot of work to ensure that snags and defects were dealt with and would continue to need a good level of support from the local authority for this work.

7.8 Finance Update Steve Llewellyn drew attention to significant variances in expenditure against estimates. It was noted that:

- The overall positive revenue variance of £22,645 for the mid-point of the year was a worst case scenario and the final account was expected to show a healthy balance.
- The school was waiting to hear from the local authority whether there would be any monies left over from the building project.

Andrew wished to record thanks to Sylvester Olutayo for his work in managing the financial side of the building project.

- There were bank reconciliation issues for Paid Meals, related to the new bank account – £16,000 was to be added to the account. SEN Support income of £27,000 had been agreed, but not yet received.
- The school could expect £15,000 from FoCB towards the school house project, £9,000 of which was expected before the end of the financial year.
- £150,000 had yet to be transferred from Revenue to Capital for work on the school house.
- Capital expenditure had been incurred on interactive whiteboards – income for this was expected from the local authority.
- The revenue balance did not include the effect of the £240,000 Quindrat budget. Andrew had attended a meeting with the headteacher of Heathfield Infant School and the head of the children's centre, and Rob Henderson, who was responsible for children's centre finances at the local authority, was looking into the possibility of responsibility for the fund being transferred to another school by the end of the financial year.

7.9 Personnel Update The Committee noted the arrangements being made for maternity leave cover and that Catherine O'Connor had been appointed as a permanent teacher from the beginning of the spring term and would teach in Reception.

7.10 Corporate Hospitality Contract See confidential minute.

8. Expansion Project

8.1 Progress Report With regard to the pending planning application, Andrew stated that:

- Revisions had had to be made to the plans for the proposed flat as the original plan did not provide a big enough area for a flat.

- Queries had been raised with regard to the possible increase in traffic from use of the community area in the school house.

Geoff Acton left the meeting at this point.

8.2 Improvements to the IT Network and Infrastructure Andrew King presented a proposal from Ryan Ventura Ltd for improvements to the IT network and infrastructure, together with supporting documents from Rob Curran, Director of Esito, who had been providing expert ICT project management as part of the expansion project. It was noted that:

- At the request of Andrew, Mark Smith had scrutinised the proposal and consulted colleagues in Microsoft.
- Rob Curran had been able to explain systems in lay terms effectively.
- The school's aim was to commission a robust and affordable system with as smooth a migration as possible.
- The proposal covered hardware, software and personnel.
- Ryan Ventura had been preferred over other proposers on grounds of cost or the need to change peripherals.
- The overall cost of the contract was not expected to be more than £24,000.
- The school continued to experience problems with the existing server and it was hoped that the first phase of the improvements could be completed during the half term break.

The Committee agreed that the school should accept the proposal from Ryan Ventura while continuing negotiations on the cost of the licensing.

9. Pay and Performance Management

9.1 Pay Committee The Committee received the report of the Pay Committee on the annual pay and performance management review for all staff and the sign-off of the headteacher's performance management review (copy in the minute book).

Andrew stated that a decision had yet to be made on the outstanding threshold application and that pay increases generally were subject to increased scrutiny.

A staff governor queried whether non-teaching staff could apply for higher level posts, for example, teaching assistants for higher level teaching assistant posts. Andrew stated that staff could only apply if there was a post in the structure and that staffing structure was included in the remit of the Committee.

9.2 Payment to Non-teaching Staff The Committee considered a request from Maggie Parkes for a payment to be made to non-teaching staff in line with that being made by the Council to their lowest paid workers. Steve Llewellyn advised the governing body that:

- Some schools were planning to make the payment of £250, pro rata, to all non-teaching staff and that others were following the Council's lead by

making the payment only to staff on Point 21 of the pay scale (top of Scale 4) or below.

- The payment was being made on government advice because non-teaching staff had not been granted a pay award for four years.
- The estimated cost of making the payment to Chase Bridge staff up to Point 21 was £5,000 and the cost of paying all non-teaching staff would be C£7,500, including on-costs.
- The payment would be pensionable and taxable.

