



Present: Katie Blood (HT), Stephen Berry (Chair/Resources Chair),

In attendance: Sarah Foster (School Business Manager), Tom Way - Clerk to Governors

Apologies: Fr Martin Morgan, Jane Gray

Quorum: 2 out of 4 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

1. Welcome / apologies for absence and declarations of interest

Governors acknowledged that FrMM and JG had given apologies in advance of the meeting.

The Chair declared that their wife no longer works for the NASUWT.

2. Minutes of Resources committee meeting held on 25.04.19 accuracy / matters arising

The Resources committee agreed that the minutes were an accurate representation of the meeting.

The following actions have been met:

- It was agreed that the previous ongoing action – “**2.3** Chair to discuss SIP-resources committee responsibilities with SBM and feedback at next meeting” is no longer relevant and will be removed
- The HT/Clerk have looked into the requirements for setting up a parent governor election
- The SBM has provided the debit card transactions statement to the Chair at their meeting on Monday 29.04.19 and the Chair has checked this
- The SBM has made the agreed edits to the current outturn prior to their meeting with the Chair on Monday 29.04.19
- The Clerk has added an agenda item to the next FGB meeting on how to raise the profile of the school in the area



- The Clerk added the ratification of the Staff Sickness Absence and Special Leave of Absence policies as an item to the following FGB meeting
- The HT has prepared an info on accidents report to governors prior to this resources committee meeting

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 2.1** SBM to complete annual write-offs report (including previous year) by the end of this month to present at the next FGB meeting on 18.07.19
- 2.2** FrMM to research setting up a Charitable Trust (HT to check the terminology regarding this) – **ongoing**
- 2.3** SBM to follow up the Consistent Financial Reporting Report for ratification at the next FGB meeting on 18.07.19 – **ongoing**
- 2.4** JG to check and give advice on the building sign-off acceptance procedure (*deferred to following meeting*)

3. Finance

The HT advised that this item will deviate from the original agenda plan in order to focus on finalising the budget for the next school year.

- Budget Predictions/Approval

The HT asked the SBM to advise on what the deficit for the next school year will be.

The SBM provided an analysis of the budget figures and advised on the following –

- There have been several members of staff who have been automatically re-enrolled on the pension scheme (this happens every three years) who will need to opt out again if they wish to do so
- Administrative costs were slightly incorrect previously, but these have been reconfigured here
- Learning mentors and caretakers had been mixed up previously but have been realigned now, and a similar issue had occurred regarding temporary staff
- There were a few formatting issues related to the accountancy package and the way data is entered, and these have been accommodated for in this version of the budget
- The predicted deficit for the next school year is £43,000 but if there had not been an underspend last year, this would be closer to £70,000



There was a broader discussion around these topics.

The HT advised that there are a few possible smaller savings to be made but that these will not make a huge difference to the deficit and will also take time to implement. There was a discussion around general issues regarding savings and the situation regarding school pupil placements in the local area, and the likelihood of meeting the deficit or not. There was also a brief discussion around changes in the way classes are structured in the next academic year.

The SBM advised that the budget is ready to be signed if all governors agreed to it. The Chair advised that the deficit is a little high, and that whilst looking at what the school is delivering and the expectation of the new curriculum and the safety within the school, every effort will be made to reduce the overspend, but that the school will also live with the deficit and the Chair will be seeking advice from the LA.

The budget was formally agreed and signed by the Chair and HT.

The HT asked if the Chair was happy with their draft letter to the LA finance team advising on the school's current situation, and the Chair advised that they were happy with this and to send the letter indicating that it has the governing body's support.

The SBM provided the following answers to queries concerning the breakdown of items within the budget:

- 'Other Premises' consists of pest control, Sussex fire alarms maintenance, initial wash rooms (urinals and hygiene bins), Chubb fire safety, PAT-testing, key holding with the council, and recycling and refuse
- 'Office' includes £1000 because new computer hardware is needed in the office
- 'Non-Educational subscriptions' consists of school trip insurance, public liability insurance, SchoolPing (messaging service), CPOMS (child protection) and the hosting of the school website
- 'Curriculum and general stock' consists of classroom resources such as pens, pencils and painting equipment (a further discussion was had around efficient use of these resources)
- The £5000 under 'Copier' is split between resources and hardware

The SBM and the HT advised that the Breakfast club needs to now be financially viable and cover its own costs and staffing but whilst also taking into account the deprivation factor in the school.

All governors were in agreement and thanked the SBM for providing the budget.



4. SIP-resources committee responsibilities feedback

It was agreed that this agenda item was no longer relevant and should be removed, but it was requested that the Clerk set a reminder for governors leading on subjects to be followed up in the new SIP in the next school year.

ACTIONS

4.1 Clerk to set a reminder for governors leading on subjects to be followed up in the new SIP in the next school year

5. Changes to term time only support staff annual leave and pay

All governors confirmed that they had received a copy of the letter from Pinaki Ghoshal at Brighton & Hove Council.

The Chair advised that they had not formally written to the council yet, but suggested to the HT that they could add a part to the finance letter to LA (*discussed in item 3 above*) advising of the extra costs that will be incurred because of this.

There was a broader discussion around this topic relating to Church schools.

The HT requested that the Chair write to the LA officially asking them to take over the negotiating package but also advising that the school will not be able to pay the back-pay amount.

ACTIONS

5.1 The Chair to write to the LA officially asking them to take over the negotiating package and to advise that the school will not be able to pay the back-pay amount (regarding changes to term time support staff annual leave and pay)

6. Lettings Policy review

The HT advised that a new Lettings policy has not been prepared for review yet as it is not a high priority. There was a brief discussion around current lettings and circumstances, and the HT agreed that they will prepare the Lettings policy for review at the beginning of the next school year.

ACTIONS

6.1 HT to prepare Lettings policy for review at the beginning of the next school year



7. Info on accidents

The HT advised that there have been no accidents to report in the school.

8. Urgent business not on agenda

n/a

The meeting closed at 6:47 pm.

Signed[*signed copy kept in school office*]..... Chair of Resources Committee

Date.....

The next Resources committee meeting will be in the Autumn term at a date to be confirmed.