

Shirley Community Primary School Governing Body

Minutes of the meeting of the Governing Body's Resources Committee held at school on Wednesday 18 October 2017 at 6.00pm

Members of the Committee:

Dr Mark Abbas
Martin Campbell
Heather Cook
Karl Grenz (Chair of Committee)
Hannah Kidney/Angela Leach (Co-Head)
Mark Lewis
Angela Mason-Bell (Vice Chair of Committee)
Iain Smith

Clerk: Harriet Owen

Invited attendees (non voting):

*Suzanne Wernham (Deputy Head): Claire Fonseka (Acting DH)
Joanne Bouttell (School Business Manager: SBM)*

Present: Mark Abbas, Heather Cook, Hannah Kidney, Mark Lewis, Angela Mason-Bell, Iain Smith.

Invited attendees: Suzanne Wernham (Deputy Head), Claire Fonseka (Acting DH)

Visiting: Reverend Adams (for one item)

In attendance: Harriet Owen (Clerk)

The meeting welcomed the school's new Business Manager, Mrs Bouttell, to the meeting.

1. Statutory responsibility

Election of Chair (one year term of office)

Mr Smith proposed **Mr Grenz** (*in absentia*). The proposal was seconded by Mrs Cook. There were no further nominations. Agreed by all.

Election of Vice Chair (one year term of office)

Mrs Cook proposed **Mrs Mason-Bell**. The proposal was seconded by Mr Smith. There were no further nominations. Agreed by all. Mrs Mason-Bell then Chaired the meeting.

• Apologies

Martin Campbell (work commitment); Karl Grenz (away from Cambridge).

Suzanne Wernham (DH), Claire Fonseka (ADH): work commitments.

The Committee agreed to accept the apologies.

• Declaration of interest in items on the agenda

None declared.

• Approve annual agendas

Mr Smith proposed, Mrs Mason-Bell seconded the annual agenda content and format be approved. Agreed by all.

• Approve minutes of the last meeting (21 June 2017)

Mrs Mason-Bell proposed, Mrs Cook seconded the minutes of 21 June 2017 should be accepted. Agreed by all.

• Actions arising

None to report.

*6.15pm The meeting agreed that an item of business Reverend Adams had indicated she wished to discuss with the Resources Committee, arising from the recent HTs' Appraisal process, could be taken at this point. *Mrs Cook and Mrs Bouttell left the meeting. This item is held as a confidential note.*

6.35 Mrs Cook and Mrs Bouttell rejoined the meeting.

2. Finance monitoring

Mrs Bouttell presented a report that summarised her first few weeks at Shirley school. Items included Personnel, contracts and finance.

Mrs Bouttell said there are several queries regarding the budget that she will clarify with the school's financial advisor. Some queries are technical, some relate to the structure of the BCR, others are based on the figures within the budget. Mrs Bouttell will bring a full report to the next meeting, with corrections and adjustments made. Mrs Bouttell noted the BCR that is presented at the next meeting will be accurate. Mrs Bouttell said she had no real concerns about any areas based upon the information available to her at this time. Staffing costs may change but this is not expected to cause any concerns. ACTION: the GB Chair asked Mrs Bouttell to bring to the next meeting a staffing report that shows staffing costs at the beginning of the year, the changes to date, and the implications of these changes.

ACTION: The Vice Chair asked that tracking reports are presented at meetings, so Governors can see any changes.

ACTION: The Vice Chair asked Mrs Bouttell for accurate reports at the next meeting, when she has had an opportunity to resolve any queries with Mr Byford.

ACTION: The GB Chair asked Mrs Bouttell to inform Governors of any variances to the expected year-end carry forward.

ACTION: the GB Chair asked that the BCR reports should deal with exception reporting and should have key headings, as this may affect decisions taken by Governors.

The meeting questioned the carry forward of £159,032. Mrs Bouttell noted this is inaccurate as, until budgets that have been put into the wrong places are identified, she cannot remove them. Until these changes are made, accurate figures cannot be given, although having met with Mr Byford, the professional view is that the carry forward will diminish by £100,000. **ACTION:** The GB Chair noted the need for an accurate BCR to be presented to Governors and asked that a summary of the BCR should include professional judgments including changes to the carry forward and noting why any changes have occurred, since the last meeting. The meeting agreed accurate reporting is essential, as Governors take decisions based on the figures presented to them.

Mrs Bouttell discussed and explained particular areas of the budget with the meeting:

SEND: Mrs Bouttell is to liaise with staff to ensure the school is receiving the correct funding. Currently income is as expected.

