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- Present: Stephen Berry (Resources Chair), Stephen Vinall (FGB Chair), Katie Blood (HT), Fr Martin Morgan
- In attendance: Tom Way - Clerk to Governors, Sarah Foster (School Business Manager)
- 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 FG and LC.

There were no declarations of interest for this meeting.

2. Minutes of Resources committee meeting held on 15.11.17 accuracy / matters arising

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

The following actions have been met:

- SB has sent updated terms of reference to RB and Clerk; Clerk has formalised document and was ratified at the FGB meeting on 14.12.17.
- Clerk has processed discussed amendments to the Scheme of Delegation (D22, D35) and formalised final copy and was ratified at the FGB meeting on 14.12.17.
- Clerk has ensured that the SBM is included in agenda circulation for all future Resources Committee meetings.
- HT has circulated feedback on Pay Policy to governors
- SB/Chair have contacted LC regarding Pay Policy review
- Appraisal Policy was presented for ratification at the FGB meeting on 14.12.17.
- HT has contacted the council about the Poverty Proofing audit (the council will instigate this when ready)

Matters arising, not otherwise on the agenda:



N/A

ACTIONS

2.1 HT to request an annual write-offs report (including previous year) from the SBM and prepare for the FGB meeting on 08.02.18

2.2 SB to meet with the SBM regarding budget predictions – **ongoing**

2.3 Clerk to send declaration of interests forms to HT/Chair for signing off, update records – **ongoing** (to complete by next resources committee)

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

3. Scheme of Delegation Review – Point B17

The committee agreed that point B17 would not be amended and remain as it currently is.

4. Current Out-turn/Budget Predictions

a) Current Out-turn

The SBM confirmed that they had circulated the current out-turn to the Chair, SB and the LA prior to this meeting, and the SBM presented months 8 and 9 at this meeting.

The SBM confirmed to the committee that the school has overspent on costs but additional income has compensated for this. The SBM confirmed that a case of long term sickness has been covered by an insurance claim and that internal staff were able to cover this absence, but also advised that should this situation arise again without internal cover available then this would result in a potential £5000 - £6000 shortfall.

What are the reasons for the variations/anomalies in the deficit figures? i.e. Breakfast Club

The HT advised that these are a result of inevitable fluctuations against the school's budget predictions, and that these have been noted and accounted for in the next predictions. In the case of the Breakfast Club, resources are sometimes shared with pupils who are non-members but who would benefit from them, and although the resources would be accounted for by Pupil Premium funding, the accounting can sometimes overlap.

SB advised that Pupil Premium funding can be used to encourage pupil attendance at the school via the Breakfast Club.

There was a discussion around the presentation of the Sports funding grant increase alongside a deficit/overspend in the figures, and the HT clarified that it was only indicated



as an overspend due to the increase in available funding against the original spending prediction. It was agreed that the future narrative would reflect this change in circumstances more accurately as it would be open to misinterpretation by others too.

Governors were in agreement that the current out-turn was doing better than originally expected. It was requested that as the school had started the year predicting a £66,000 deficit, a narrative be constructed showing how the school had removed itself from this situation, and the SBM agreed that they would look into this. There was also a discussion around budget predictions varying significantly against out-turns, and that the school should remain cautious moving forward.

b) Budget Prediction

The SBM presented the budget prediction for the school year 2018/19.

It was highlighted as a potential issue that there might be less funding due to a decrease in new pupils next year. The HT advised that there is currently no data available for next year's in-take numbers, and there was a discussion around the process of subscription to school placements.

Pupil numbers impact the budget prediction formula and this impacts the staffing spend; the LA have criticized our staffing spend though it has improved recently – how much flexibility do we have with the staffing spend and preparing for the future? (with a view to keeping it around 93%)

The HT advised that they had spoken to Lorraine Bull (HR advisor) and through this discussion they had concluded that although it may take longer than initially predicted, the school will be able to achieve this target of 93%.

The SBM advised that there will be less pupil premium funding available as we have less PP children. However, the nature of the funding is also changing so may result in further reductions in future. Governors agreed that this should be monitored over time but also that the changes would be manageable.

A robust discussion was had on the 2018/19 budget by governors. The school is under staffing review currently and governors agreed that it is looking favourable at this time.

The SBM and the HT agreed that they will discuss the June 2017 financial audit action list.

ACTIONS

- 4.1** SBM to look into constructing a narrative showing how the school had improved upon the deficit predicted at the beginning of the school year.
- 4.2** HT and SBM to discuss the June 2017 financial audit action list.



5. Progress check on SFVS, write offs (assets)

SB and the SBM agreed that they will meet up to discuss this.

ACTIONS

5.1 SB and the SBM to meet and discuss progress check on SFVS, write offs (assets).

6. Consistent financial reporting report

SB and the SBM agreed that they will meet up to discuss this.

ACTION

6.1 SB and the SBM to meet and discuss consistent financial reporting report.

7. Pay policy

It was confirmed that this has been formally agreed upon by the FGB.

The HT advised that there is a bit of confusion around the current percentage increase across all teaching and non-teaching staff, and that the school is awaiting confirmation on this from the LA.

8. Capability procedure

It was confirmed that this has been circulated to all governors and that it doesn't need to be formally agreed upon.

It was requested that the Clerk research into what types of panels/committees there are for extraordinary circumstances and the regulations relating to them.

ACTION

8.1 Clerk to research what types of panels/committees there are for extraordinary circumstances and the regulations relating to them.

9. Urgent business not on agenda

The HT advised that they had been to a City Partnership meeting in which funding was discussed. Each school (13) pays a membership figure based on the number of pupils on role. Our figure stands at around £7000 and the HT believes that this is a difficult expense to justify, given potential budget cuts and staffing review. There are other schools in a



similar position so there is a possibility that the fee will be removed this year. The HT advised that the school will need to provide notice soon of future departure from the membership if the fee cannot be removed this year and advised that the school is currently reviewing its City Partnership arrangements and will confirm these by June.

Governors agreed that the HT can send a letter of notification confirming that if we have to continue to pay a fee then the school will have to withdraw from the partnership but also that the school is happy to continue as members if it doesn't happen.

SB advised that they had undertaken a review of the SIP and has highlighted areas that the resources committee should incorporate as specific responsibilities. SB advised that they will discuss this with the SBM and provide feedback at the next committee meeting.

The SBM advised that the school needs to clarify who in particular is accountable for ensuring that the school is compliant with the latest data protection guidelines, and the SBM agreed that they would check this with the LA.

ACTION

9.1 HT to send a letter to City Partnership confirming the school's position in regard to a future membership fee.

9.2 SB to discuss SIP-resources committee responsibilities with SBM and feedback at next meeting.

9.3 SBM to check with LA who is accountable for the data protection guidelines.

The meeting closed at 7.09pm.

[signed copy kept in school office]

Signed Chair of Governors

Date.....

The next Resources committee meeting will be on Thursday 22 March 2018 at 6.00pm