



**Present:** Fr David Clues (DC) – Chair of Committee  
 Amanda Healey (AH) – Headteacher  
 Levison Kandi (LK)  
 Fiona Graham (FG)

**Apologies:** Stephen Vinall (SV)

**In Attendance:** Sarah Foster (SF) – School Business Manager  
 Sharon MacKenzie (SM) – Clerk

**Quorum:** The meeting was quorate (at least three governors present)

Questions from the governors to the Headteacher & School Business Manager are highlighted in bold.

Item	Discussion and decisions
1.	<p><b>Apologies for absence and declarations of interest</b></p> <p>The GB <b>accepted</b> the apologies of SV. There were no declarations of interest.</p>
2.	<p><b>Minutes of meeting held on 15.01.16</b></p> <p>DC confirmed that the terminology on page 1 should be 'Parochial Church Council' rather than 'Parochial Church Committee'. Otherwise, they were agreed as an accurate record.</p> <p><b>Matters arising from the minutes not covered elsewhere in the agenda:</b></p> <p>(4.1) Pupil Premium – AH provided data, which showed fewer pupils are eligible for free school meals. SF helps families to fill in forms.            (5.1) Solar power inverter – warranty is 10 years for inverter and 5 years for panels if maintained annually. This is due in April.            (5.2) Karen Ashdown has agreed to assist with a Health and Safety Walk, date to be confirmed.            (5.3) Gifts cards have been sent to ex-governors.            (6.1) Clerk sent dates for training and LK attended 'The School Budget' training.</p>
	<p><b>ACTIONS</b></p> <p>2.1 <b>Clerk</b> to change wording on page 1 to 'Parochial Church Council'            2.2 <b>SF</b> to chase the quotes from the three identified companies for electrical locking system for car park</p>



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	<p>2.3 <b>SF and FG</b> to look at comparison of food costs in order to bring down cost of breakfast club subsidy, which is currently over £8K</p> <p>2.4 <b>FG</b> to liaise with the PTFA about funding for the canopy when they next meet</p> <p>2.5 <b>SF/AH</b> to draw up a sample letting agreement between church and school (church has been alerted); <b>DC</b> to remind church to check the lock when they leave</p> <p>2.6 <b>Clerk</b> to add Business Continuity Plan to policy review schedule, to be updated annually.</p>
3.	<p><b>Benchmarking Report Card</b></p> <p>AH had circulated the school's Benchmarking Report Card from the DfE. This captures highlights of the school's expenditure and compares it with other similar schools across the country, so that governors can explore the school's position.</p> <p>Teaching staff expenditure is above average for the group of schools but AH explained that they are looking to restructure from September 2016 (to be discussed at FGB). Governors recognised that there were many experienced staff at the school and no NQTs, so this can account for the high expenditure.</p> <p>Back office expenditure is below the average due to changes in office staff this year.</p> <p>Revenue balance is below average as it is important that the funds are spent for children at the school in that school year. Governors agreed.</p> <p>Pupil teacher ratio is lower than many schools, which governors agreed is in the best interests of the children's education.</p> <p>Education consultancy – governors queried why this was above the average so SF will investigate.</p> <p>Supply staff expenditure has been above average since the last Ofsted inspection because staff have been out of class working more with external advisers and consultants. However, the Partnership has negotiated a reduction of £5 per day.</p> <p><b>ACTIONS</b></p> <p>3.1 <b>All governors</b> to look at the papers about the staffing restructure for the FGB meeting on 07.03.16</p> <p>3.2 <b>SF</b> to check with Schools' Finance what is covered in the education consultancy figure</p>
4.	<p><b>Review of budget 2015/16</b></p> <p>The 2015/16 outturn forecast had been circulated. LK reported that the budget</p>



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	<p>training he attended had confirmed to him that there was nothing alarming in our budget. All surpluses and deficits were explained and there is likely to be a surplus of £10K at the end of the year. Governors thanked SF for providing the up to date information for this meeting.</p>
5.	<p><b>2016-17 budget – first draft</b></p> <p>AH and SF had attended a budget planning workshop in February, which was useful time out of school to look at the budget strategically. Initial calculations show a £42K deficit, with the carry-forward already accounted for. The following savings have been identified, which would reduce the deficit by approx 50%.</p> <p>Solar panels – SF will check how much can be gained from the solar panels (selling back to the grid).</p> <p>One-to-one computer-based learning with a teacher in India – this has been time consuming with technical problems, so will be stopping this as it has been difficult to show the impact.</p> <p>Support from the Learning Support Service (LSS) can be reduced as our teaching assistants (TAs) are now well trained. AH reported that the cost of 'Services to Schools' is likely to increase over the next few years as the local authority moves to full cost recovery.</p> <p><b>Q: Are TAs confident, competent and supported by the LSS? What impact does the support have on attainment?</b>        A: Yes, the LSS currently supports for one day per week and most children do make progress as a result.</p> <p>Subscription to Times Educational Supplement – this can be cancelled as most teachers view this online.</p> <p>Contracts for emergency lighting company and fire alarms – SF is looking for a company that provides a better service and value for money.</p> <p><b>Q: Where will the savings come from for the other half of the deficit?</b>        A: We will be looking at the three year plan to identify which expenditure continues over the three years and will therefore be less expensive.</p> <p>Governors recognised that AH/SF have done well in identifying savings. FG added that the PTFA could look at generating extra income from regular table top sales.</p>



