



Present: Stephen Berry (Resources Chair), Stephen Vinall (FGB Chair), Katie Blood (HT), Fr Martin Morgan

In attendance: Tom Way - Clerk to Governors

Apologies: Fiona Graham, Lara Coleman

Quorum: 4 out of 6 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

The Resources Committee accepted the apologies of absence for FG and LC.

2. Terms of Reference/Scheme of Delegation Review

a) Terms of Reference

There was a discussion around the updated Terms of Reference for the Resources Committee, and governors agreed that they were happy with this and that a copy should be sent to RB as head of the Teaching & Learning Committee to correlate with their updated Terms of Reference document.

It was agreed that SB would send a final copy of the document to the clerk to formalise, and then this will be brought to the FGB for ratification.

b) Scheme of Delegation

A review was held of the Scheme of Delegation.

Point B17 (regarding disposal of items between a value of £250 to £1000) was raised for review, but it was agreed that this will be subject to the write-offs report for the previous year, which is currently unavailable.

How will the troika arrangement work in relation to making purchases? What is the process for making purchases via credit card?



The HT advised that a purchase order is required for making purchases via credit card. Point D22 was discussed (regarding the authorisation of payments) and it was agreed that an amendment would be made specifying that the HT and DHT would be able to authorise payments but that the post-holder would not be able to certify the same payment.

It was raised and agreed that point D35 regarding debit cards should contain a monthly expenditure limit of £500, and also that if this limit is exceeded within that month then it has to be reported and brought to the next Resources Committee with reasons why it was exceeded.

The Resources Committee agreed that they were happy with the document subject to the discussed amendments.

ACTIONS

- 2.1** SB to send updated terms of reference to RB and Clerk, Clerk to formalise document and circulate to the FGB for ratification at the next meeting
- 2.2** HT to request an annual write-offs report (including previous year) from the SBM
- 2.3** Clerk to process discussed amendments to the Scheme of Delegation (D22, D35) and formalise final copy, circulate to FGB for ratification at the next meeting

3. Current Out-turn/Budget Predictions

a) Current Out-turn Sept/Oct

The HT advised that they are currently predicting an overspend of £14,000 due to appointing an INA with a child and for cover of staff sickness, though there is the possibility of receiving HCP funding in the future for the former. It was also noted that the school has applied for an insurance claim for one case of previous staff sickness and the HT has been assured that this will be successful.

The school has been granted £5000 from the LA for school improvement, and it was confirmed that £10,000 has been granted from Natwest as part of their Bank on Breakfast scheme. The HT advised that in the case of the latter, approximately half will be spent on the Breakfast Club with the aim being to substantially subsidise the cost for children, and the other half to be spent on school improvement priorities.

The committee was disappointed that although they were promised the out-turn figures that they didn't receive the papers on time or even on the day of the meeting. It was confirmed that they need all finance papers at least seven working days before the resources committee meeting.



b) Budget Forecast

The HT advised that the budget prediction figures won't be available until February 2018.

It was requested as a practice that in any given period the SBM produces budget forecasts for the following two school years along with the predicted out-turn figures for the current school year i.e.

Year 1	Year 2	Year 3
Predicted Out-turn figures	Budget forecast	Budget forecast

It was agreed that SB would arrange a meeting with the SBM to discuss this.

ACTIONS

- 3.1 Clerk to ensure that the SBM is included in agenda circulation for all future Resources Committee meetings.
- 3.2 SB to meet with the SBM regarding budget predictions

4. Restructure Staffing Update

The HT advised that the school has appointed two new MDSA's, and that a TA who was on maternity leave has informed the school that they won't be returning to their post.

It was agreed that the HT will keep the Resources Committee apprised of any structural issues.

5. Governor register of interest to review

The Clerk advised that they had received all governors' up to date declaration of interests' forms, and that the new form template issued by Governor Support requires the HT/Chair to sign them off. It was agreed that the Clerk would send the forms to the HT/Chair for signing off and update the records, and that in the case of the HT's and Chair's declarations of interests they would sign each other's forms off.

ACTION

- 5.1 Clerk to send declaration of interests forms to HT/Chair for signing off, update records



6. Progress check on SFVS, Write-offs (Assets)

This item was not addressed as the relevant reports had been requested but not provided for the meeting.

7. Consistent Financial Reporting report

This item was not addressed as the relevant reports had been requested but not provided for the meeting.

8. Pay Policy update

The HT advised that they are meeting with other Headteachers on Tuesday 21st November, and that the school needs to agree upon the Pay Policy before the end of November. The HT advised that they will circulate feedback and potential amendments regarding the Residential aspect of the policy to governors to be viewed and agreed upon beforehand.

It was also suggested that given LC's expertise, that we directly request for them to review the policy before 30th November if possible.

ACTION

- 8.1** HT to circulate feedback on Pay Policy to governors
- 8.2** SB/Chair to contact LC regarding Pay Policy review

9. Performance Management/Appraisal and Capability – policy review

The HT presented the Appraisal policy and advised that it has been based upon the LA's model policy. The HT also advised that the Appraisal policy and the Capability policy need to be kept separate, and that the latter is still in development (but will also be based upon the LA's draft model).

The Resources Committee agreed that they were happy with the Appraisal policy and that it will be presented at the next FGB meeting for ratification.

There was also a broader discussion around what governors themselves could do to inspire and motivate staff, and the HT advised that governor's attendance and connection with parents at Parent's Evening is valuable.



ACTION

9.1 Appraisal Policy to be presented for ratification at the next FGB meeting

10. National Funding

It was confirmed that each school will receive a minimum payment of £11,500. It was advised that 2% is the maximum uplift, which isn't keeping up with inflation and potentially equates to a reduction in funding.

It was advised that this still hasn't been finalised and that consultations are still to take place within the next couple of weeks, and also that the effect of the outcome will take place two school years from now in 2019/2020.

11. Class Size BHCC review

The HT advised that there was no new information to provide updates with at this time.

12. Poverty Proofing report

There was a discussion around the Poverty Proofing report, and the committee agreed that the school should arrange a Poverty Proofing audit, possibly for the Spring term.

It was agreed that FrMM would research the process for setting up a Charitable Trust.

ACTION

12.1 HT to arrange a Poverty Proofing audit with the council

12.2 FrMM to research setting up a Charitable Trust.

13. Urgent business not on agenda

N/A

St Bartholomew's CE Primary School
Resources Committee Meeting
Wednesday 15 November 2017 at 6.00pm



The meeting closed at 8.00pm.

[signed copy kept in school office]

Signed Chair of Governors

Date.....

The next Resources committee meeting will be on Wednesday 10 January 2018 at 6.00pm