

MELLOR PRIMARY SCHOOL
FINANCE AND RESOURCES SUB-COMMITTEE

Date: 8th March 2022

Time: 6.30pm

Venue: School

TRUSTEES PRESENT

Mr P Armstrong, Prof D Hoult, Mr B Humphrey-Taylor (Chair), Mr J Nicholson (Headteacher), Mrs K Scott.

IN ATTENDANCE

Miss E Wyborn School Business Manager (SBM)

Ms G Parkin Observer (Deputy Headteacher)

Ms J Castledine Governor Support Officer

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Trustees were welcomed to the meeting. There were no apologies for absence to be considered.

2. **DECLARATION OF BUSINESS INTERESTS**

Trustees were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

3. **MINUTES OF THE AUTUMN TERM**

It was RESOLVED that the minutes of the Finance and Resources committee held on 24.11.21, copies circulated previously, be APPROVED subject to the following minor amendment:

- Action point relating to Finance Manual amendments to be allocated to BH-T and the SBM

4. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
4	Discuss amendments to Finance Manual and bring to spring FGB meeting	BH-T and SBM	Carry forward to summer meeting ACTION
6	Pension contributions from employer - check what is currently in the budget and how it is mapped out going forward	SBM	Completed
7	Agree a schedule of work for 2021-22 for the internal scrutineer	F&R committee	Agenda item 10
8	Expenditure proposal to be submitted for consideration at December FGB meeting	GP	Completed

14	Pursue data for the number of pre-school children in the local community	Headteacher	Completed - Headteacher has requested data for the Mellor/Marple area
15	Formation of a working group to develop a communications strategy for the MAT	FGB	Completed
16	Provide a review of services bought back	SBM	Not discussed
17	Review of publication scheme to be added to spring F&R agenda	Clerk add to agenda	Deferred to summer term meeting ACTION
18	Consideration and approval of Reserves policy to be added to FGB agenda	Clerk add to agenda	Completed
19	Review of the following policies to be added to spring F&R agenda <ul style="list-style-type: none"> • Data Protection • Data Breach • Consent • CCTV 	Clerk add to agenda	Completed
21	Consideration of H&S audit report to be added to spring term F&R agenda	Clerk add to agenda	Completed

Update on JCC

The Union reps will request a meeting of the JCC in September. They also need to be kept informed about the ongoing SAT to MAT process and Torkington Primary's conversion from LA maintained school. The TURA must be shared with all staff during the conversion process.

5. HEALTH & SAFETY COMMITTEE MINUTES

The committee minutes were noted. The Chair commented positively on the plans to keep bees on the school site to enrich forest school activities.

Trustees agreed to take item 7 next.

6. CLERKING TENDERS FOR THE HONEYCOMB TRUST

The Clerk withdrew from the meeting for this item.

Trustees considered four proposals for the provision of clerking and governor support to the new Honeycomb Education Trust. These were from Stockport Governor Services, Cheshire East Governor Services, EQ Training and Consultancy Ltd, and Second2None. Prior to the meeting, the Chair of the Trust Board (CoTB) had circulated a summary of the four bids.

After careful consideration, it was RESOLVED that EQ Training and Consultancy Ltd (EQT&C) should be appointed, with effect from September 2022, with the likelihood of one or two preparatory meetings of the new trust board before that date. It was AGREED that the CoTB, the chair of the committee, the headteacher and Mr Hirst would meet Carole Owen of EQT&C to discuss the appointment, and that subject to that meeting, the appointment would then be confirmed by Chair's action.

Trustees also wished to place on record their appreciation of the excellent work undertaken by Stockport Governor Services, and especially by their own clerk, over the past two years.

The Clerk returned to the meeting; item 8 was taken next.