The Committee discussed different options and agreed that:

- They agreed in principle that the payment should be made.
- Payments should be made, pro rata, to all non-teaching staff who were in the employment of the school on 1 April 2012.
- The payments should be made before Christmas.
- Steve Llewellyn should calculate the amounts payable.
- Nick Green should draft a communication on behalf of governors notifying staff of the payment.

AK, SL, NG

10. Financial Benchmarking The Committee agreed that Steve Llewellyn should send a benchmarking document with key bullet points for the attention of the Committee and that the item should be carried forward to the next meeting of the Committee for comment.

SL, Committee

11. Number 2 Account Maggie Parkes reported that:

- The Number 2 account was about to be audited.
- A sum of £30,000 had been transferred to the main school account.
- Parking income was now being credited to the main account.
- Income to the account was down on previous years by about £20,500 because of the building work.
- A small balance had been retained in the account and was used for school trips and the like.

The Committee agreed to defer consideration of the account to the next meeting.

MP, Committee

12. Financial Regulations and Scheme of Delegation The Committee received a document showing proposed revisions to the school's financial regulations and scheme of delegation and a copy of the regulations with the revisions incorporated. The Committee thanked Steve and Maggie for the clearly presented documentation.

Andrew recommended that the limit on expenditure by the headteacher on unbudgeted items for agreed work should increase from £5,000 to at least £10,000.

The Committee agreed to recommend to the governing body that:

- The scheduled amendments should be implemented, including the introduction of a new requirement for all virements to be recorded on controlled stationery and reported to the Committee.
- The governing body should consider whether an authorisation limit of £10,000 was too low.

Governing Body

13. Schools Financial Value Standard (SFVS) The Committee received a partially completed SFVS audit document for the school. Nick Green volunteered to meet with Maggie Parkes and Steve Llewellyn to complete the audit. Maggie Parkes agreed to propose dates for the meeting.

MP, NG, SL

14. Parent View and Consulting with Parents The Committee noted email correspondence from parent governors who had registered with Parent View. The Committee noted that Ofsted had acknowledged that Parent View was currently not fit for purpose they Ofsted were not relying on Parent View as long as schools had a satisfactory consultation process in place.

The Committee agreed that the school continue with the existing process on the grounds that: it provided richer data than the Parent View website; it could be used for trend analysis; it could be augmented and tailored to meet the school's needs.

15. Changes in Education Law Janet Scott gave a brief presentation on changes in education law affecting the work of the Committee. It was agreed that the document showing the changes should be circulated with the minutes. Janet was thanked for preparing the document.

BMH

16. Reports and Correspondence No items were reported.

17. Policy Review The Committee received a revised Pay Policy for the school and copy of the NAHT model policy, including options and advice. It was noted that the policy was based on the model. The Committee approved the policy.

18. Training No governors reported that they had attended training.

The Committee noted that under the new school funding formula the number of allocation areas had been greatly reduced and that, for example, Richmond would not be using 'high turnover' in its formula.

19. Self-evaluation and Preparation for February Meeting of the Governing Body The Committee agreed that Nick Green should review the self-evaluation document completed in 2011 with a view to a self-evaluation being completed in time for the February meeting of the governing body.

NG/Governors

The meeting ended at 7.25p.m.

Chase Bridge Primary School Community and Resources Committee Minutes Action Sheet		
Minute reference	Action required	By whom and when
7 Future meetings	Note change to date of next meeting	All Immediate
10.2 Payment to non-teaching staff	Arrange payment to non-teaching staff. Write to non-teaching staff	AK, SL NG Immediate
11 Financial benchmarking	Send benchmarking document for governors Consider benchmarking	SL Immediate Committee At meeting on 28/2/13
12 No. 2 Account	Provide audited statement of Number 2 account for governors Receive audited statement	MP Before meeting on 28/2/13 Committee At meeting on 28/2/13
13 Financial regulations and scheme of delegation	Consider Committee's recommendations	Governing body At meeting on 28/11/12
14 Schools Financial Value Standard	Complete SFVS audit document	MP, NG, SL For meeting of governing body on 28/11/12
15 Changes in education law	Circulate education law changes for the Committee with the minutes	BMH Immediate
20 Self-evaluation of the Committee	Review 2011 self-evaluation of the Committee and complete self-evaluation	NG, Governors For meeting of governing body on 6/2/13