



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

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

Apologies: Fr Martin Morgan

Absent: Fiona Graham

Quorum: 3 out of 5 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 governing body acknowledged that FrMM was away at the moment, and that they hadn't received apologies from FG for this meeting.

JG stated that their declaration of interest at the previous meeting is no longer applicable.

2. Minutes of Resources committee meeting held on 22.03.18 accuracy / matters arising

JG advised that their surname is spelt as Gray (not Grey as in the previous minutes). The GB agreed that the minutes were otherwise an accurate representation of the meeting.

The following actions have been met:

- SB has been meeting with the SBM regarding budget predictions and the budget has been set
- JG has completed a declaration of interest form and sent to the Clerk for processing
- SB and the SBM have met and discussed consistent financial reporting
- The Clerk has added construction/membership/organisation of panels and committees as an item to this resources committee agenda and updated SB beforehand



- SBM has checked with the LA regarding who is accountable for the data protection guidelines and is currently in discussion with James England from Data Protection Education Ltd regarding appointing an officer in the short term to ensure compliancy
- The HT has reviewed the SFVS report before signing it off
- SB has signed the SFVS report
- The Clerk had emailed all governors to confirm availability regarding a potential date change for this meeting
- The HT met with the SBM in early May to review progress on the LA financial audit - the HT advised that the audit happened yesterday and that the auditors were positive about their findings

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**

2.4 HT/Clerk to check with FrMM and FG if they are able to attend future resources committees at 5.30 PM on Thursdays

3. Current Out-turn/Budget Predictions

The HT advised that the resources committee needs to sign the school budget for 2018/19 as this is late.

The SBM presented the previous school year's budget for 2017/18 to governors. The SBM advised that there is an underspend of £56,439, but that £29,225 of this is ring-fenced for school improvement, so that the actual underspend is £27,214.

The HT advised that the staff restructure will be happening but that two resignations have been accepted so no teacher redundancies will be necessary. The HT advised that there is a bit of uncertainty concerning the final figures for the next school year's budget due to the staff restructure and potential incomings/funding. The HT advised that there will probably be an overspend next year, and likely around the £27,000 mark.

There was a discussion around the possible variables concerning staff restructuring in the future.



The SBM presented the current out turn to governors and advised on the outstanding variations.

The governors agreed the 2018/19 budget as presented by the SBM which showed a budget share of £868,938 and a negative contingency of £27,114.

SB signed the 2018/19 school budget off.

4. Consistent Financial Reporting Report

The SBM advised that the LA will provide the school with this in July.

5. LA Financial Audit

The HT advised that the resources committee should keep this on the agenda until the final report is received (expected for the next meeting in September). The HT advised as above in item 2 that preliminary feedback was positive and that the school should now aim to maintain consistency within its processes.

6. Consultation

The HT advised that the consultation process has now begun, and that they have emailed the Clerk today to notify governors about the requirement to have a meeting on Monday 25th June 4.30 PM with at least three governors attending. The HT also advised that there have been staff resignations, so that the only potential redundancies required will be three midday supervisors.

7. Construction/Membership/Organisation of Panels and Committees

The Clerk highlighted their findings regarding setting panels up. SB advised that we are part of the City Partnership for Education and that we can exchange governors from other schools for panels. SB also advised that initial panels will require two governors from this school and one from another school, and that appeals panels will require two governors from another school and one from this school.

It was requested that it be added as an item to the agenda for the FGB meeting in July to establish a pool of named governors for different panels.

The Clerk highlighted that the school is required to have a Terms of Reference for panels, and SB agreed to check with the LA for a template. There was also a discussion around



whether the school is required to have separate Terms of Reference for different panels, and SB agreed to look into this and feedback at the next FGB meeting.

ACTIONS

- 7.1 Clerk to add item to the agenda for July FGB meeting to establish a pool of named governors for different panels.
- 7.2 SB to check with LA for panels terms of reference template.
- 7.3 SB to look into whether separate Terms of Reference are required for different panels and feedback at next FGB meeting.

8. School Forum Report

SB advised that this is due from the LA next Monday 18th June, and there was a brief discussion around possible outcomes.

9. Urgent business not on agenda

JG asked if governors would like them to attend site meetings and provide feedback, and all governors agreed to this.

It was requested that the Clerk add a general reminder to the agenda template prompting governors to prepare any questions for meetings beforehand.

ACTION

- 9.1 Clerk to add a general reminder to the agenda template prompting governors to prepare any questions for meetings beforehand.

The meeting closed at 7.10pm.

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

Date.....

The next Resources committee meeting will be at the beginning of the school year 2018/19 with a date tbc.