7. SCHOOL BUDGET

The SBM was invited to speak to the meeting. She highlighted the following:

- As at 7.3.22 there is an in-year surplus of £25,357 with a cumulative carry forward of £100,357
- The government's proposal is for teachers' pay to increase by 2-3% in 2022-23. Support staff's pay awards for 2021-22 have now been agreed and published by the NJC; increases are backdated to 1.4.21 and included within the budget presented
- ***Why do expenses decrease next year?*** The school currently has two AHTs; the staffing structure will change next year
- An increase in GAG funding of 1-1.5% has been predicted by the ASCL
- ***Is Friends of Mellor part of our legal identity?*** No, it is a completely separate entity

Mr Hirst entered the meeting 6.57pm.

Trustees returned to item 6.

8. COMPLETION OF THE SRMSAC (School Resources Management Self-Assessment Checklist)

The SBM talked the trustees through the SRMSAC which is completed and ready for online submission. She advised that she should meet with trustees to review the Self-Assessment dashboard but the data showing is extremely out of date and inaccurate. She has contacted the School Resource Management Adviser (SRMA) and been advised to get in touch with the DfE to explain the situation and confirm that the SRMA is supporting the school to present the data more accurately. A benchmarking exercise will be undertaken once more accurate data is available.

Mr Hirst left the meeting 7.30pm.

9. SRMA ACTION PLAN

The Action Plan was uploaded to GovernorHub prior to the meeting and reviewed by the trustees. A brief discussion was held about trustees' challenge to the school and how this should be appropriately recorded in the meeting minutes.

Thanks were recorded to the SBM for all her work on the actions.

10. INTERNAL SCRUTINY

The Chair reminded trustees of the SRMA's recommendation for trustees to determine the areas of activity to be covered by internal audit over the year. Trustees discussed and agreed upon areas of focus; the SBM will communicate these to the internal auditor.

11. RISK REGISTER

Paper copies of the Risk Register were tabled. Trustees discussed the document's present format and made suggestions for improvement. Trustees agreed to the Headteacher's proposal to defer detailed scrutiny of the Risk Register until the MAT is established. **ACTION**

12. STAFFING AND APPOINTMENTS

The following staff appointments were noted:

- Member of support staff
- Midday assistant
- TA on a 6 month contract funded by the Kickstart scheme

It was noted that there are still a number of vacancies via the Kickstart scheme. An Assistant Headteacher appointment has been made for 21.2.22 – 31.3.22 using TCaF funds. Four members of staff submitted applications for the post; the Headteacher commented that he was very reassured by this demonstration of interest in professional development.

Mr Humphrey-Taylor and the DHT were thanked for sitting on the interview panel.

13. POLICY REVIEW

The following policies were reviewed and APPROVED by the committee:

- Health and Safety – annual approval
- Data Breach – biannual approval
- Data Subject Rights – biannual approval
- Lone Worker – biannual approval

14. DATE OF NEXT MEETING

22nd June, 6.30pm

15. A.O.B.

Financial Management System (FMS) and Management Information System (MIS)

The Headteacher emphasised the importance of robust reporting systems. He advised that the school's current systems would not meet the requirements of a MAT. The TCaF monies include £6,250 to support the purchase of more appropriate systems; a further £3,000 from the TCaF allocated for supply costs will also be used towards the purchase, leaving the school to contribute around £3,000 from its budget. He outlined the challenges of finding the right systems for the MAT and briefly spoke about several which have been considered.

The committee APPROVED the purchase of the Iris system.

Thanks were recorded to the school admin team for all their hard work on this project.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.13 pm.

MELLOR PRIMARY SCHOOL
SPRING TERM 2022 FINANCE AND RESOURCES COMMITTEE MINUTES
MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4	Discuss amendments to Finance Manual and bring to summer FGB meeting	BH-T and SBM	Summer term meeting
4	Review of publication scheme to be added to summer F&R agenda	Clerk add to agenda	Summer term meeting
11	Scrutiny of the risk register to be an agenda item for a meeting of the new MAT trust board	MAT board	Summer term meeting of the new MAT trust board