Pupil Premium: funding for five months has been received. If funding for the remaining seven months is at the same level, the school will end the year with an additional £2,000.

Early Years Funding for Pre-School has been put in other grants and payments; this gives an easily identifiable code to facilitate monitoring.

Bank interest is less than anticipated and is now expected to result in a year-end difference of £850.

Contributions miscellaneous: actual income comprises £10,611.

Currently, no income has been received into donation/s voluntary donations.

Other occupation costs: this included a budget figure of £39,725 for rents/leases against which there has been no expenditure to date. Mrs Bouttell said she is unsure what this figure represents. It currently shows as a yearend under spend.

Learning resources: it is anticipated that all subject areas will be fully spent. The budget for General Curriculum Contingency is £14,430. Of this, £9,430 is the big lottery fund contribution towards the puppet project and will be spent. Mrs Bouttell said she is unsure what the remaining £5,000 is for and whether it will remain as a yearend under spend.

There is income of £10,025 income for the PE/Sports Grant. Mrs Bouttell said she needs to check where expenditure sits in relation to this income.

After School Club: parental contributions are higher than budgeted, currently leading to a predicted year-end additional income of £10,919. Staffing costs have subsequently been adjusted due to coding discrepancies.

Staff Child Care Voucher Scheme: more staff have joined this scheme and therefore costs have increased. Whilst some costs will be met by staff contributions, it is anticipated there will be a year-end overspend of approximately £2,500.

Catering costs: Mrs Bouttell has apportioned costs from the school's catering contractors invoices since finding that FSM and UIFSM expenditure had not been properly assigned. Mrs Bouttell said that in future, she will ensure invoices are properly assigned to paid meals, FSM and UIFSM.

Shirley Centre: income is currently forecast to be £9,341 higher than the budgeted figure at year end.

Mrs Bouttell tabled a report that detailed the groups using the Shirley Centre's rooms and associated income received up to the end of August 2017. Together with ad hoc bookings, the income forecast for the Autumn term is £6,865. A Governor asked how use of the Centre's accommodation is priced, noting it is important to be consistent. The meeting agreed that some community groups may be given an allowance particularly as the expected income is higher than predicted. Mrs Bouttell explained the charging formula for floor space, utilities etc. The use of the premises by Sports Groups was discussed; wear and tear has been an historical problem with this type of usage, although requests would always be considered.

Mrs Bouttell noted her report had included the National Funding Formula for Schools and High Needs Briefing Note September 2017 from LGSS.

ACTION: the GB Chair noted the comparator exercise is to come to the next meeting.

3. Premises

- Mrs Bouttell reported that the kitchens have been inspected and a contract has been set up. Tests on the gas systems are to be undertaken.
- There is no movement on the ventilation system: this is not a concern at this time. The removal of rotting wooden posts is ongoing: the school is waiting for quotes from the school's grounds man.
- Quotes have been requested for lighting repairs.
- No further action has been taken on personnel evacuation training from the school's lift.
- Mrs Bouttell discussed how servicing to the school's sprinkler system is undertaken. The school's Property Manager is contacting the LA about remedial action to the servicing procedure as flooding occurs in one area when the system is tested. Proposed remedial action involves the provision of additional drainage. A Governor noted this is a problem arising from the building's specification and the school should not be expected to pay for any remedial action.

ACTION: The Vice Chair asked for a premises plan to come to the next meeting, noting it should include the priorities, the costings and health and safety considerations. The Vice Chair said this is necessary, as Governors had to forego premises issues previously, in order to obtain a balanced budget.

The Vice Chair thanked the Business Manager for her reports.

4. Head's Report

Mrs Kidney explained this is new format of reporting to Governors' Committees, with a fully annotated report being presented at the final FGB each term.

Mrs Kidney discussed the deployment of the teaching staff within the school and the Leadership Team structure.

Currently there are 393 pupils in Year R-Year 6.

CPD is continuing for all staff, with training from in-house providers being sought.

The appraisal process for the Co-Headteachers was completed on 11 October. Following the completion of the teachers' appraisal process, recommendations will be given to the Resources Committee (non staff members) on 1 November.

The costings columns are now included in the SDIP: this will come to the FGB in December.

Reducing workload is a school priority – this is a high profile area nationally.

The Pupil Premium Plan will come to Governors in Autumn B.

