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- Present: Katie Blood (HT), Stephen Berry (Chair/Resources Chair),
Fr Martin Morgan
- In attendance: Tom Way - Clerk to Governors, Sarah Foster (School Business
Manager)
- Apologies: Jane Gray
- Quorum: 3 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 JG had given apologies in advance.

There were no declarations of interest for this meeting.

2. Minutes of Resources committee meeting held on 14.06.18 accuracy / matters arising

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

The following actions have been met:

- The Clerk had confirmed FrMM's availability to attend future resources committees at 5.30 PM on Thursdays.
- The Clerk added an item to the agenda for the July FGB meeting to establish a pool of named governors for different panels (*carried over to the Oct FGB*).
- SB checked with the LA for panels' Terms of Reference templates.
- SB looked into whether separate Terms of Reference are required for different panels and provided feedback at the following FGB meeting.
- The Clerk added a general reminder to the agenda template prompting governors to prepare any questions for meetings beforehand.

Matters arising, not otherwise on the agenda:



N/A

ACTIONS

2.1 SBM to complete annual write-offs report (including previous year) for the next FGB meeting on 18.07.18 – **ongoing**

2.2 FrMM to research setting up a Charitable Trust – **ongoing**

2.3 SB to discuss SIP-resources committee responsibilities with SBM and feedback at next meeting – **ongoing**

3. Current Outturn/Budget Predictions

The SBM presented the current outturn for September.

The SBM confirmed that the teachers grant will be included in the October outturn. The HT advised that they need to check what the percentage of the budget for staffing is, and also advised that the funding formula will change at some point.

The SBM advised that they'd had a meeting with finance, and that it looks like the school is not going to spend what was anticipated, and that this is partly due to finalising the budget before voluntary redundancies were confirmed.

The SBM clarified that two Learning Mentors' salaries were accounted for under Direct Staffing costs when they should be accounted for under Other Staffing. The HT clarified that £5,000 for Phonics development has been funded by the LA.

The Chair acknowledged that the deficit has been reduced to £2,700. The HT advised that there are several factors that may contribute to an increase in the deficit again next year, particularly that overall incomings will be less, and that the budget will be tighter.

The Chair asked what the expected new pupil numbers are, and the HT confirmed that it stands at 154 as of the current census.

Governors thanked the SBM for the current outturn.

4. Policy Reviews

The Chair advised that the following policies are due for review -

- a)** Charging & Remissions
- b)** Equality Information
- c)** Freedom of Information
- d)** Accessibility Plan (Current building and New building)



- e) Instrument of Governance
- f) Staff Sickness Absence
- g) Lettings Policy

The committee agreed that it would be difficult to review all of these over the next school year. The HT advised that Staff Sickness Absence, Charging & Remissions and Lettings were the priorities (in that order), and the committee agreed to this as a review plan over the school year.

The SBM advised that Data Protection is also a priority, and the Chair and HT advised that this is being addressed internally with all staff, and that the appointed councillor is coming to do an audit soon.

The Chair agreed with the SBM that they will meet to discuss Charging & Remissions. The HT advised that the Lettings policy should be reviewed as if the current building work has been completed.

The HT and SBM agreed to prepare the Charging & Remissions policy for review by the next Resources committee on 24.01.19, and that Staff Sickness Absence and Lettings would be reviewed at the following two committee meetings in that order.

ACTIONS

- 4.1 The Chair and SBM to meet to discuss Charging & Remissions policy.
- 4.2 The HT/SBM to prepare Charging & Remissions policy for review at the next Resources committee on 24.01.19.

5. Scheme of Delegation

There was a discussion around possible amendments to be made to the Scheme of Delegation concerning card payments/limits. The SBM advised that within point D35 it states that there is a monthly expenditure limit of £500 on school debit cards, and clarified that the authorised members of staff to use these are the HT, DHT and SBM. The HT advised that the SBM is the only person who needs to use the card regularly.

The Chair suggested that the HT and DHT have school debit cards that are limited to a monthly expenditure of £100, and the SBM has one with a £1,000 limit, and that the SBM brings the debit cards transactions statement to every Resources committee meeting.

All governors agreed to the Chair's proposed amendment.

The SBM agreed to amend the Scheme of Delegation accordingly for the next FGB meeting and send a draft copy to the Clerk beforehand.



ACTIONS

5.1 SBM to amend point D35 of the Scheme of Delegation and send draft copy to the Clerk prior to the FGB meeting on 13.12.18.

6. Consistent Financial Reporting Report

The SBM advised that the school hasn't received this yet, and will follow this up for the next Resources committee meeting.

ACTIONS

6.1 SBM to follow up the Consistent Financial Reporting Report for the next Resources committee on 24.01.18.

7. LA Financial Audit

The HT advised that this does not need to remain on the agenda as a standing item now as it has been signed off by the LA.

All governors agreed to remove this as a standing item.

8. School Forum Report

The Chair advised that at the School Forum the school hadn't been approved for additional funding, that the school budget is to be cut by 5% in 2021, and that there will be spending reviews in April 2019.

The HT advised that the LA will introduce the IDACI soon and that this may affect funding in the school's area (although some protected features will be incorporated in the introduction phase).

9. Urgent business not on agenda

FrMM advised that they will not be able to attend the next Resources committee meeting on 24.01.18, and the HT agreed to check with JG that they will be able to attend to ensure that the meeting is quorate.

The Chair advised that they won't be able to attend the next FGB meeting on 13.12.18. The HT requested that the Clerk email all governors to ask if either the 12th or 13th were preferable for the meeting.



ACTION

9.1 HT to check with JG that they can attend the next Resources committee meeting on 24.01.18.

9.2 Clerk to email all governors to check if either 12th or 13th Dec is preferable for the next FGB.

The meeting closed at 6.46 pm.

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

Date.....

The next Resources committee meeting will be on Thursday 24th January 2019 at 5:45 pm.