**Resources Committee Meeting**

**Friday 2nd February 2018 – 8.30am – i52**

## Present:

Mrs L Hedden (Chair of Governors)

Mr G Herniman (Chair of Resources)

Ms C Herman-Headteacher

Mr A Worth (Governor)

Mr S Murray (Governor)

Mrs K Boulton (Governor)

Mr S Roberts (Business Manager)

Mrs D Matthews-Finance Manager

Mrs L Smith-scribe

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|  | Introduction: LH introduced two new governors to the committee and gave background to the committee. |
| 1. | ApologiesMrs K Shaunak-Hobbs. |
| 2. | **Minutes of last Resources committee meeting**  Minutes from the Resources meeting held on 1st December 2017 had been distributed, were not contested, and were discussed, agreed, and signed. |
| 3. | **Matters arising from the last minutes**  The Lockdown Policy that had been circulated previously was agreed and, pending formal sign off by FGB at its March meeting, the policy should be treated as in place, so plans could be put in place for training and testing. CJH said that ASHE were receiving expert advice on this issue. That, together with possible support from the new governor, Andy Williams, who has experience in this area, would help test the policy and inform the practice drill.  The governors gift policy was agreed in correspondence since the last meeting and can be considered as complete.  SR looked into the definition of educational supplies in the accounts as requested. The contents cover all cost centres and cover a wide range of items. Some large cost differences go towards explaining the reduced expenditure from the previous year, include the IT maintenance, which spent £15,000 less than budgeted, several trips, Sports camp also had less expenditure than the previous year.  To address governors concerns regarding expenditure on supplies for the students, SR’s end of year report will show the cost centres versus budget and the previous year, which will confirm we are not spending less on the students. |
| **4.** | **Business Interests Updates**  None declared. |
| **5.** | **Finance Reports**  **Budget Position**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:   * The current position is £217,000 and it was £224,000. * Main differences: catering maintenance was £3,000 additional expenditure; recruitment was £5,800 additional expenditure; pupil premium income was reduced by £2,805 as we received less income than was expected when we set the budget; Pastoral staffing cover for 17/18 has cost an extra £13,000   LH queried the breakdown came to more than the £7,000 difference, SR explained that these were just the main variants and that there were other elements eg. Staffing, maternity, and savings in other areas. |
|  | **Cashflow**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:  SR noted that the forecast stated it covered to the end of January 2018, this should have read December 2017.   * January re-forecast lowered the expected balance in March and April due to higher than forecasted spending between September and December. * March and April are still not expected to drop below £200,000. * If the falling roles payment was delayed then it may drop as low as £188,000 and June could drop as low as £152,000.   Further discussion ensued regarding when the falling rolls funding would be payable by Schools Forum. If the Forum’s finance sub committee said approval had to be given by the full Forum, it’s next meeting was in the week before the May half-term, which might mean that payment to the School could not be made until June. SR explained that there were no current worries about receiving this money but it may just be a timing issue for cashflow purposes.  SR proposed simplifying the cashflow report, removing some income and expenditure categories that weren’t providing useful information on a monthly operational basis. The bottom line of the cashflow would still give an accurate position each month. It was agreed that the simplified report can be brought to the next meeting as governors needed only to know the overall position unless issues arose.  **Virements**  SR gave a brief overview of what a virement was and an overview of the current virements and what they covered for the benefit of the new governors.  Virements 14-19 were discussed, approved and signed.  **3 Year Financial Plan**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:   * SR noted that the wording in paragraph three should be clarified to explain that the line “largely balanced out” referred to the expected deficit in 19/20, compared to the previous version included approximately £60,000 higher expenditure and approximately £40,000 for the income. * The forecast was based on the latest information received from the schools forum on likely income. * SR had set up spreadsheets to calculate GAG income and MFG. These had been used to calculate GAG income and MFG for the next three years. SR had run through these calculators with DM, Essex Finance Support and MWS Accountants, to ensure the formulae were appropriate and acting effectively * The current forecast is showing a possible deficit in 19/20 of £85,000. This has increased slightly from the previous forecast, mainly due to increased staffing costs in 17/18 resulting from the increasing student numbers which have a cumulative effect on the carry forward. * Forecast income is based on 240 pupils in year 7, revised GAG and MFG values based on forum data and other assumptions as per previous versions. * Expenditure includes the latest staff model for 2018/19. It includes the LGPS increases, TPS increases and latest 2017/18 expenditure increases   SR highlighted things to be aware of including possible support staff payrise at 2% which would increase costs. NFF in 2019/20 should be set at £4,800 per pupil which would give us increased income.  SR and CJH have modelled several possible scenarios that resolve the deficit for 19/20 and are continuing to monitor options. SR concluded that there is no current cause for concern. CJH gave an overview of the PAN strategy and noted that the falling roles final payment is in 2021. She explained her recruitment strategy and the necessity to carefully manage the expansion of staff in line with the school’s finances and pupil numbers. She gave details of where staff numbers would be increased and outlined how she was managing the difficult recruitment environment pragmatically. |