The Sports Premium has increased this year, with an additional £9,357 of funding allocated. Schools have been given clear guidelines about this funding. It is being used to increase physical activity. The funding comes into the budget in November; ways in which the school is to use this Premium starts after half term, with additional sports coaches for KS1. In answer to a Governor's question, Mrs Kidney said she would clarify if unused Premium money could be clawed back. Mrs Kidney said it would not apply to this school, as a plan had been drawn together that would ensure all funding is used to benefit the children. Mrs Kidney discussed the benefits of this funding.

Mrs Kidney said the ICT infrastructure is the largest budgeted area in school and suggested a governor visit to meet Mr Crossman (IT Lead) to look at the ways digital/data is being used to support teaching. It was agreed Mr Lewis would visit Mr Crossman, with Mrs Kidney being advised of any visits, so she can participate.

Safeguarding: Mrs Kidney reported on the Safeguarding and Child Protection Personnel 2017-18.

Safeguarding briefings are taking place with all teachers and teaching assistants – these are led by the Co-Heads and are covering: safe use of YouTube videos (how to watch these in the classroom); essential documents to be aware of; updated logging a concern about a child's welfare form; wider aspects of safeguarding, including links to behaviour management.

A Safeguarding update has taken place with admin staff relating mainly to visitors to the school and the SCR.

Mrs Kidney said that this year half-termly designated person briefings are being held. These have focused on record keeping; escalation policy; updates to the Ofsted inspection framework for safeguarding; updates from refresher training and County's safeguarding briefings.

Mrs Kidney and Mr Crossman plan to carry out an online safety audit in Autumn B. Mrs Kidney noted one instance where she asked for support when an issue arose with social media provider.

Fire evacuation and Invacuation exercises have been carried out this term. Both went well. Notes were made for future exercises.

The Vice Chair thanked Mrs Kidney for her report.

5. EPM HR Update and Training Programme 2017 – 18

The meeting noted this is a helpful reference document for the business of this Committee. The Vice Chair asked what actions the school is planning in regard to the GDPR. Mrs Bouttell said support is being received from EPM with a training session due shortly. Information will also be given at the SBM Conference that she is due to attend. Mrs Bouttell said general principles have been given but not general practice yet. Schools will need to be clear about best practice. The Vice Chair noted the school will need to know what information it holds, where it is, and who holds it on a data asset register.

ACTION: the Vice Chair asked that the Audit for the first Governors' HR Committee meeting for the academic year, from the EPM Update, is put on this Committee's agenda for the Autumn B meeting.

6. Strategy

The meeting noted relevant items were covered earlier in this meeting.

7. Safeguarding

Mrs Mason-Bell reported she had visited today to monitor the SCR. Today new starters were monitored. On the next visit, governors and contractors will be checked. Mrs Mason-Bell's next monitoring visit is on 29 November. A written report of the visit will come to Governors in due course.

Safeguarding Governors are meeting with the Co-Heads on 2 November to draw up a planned schedule of visits for 2017-18.

8. Statutory responsibilities

The CGS suggested agenda items document has been sent to all Governors. Governors are asked to contact the Clerk if they would like any items included in Committee or FGB agendas.

Policies: Mrs Kidney said some policies on the agenda would need to be carried over. Actions were noted. The Probationary Period Policy impacts on the Induction Policy. The SLT will work on these policies and bring them to the Spring A meeting.

The Pay Policy needs revision, particularly in regard to retention. It will come to the FGB Autumn B meeting.

A new Appraisal and Capability Policy is available from EPM. It will come to Governors when ready.

The Data Collection and Retention Policy will come to a future meeting when ready.

The Internal Financial Procedures will come to the B meeting.

The EPM model Recruitment and Selection Policy, the revised EPM model application forms, the EPM model invitation to interview letter, the EPM model offer letter, the EPM model Recruitment and Selection Checklist [all dated September 2017] were proposed for adoption by Mr Smith, seconded by Mr Lewis. Agreed by all.

9. Summary of financial authorisation levels

The meeting discussed the summary sheet of authorisation levels that have been prepared in accordance with CCC Contract Regulations for Schools (June 2010) and Financial Regulations for Schools (February 2017). The levels were noted.

The GB Chair noted that BACS should be in operation.

ACTION: after discussion, the meeting agreed this should go to the FGB in December.

10. Conclusion items

No further items of business were put forward.

Date of the next meetings:

1 November 2017 at 6pm

****Additional meeting to discuss appraisal outcomes***

22 November 2017 at 6pm

The meeting ended at 7.45pm.

