



Present: Katie Blood (HT), Fr Martin Morgan, Fiona Graham, Jane Grey
In attendance: Tom Way - Clerk to Governors
Apologies: Stephen Berry (Resources Chair), Stephen Vinall (FGB Chair)
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 welcomed JG as a new Foundation Governor and acknowledged the apologies of SB and SV.

JG declared that they are a consultant for Felce & Guy Architects.

JG agreed to chair this meeting in SB and SV's absence.

2. Minutes of Resources committee meeting held on 10.01.18 accuracy / matters arising

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

The following actions have been met:

- SB has met with the SBM regarding budget predictions (meetings will continue until the budget has been set, see action 2.2 below)
- The Clerk has sent declaration of interests forms to the HT/Chair for signing off and has updated the records
- FrMM gave a progress update on setting up a Charitable Trust (ongoing, see action 2.4 below)
- The HT and the SBM have discussed the June 2017 financial audit action list (see item 6 below)
- SB and the SBM have met and discussed progress check on SFVS, write offs (assets)



- The Clerk has begun research into what types of panels/committees there are for extraordinary circumstances and the regulations relating to them (see action 2.6 below)
- The HT has sent a letter to City Partnership confirming the school's position in regard to a future membership fee (update on situation was provided to the resources committee)
- A brief discussion was had around data protection guidelines (ongoing, see action 2.8 below)

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 – **ongoing** [acknowledged that wasn't actioned for 08.02.18, has been brought forward to next FGB meeting on 25.04.18]
- 2.2** SB to meet with the SBM regarding budget predictions until the budget has been set – **ongoing**
- 2.3** JG to complete declaration of interest form and send to the Clerk for processing
- 2.4** FrMM to research setting up a Charitable Trust – **ongoing**
- 2.5** SB and the SBM to meet and discuss consistent financial reporting report – **ongoing**
- 2.6** Clerk to add construction/membership/organisation of panels and committees as an item to the next resources committee agenda and to update SV and SB regarding this beforehand
- 2.7** SB to discuss SIP-resources committee responsibilities with SBM and feedback at next meeting – **ongoing** (also HT to set future resources committees meeting dates to Wednesdays so SBM can attend)
- 2.8** SBM to check with LA who is accountable for the data protection guidelines – **ongoing**

3. Current Out-turn/Budget Predictions

a) Current Out-turn

The HT presented the current out-turn to the resources committee.

The HT advised that the out-turn shows the school as currently having an underspend of approximately £50,000 but that this is due to several unexpected recent incomings that have not yet been spent.

Is this extra £50,000 due entirely to grants?



The HT advised that most of this is from grants and gave a breakdown of the recent grants and additional funding received from the LA and other sources and advised that some of it has also come from long-term sickness insurance claims.

b) Budget Prediction

The HT advised that if the school continues on its current financial trajectory that by the end of the following academic year 2018/19 the school could potentially be in a large deficit (even taking into account the underspend discussed previously).

There was a discussion around this, and FrMM stated that this is less a result of the internal management of the school and more to do with the decrease in funding available to schools.

Who hires the school's kitchen catering company and is there any choice over this? Is this something that could be covered by a parent's volunteer group instead?

The HT advised that the current catering company are hired through the LA and that the school does have the option of choosing a different company if it wished, but that a parent's volunteer group would need to be set up as a company.

There was a speculative discussion around the possibilities and logistics of a parent's volunteer catering company, and a broader discussion regarding unavoidable smaller expenses for the day to day running of the school that accumulate to a larger sum of money.

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

The HT confirmed that SB and the SBM have provided the draft SFVS report prior to this meeting, and it was agreed that the HT would review this before signing off on it, and that this also needs to be signed by SB and SV.

ACTIONS

- 4.1** HT to review the SFVS report before signing it off.
- 4.2** SB and SV to sign SFVS

5. Consistent financial reporting report

The HT advised that this report had not yet been received and all governors agreed to this item being postponed until the next resources committee meeting.



6. LA Financial Audit

The HT presented an update report to the resources committee and advised that some areas had been completed and others still needed some work but progress was good. The HT will set up a meeting with the SBM to review together in May.

Is the school up to date with ordering processes, particularly on signing orders off?

The HT advised that there have been significant improvements on this, and although there is still room for progress, the school is quickly catching up to the expected standards and getting all processes in order.

7. Urgent business not on agenda

JG advised that there were several things that they would like to contribute their expertise to, the following in particular -

- The ramps at the side of the school don't comply with current building regulations, and that they will look into this and what would be required to rectify it.
- A cyclical maintenance schedule to be conducted by JG in the school with the premises manager during the Summer.
- The library setup and children's toilet facilities to be assessed and improved where possible.

All governors agreed that these things would be useful and encouraged JG to pursue them.

It was suggested that the next resources committee meeting be moved to Wednesday 13th June, and it was requested that the Clerk email all governors to check that this is possible.

JG gave their apologies for the next FGB meeting on 25.04.18.

ACTION

7.1 Clerk to email all governors to confirm availability for the next resources meeting being held on 13th June

7.2 HT to arrange a meeting in May with the SBM to review progress on the LA financial audit.

The meeting closed at 7.14pm.

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

Date.....

The next Resources committee meeting will be on Thursday 14 June 2018 at 6.00pm