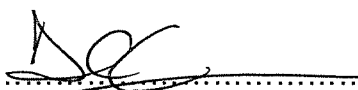
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	<p><b>ACTIONS</b></p> <p>5.1 <b>SF</b> to follow up on income from solar panels            5.2 <b>SF</b> to follow up on alternative emergency lighting company            5.3 <b>FG</b> to investigate PTFA organising regular table top sales to generate income            5.4 <b>Clerk</b> to add final budget plan to FGB agenda for 09.05.16</p>
6.	<p><b>Lettings Policy review</b></p> <p>AH circulated a timetable of after school lets. Governors reiterated that all lets must sign their agreement. Cuckoo's Nest currently only pay £15 per hour whereas all others pay £20 per hour. Governors agreed that they should be charged £17.50 from September 2016 and £20 from September 2017.</p> <p><b>Q: Could parents hire the hall for birthday parties?</b>  <b>A:</b> We can look at the costs, use of the kitchen and check caretaker availability.</p> <p>Governors discussed the notice period that had to be given to end a contract and agreed that this should be a term's notice rather than a month. Commercial contracts usually state three months so this is more in line with this. The policy should also state that if they don't use the school for the odd week, they must still pay the charge, otherwise the school will lose out.</p> <p><b>Governors agreed</b> to approve the Lettings Policy, pending updates.</p> <p>AH reported that there are still issues with security on a Saturday morning due to the dance club leaving the door open. Governors agreed that the costs of a security guard should be sought so the dance club can be informed that this cost will have to be added if they don't adhere to current security procedures.</p> <p>Governors agreed that it was important to keep seeking out new lets, such as slimming clubs or church clubs.</p> <p><b>ACTIONS</b></p> <p>6.1 <b>AH/SF</b> to inform Cuckoo's Nest of price increase, as agreed by governors            6.2 <b>AH/SF</b> to investigate costs of letting out hall for birthday parties            6.3 <b>AH</b> to makes updates to policy before publishing            6.4 <b>AH/SF</b> to investigate security costs for a Saturday morning            6.5 <b>SG and DC</b> to look into possible new lets</p>
7.	<p><b>After school provision</b></p> <p>Class Of Their Own have informed the school that they are closing their club at three schools that are not financially viable, including ours. AH has discussed with Human</p>



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	<p>Resources and the Legal Department. SV has also advised re TUPE due to his professional role.</p> <p>Governors discussed the alternatives. AH will be meeting with parents next week and one of the options is for parents to organise after-school care on rotation. Three members of staff have also come forward who can help on a Monday. There are also other possible clubs such as a craft club and Lego club. Governors agreed that the cost to parents could be £10 up to 6.00pm and £8 up to 5.30pm.</p> <p>Governors agreed that after school care is a significant part of school life and AH/SF will investigate further.</p> <p><b>ACTIONS</b>            7.1 <b>AH/SF</b> to provide proposals and costings re new after school clubs – <b>clerk</b> to add to next Resources agenda</p>
8.	<p><b>Scheme of Financial Delegation</b></p> <p>AH provided governors with the updated Scheme of Delegation, which outlines how financial powers and duties are delegated. AH explained the changes, including procedures about use of debit cards. Governors were satisfied with the updates.</p> <p><b>Governors agreed</b> to approve the Scheme of Delegation, pending updates.</p> <p><b>ACTION</b>            8.1 <b>AH</b> to update Scheme of Delegation and <b>DC</b> to sign (as Chair of Governors)</p>
9.	<p><b>Schools' Financial Value Standard</b></p> <p>Governors discussed the previous action plan.</p> <p>Audit of voluntary funds – this has been done but needs to be presented to Resources Committee at next meeting.</p> <p>Review costings in Business Continuity Plan – AH to check if SV can still carry out by end of July.</p> <p>All other actions have been completed. <b>Governors agreed</b> to approve the SFVS, pending updates.</p> <p><b>ACTIONS</b>            9.1 <b>Clerk</b> to add audit of voluntary funds to next agenda            9.2 <b>AH</b> to check if SV can review costings in Business Continuity Plan by end of July.</p>



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	9.3 AH to update SFVS, DC to sign and send to School's Finance
10.	<p><b>Governors' account audit</b></p> <p>This will be complete by the next meeting.</p> <p><b>ACTION</b>            10.1 AH/SF to provide update at next Resources meeting on Governors' Account audit.</p>
11.	<p><b>Matters brought forward by the Chair</b></p> <p>There were none.</p>
12.	<p><b>Dates of future meetings</b></p> <p>9 May 2016, 5.15 – 5.45pm prior to FGB            1 July 2016, 8.30 – 10.00am</p>

Signed  ..... Chair of Committee

Date *9 May 16*

**Summary of agreements**

Governors agreed to approve the Lettings Policy, pending updates.  
 Governors agreed to approve the Scheme of Delegation, pending updates.  
 Governors agreed to approve the SFVS, pending updates.

**Summary of actions – see over**



## Summary of actions

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