

**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL ON THURSDAY, 6<sup>th</sup> MARCH, 2014 AT 6.15 P.M.**

**Present:** Zoe Thorn (Chair), Martin Smart, Joanna Dean, Lucy Walker, Sarah Ransome, Kevin Blencowe, Melissa Hatcher, Carrie Rice, Tony Davies (Headteacher), Adrian Strowger (School Business Manager), Ray Byford (School Financial Adviser), Anne Maskell (Clerk to Governing Body)

**1. Apologies for absence**

**ACTION**

None received.

**2. Declaration of pecuniary interests**

Governors present had no additional interests to declare.

**3. Minutes of the last meetings and matters arising**

14<sup>th</sup> November, 2013

The minutes were agreed as an accurate record. Whole GB training will be an agenda item for the next full meeting.

13<sup>th</sup> February, 2014

The minutes of the Extraordinary Meeting were agreed. As Lucy was not present at this meeting she asked for clarification as to how the situation had arisen. Tony said that he could not answer this in detail at the present time, but Ray had agreed that the school had robust policies in place, and that the issue had been picked up and acted upon promptly as soon it had been identified. The SFVS suggests that it would be helpful to have a nominated governor with a financial remit.

Adrian will pick up the action points at the next meeting. It was agreed that it would be useful to investigate other sources for absence insurance – the LA's is tied to pupil numbers so ours has risen sharply as we are a growing school.

**Adrian**

**4. Funding for the next financial year**

Copies of the draft funding statement were circulated. The figures are driven by the data picked up from the October census. It will be noted that the overall budget figure is up due to growth and the high needs block (SEN funding) has also increased significantly. The formula for SEN funding continues to be a growing concern for many schools, with the school budget having to fund the first £6K of every statement. Nursery class funding, which is based on the termly census, is currently under consultation so is to be confirmed.

**5. Early draft budget for next financial year**

Copies of the proposed budget submission 2014-15 were distributed. There are still lots of uncertainties in the amount of funding but this rough draft proposal indicates a likely deficit of c. £6K. Tony said that he would appreciate a steer from governors as to what level of deficit the school should work towards – e.g. a fully balanced budget or an acceptable deficit level. There are some issues we can look at to reduce expenditure:

- how we allocate teaching assistants
- creation of HLTA posts for first-day sickness cover
- assessing the amount of stated funding against what the support is costing us
- photocopying/printing costs
- supply teacher insurance
- school meals
- growth in lettings to provide better income
- utilities. Adrian said that we have not yet received any income from the solar panels, but he is investigating.

**Adrian**

A full draft budget will come to the next meeting in May. Tony said that his preference would be for as close to a balanced budget as possible but figures need to be realistic so that proposals are not detrimental to children's education. It was agreed that it would be a realistic aim to aim to clear half of the current deficit (so c. £20K). Ray has indicated that this would be a responsible plan and this was therefore agreed.

The current likely deficit of £43K is not yet confirmed. The February month end figures are not yet available and it will be interesting to see how the measures we have taken recently to reduce supply costs have impacted on the figures. It may also be possible to transfer some budget items to Devolved Formula Capital.

The results of the investigation will hopefully be concluded after the Easter holidays, and Ray said that he will come to the next meeting. He said that controls and checks can be put in place on a monthly basis in school that can then be replicated at County level – for example checking the profiles mirror the actual position and that any necessary changes have been accommodated.

## **6. Schools Financial Value Standard**

This system of checks replaced the more complex FMSiS and provides a series of questions for governing bodies to answer to review financial procedures in school. Zoe and Tony have met to look through it and pick up any outstanding issues. As part of the procedure a governor competencies sheet needs to be completed by each member of this committee and returned to Anne as soon as possible. Copies were distributed. The aim is that, across the board, we need to demonstrate that we have all bases covered, so it is not necessary for all governors to feel that they are competent in all areas. The SFVS has to be signed by Martin, as Chair of Governors, and returned to the LA by 31<sup>st</sup> March. Governors agreed that this should go ahead.

**All**

One issue that arose is that the School Fund Account needs to be audited. There was some discussion as to whether a separate account is necessary or whether all income/expenditure could go through public funds. Adrian said that he is currently investigating online banking – it would be useful to see what our feeder secondary schools use (particularly Parkside) as it would help parents who might have children at both schools so they could use an

**Adrian**

existing account. PAT testing has just cost us c. £1,100 so it might be useful to investigate whether someone in-house could be trained to do this.

#### **7. Teacher Appraisal Summary Report**

Tony's report had been circulated with the agenda. A great deal of work has been undertaken in the autumn term to tie in the teacher appraisal process with observations, pupil progress meetings and OFSTED criteria. Performance-related pay is being introduced from next September which will mean that a tighter and more rigorous process is required. The number of targets for each teacher varies but includes at least one pupil performance target and one related to classroom practice. Information from the appraisal then feeds into the School Development Plan and the member of staff's own plan for professional development. Some training on peer coaching has already taken place. Each school in our cluster has an Open Schools Event for staff – ours is due in the summer. These look at how cluster schools can work together to share professional expertise.

#### **8. Any other business**

No discussion items raised.

#### **9. Date of the next meeting**

Thursday, 1<sup>st</sup> May at 6.15 p.m.