



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

In attendance: Tom Way - Clerk to Governors,

Apologies: Fr Martin Morgan, Sarah Foster (School Business Manager)

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 FrMM and the SBM had given apologies in advance.

There were no declarations of interest for this meeting.

2. Minutes of Resources committee meeting held on 15.11.18 accuracy / matters arising

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

The following actions have been met:

- The HT has prepared the Charging & Remissions policy for review at this meeting
- The SBM has amended point D35 of the Scheme of Delegation and sent draft copy to the Clerk prior to the FGB meeting on 13.12.18
- The Clerk had checked with JG in advance that they were able attend this meeting to ensure quoracy
- The Clerk had emailed all governors to check if either 12th or 13th Dec was preferable for the FGB meeting

Matters arising, not otherwise on the agenda:

It was acknowledged that the Chair had been off sick recently and that some of the ongoing actions would be completed at the first opportunity.



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** Chair to discuss SIP-resources committee responsibilities with SBM and feedback at next meeting – *ongoing*
- 2.4** Chair and SBM to meet to discuss Charging & Remissions policy
- 2.5** SBM to follow up the Consistent Financial Reporting Report for the next Resources committee on 24.01.18 – *ongoing*

3. Election of Resources Chair

The Chair confirmed that they were happy to continue in the role of Resources Chair for the time being but that it should be a priority to pass this on as they are also the FGB Chair too.

There was a discussion around the current governors' vacancies, and the HT advised that the school could set up a parent governor election and agreed to look into this.

The Chair nominated themselves to continue as the Resources Chair and the HT seconded this. The governing body took a vote and unanimously agreed on this.

ACTIONS

- 3.1** HT to look into setting up a parent governor election
- 3.2** Clerk to update records with Resources Chair term of office

4. Current Outturn/Budget Predictions/Debit Card Transactions Statement

a) Current Outturn

The HT presented the current outturn for December to governors. The HT advised that they had not been able to go through this with the SBM in person yet but that they had discussed it via electronic correspondence.

The HT advised that there was a projected underspend of £8,000, but that the services to school fees had not been paid yet and that this amounted to approximately £5,000.

How has staff sickness absence been recently?

The HT advised that staff sickness absence had been okay recently considering the time of the year.



The HT advised that the school is part of a couple of projects that will provide additional income, specifically student placements amounting to £4,500 and reimbursements.

The HT advised that Yr3 are quite a tricky year group and that they will probably require another adult for afternoons, but that this may not be possible due to the budget for next year and as a result the school may need to divert current resources to assist with this group.

Does the school need to confirm if any outstanding invoices are still due?

The HT advised that these have been covered more or less.

The Chair advised that the current outturn looks okay.

b) Budget Predictions

The HT advised that the budget for the school year 19/20 is looking to be significantly lower than the current school year budget. The HT also advised that there may be additional 'school extras' money coming from the government to be allocated for building works.

There was a discussion regarding the possibility that the pupil numbers for the school year 19/20 may be slightly lower followed by a general discussion around this topic.

The HT advised that it is worth noting that due to the way the per-pupil funding is calculated it is indicated that St Bartholomew's School is the sixth most deprived school in the Brighton & Hove area.

c) Debit Card Transactions Statement

The HT advised that this isn't available currently. The Chair advised that they are meeting with the SBM soon and that they will check this with them then.

ACTIONS

4.1 Chair to check debit card transactions statement for committee meeting 24.01.19 with SBM

5. Charging & Remissions Policy Review

The HT presented possible revisions to the current Charging & Remissions policy to governors.



There was a discussion concerning the proposed revision to the residential school journeys paragraph concerning the school's financial obligation to covering accommodation costs, and the HT agreed to check the statutory requirements for this.

All governors agreed to the proposed revisions to the Charging & Remissions policy.

The HT agreed to prepare a final version of the policy for ratification at the next FGB meeting.

ACTIONS

5.1 HT to check the statutory requirements regarding residential school journeys and prepare a final version of the charging & remissions policy for ratification at the next FGB meeting

6. Consistent Financial Reporting Report

The HT advised that this is not available currently, and it was agreed that this item would be moved to the next FGB meeting as the report has to be ready before the end of March to be submitted to the local authority.

ACTIONS

6.1 Clerk to add consistent financial reporting report item to the next FGB meeting agenda

7. School Forum Report

Topic discussed in item 4b.

8. Urgent business not on agenda

JG advised that the building work is progressing and that a disabled-access ramp will be included in the school entrance which will be VAT-free. JG also advised that Felce & Guy are continuing to liaise with the contractor on savings and that discussions are still ongoing regarding the approval of additional funding.

St Bartholomew's CE Primary School
Resources Committee Meeting
Thursday 24 January 2019 at 5.45pm



The meeting closed at 6:51 pm.

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

Date.....

The next Resources committee meeting will be on Thursday 25th April 2019 at 5:45 pm.