| 6. | **Review of SHS current contracts**  A spreadsheet covering the school’s main contracts had been provided by SR to Governors prior to the meeting. SR explained that the spreadsheet covered the main contracts above approximately £1,000 per annum. GH initiated discussion around the contracts noting that the cleaning was by far the largest, and it was confirmed this is going out to tender this year. SR confirmed that this is going ahead and confirmed he intends to engage the services of Litmus to ensure quality control. LH noted that Governor involvement would be required in this process, because of the value of the contract. AW raised a point that maintenance style contracts should be evaluated to ensure it’s not cheaper to commission the services as required. CCTV contract was highlighted in particular. SR noted that this didn’t apply to many of the school’s contracts but would definitely be taken into account for the ones it does. Queries were raised over the phone system and maintenance contracts. Discussion followed around replacing the old outdated system with a modern VOIP system. If the cost of this is found to be comparable to the current expenditure across the lease maintenance and call costs, it could prove economical. SR to progress this.  DM raised the issue of moving from ECC payroll, as the service is far from satisfactory. SR agreed that this will be addressed. The notice period was to be confirmed and other providers to be investigated.  Discussion concluded by noting that the cleaning, payroll, phone system and landscaping contracts would be reviewed this year. SR to update governors. |
| **7.** | **ESFA Letter to Academy Trusts’ Accounting Officer – December 2017**  The ESFA letter of December 2017 was discussed. Key points noted were deadlines for submissions and the fact that the ESFA will publish lists of those who missed submissions. SR confirmed SHS met the deadline for submission of accounts. |
| **8.** | **Staffing issues**  CJH gave an update on the current recruitment situation noting the following:  A Computing and Maths teacher had been appointed.  Science (physics specialism) teacher needed.  CJH noted that there are a small group of 4 students who would not be able to access level 2 work and therefore a HLTA or a point 4 teacher is being considered.  CJH was generally pleased with the calibre of applicants that has resulted from advertising in TES.  Discussion was initiated to consider what staffing statistics and data should be brought to each Resources meeting, this included discussion around last meeting’s diversity data. CJH commented that careful consideration as to what would be done with the data, was needed, as a huge amount of work would be required. Discussion around the need for governor analysis of staffing data ensued. SM commented that it would be near impossible to confirm the accuracy of such data as some people may not make a full disclosure. GH raised the issue of the staff well being overview – CJH outlined the changes to the staff survey, and the work that had been done to promote and encourage staff to complete this. SR recommended that the results of the upcoming survey are presented at the next Resources meeting-all were in agreement with this. At this stage committee agreed that the results from the survey should be reviewed before requesting further stat analysis from the HR manager. |
| **9.** | **GDPR – initial briefing and update**  A presentation and overview document were provided to governors prior to the meeting.  Key points from the document and presentation were discussed as follows:  SR noted that an audit had been carried out by Essex IGS in November 2017. The results of the audit would be used as part of the GDPR compliance planning.  SR is in the process of setting up an information governance team to facilitate implementation of GDPR.   * Essex IGS have been commissioned to act as part of an ASHE consortium. * Key tasks to be done before May 25th are set up an information register including data flow map. * Review policies and procedures as highlighted in the IGS audit. * Address training needs for all staff   Discussion took place regarding how this would implicate staff and governors. LH asked if there was a need to bring forward the governors training date, and whether this needs to be included. SR to update on training needs for governors. SR will provide an update at the next meeting in April. |
| **10.** | **Premises Report**  A premises report and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the documents, highlighting:   * CIF roofing project is going well and on track to finish around half term. * Energy analysis showed an overview of reducing electricity costs. This will be at least in part due to the solar panels. * Cutlery and crockery had been introduced to students in the Refectory. This had proved popular and had helped with improvement of expectations in behaviour and standards in the Refectory. |
| **11.** | **Health & Safety sub-committee feedback**  A document covering feedback from the sub committee had been provided to Governors prior to the meeting. SR discussed the content of the document, highlighting:   * Recruitment was needed to the committee – VW had sent an invite to all staff and was awaiting feedback. * Sub committee will meet termly with an annual report back to Resources. * The health & safety site audit from summer 2017 had been discussed at the first meeting and findings are being investigated. |
| **12.** | **Risk Register**  SR proposed adding GDPR to the risk register. Recommendation was:  Inherent risk I = 4 L = 4 totalling 16, which is Amber  Managed risk I = 4 L = 1 totalling 4, which is Green  SR will suggest appropriate wording for the register and circulate correspondence. Committee concurred with the course of action. |
| **13.** | **NatWest Account**  It was reported the balance is £1,185.59 as at 12.1.18 |
| **14**. | **A.O.B**  SR updated on the primary school situation. Essex 10 year plan out. SR has spoken to RL at ECC confirming if the upcoming Brentwood Local Plan includes the expected developments, then a primary school will be needed around 2021/22. ECC confirmed that the ESFA have stopped looking for sites for a free school in the centre of Brentwood and are looking out more towards Shenfield. SR will be contacting the ESFA to discuss our proposal.  SR noted that the Financial Regulations are due for review which SR and DM will review. GH asked that these be brought to the next committee meeting.  LH asked for confirmation that the ICE report will be discussed at the next meeting. SR confirmed this was the case.  LH also requested an update on the Apprenticeship Levy at the next meeting. |
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**Date of next meeting: Friday 27th April 2018 in i53**