**RESOURCES COMMITTEE MEETING**

**THURSDAY 10TH MARCH 2022 – 8.30AM**

## Present:

Mrs J Swettenham Chair of Governors

Ms C Herman Headteacher

Mrs K Boulton Chair of Resources-Co-opted Governor

Mrs Lynn Smith Parent Governor

Mr S Roberts Staff Governor-Business Manager

Mrs Laura Smith Scribe

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| 1. | APOLOGIESNeil Purbrick and Vicky Noonan | **Action** |
| 2. | **MINUTES OF THE LAST RESOURCES COMMITTEE MEETING**Minutes from the Resources meeting held on 3rd December 2021 had been distributed, it was noted that KB was still appearing as a parent governor-amendment to be made, the bottom on page one was missing, item 13-JS preferred the policies to be specified, as opposed to “all four policies”. Committee were happy to approve these minutes once these amendments had been made. | **SR** |
| 3. | **MATTERS ARISING FROM THE LAST MINUTES**JS raised GDPR audit – SR putting together an action plan, this is in progress for which updates can be provided should Governors wish. |  |
| 4. | **BUSINESS INTEREST UPDATES**None declared |  |
| 5. | **SUPPORT STAFF PAY SETTLEMENT APRIL 2021**SR explained that the Support Staff payment settlement is normally concluded by Christmas, however it has now been agreed that a 1.75% offer will be back dated to April 2021. This will have an impact of c. £40,000 in total, (this includes last financial year’s and current financial year). 2% is rumoured for this year’s budget and SR has adjusted the calculators accordingly for this. |  |
| 6. | **TEACHERS PENSION SCHEME ADJUSTMENT**Teachers pension – explanation was provided by SR as to how the pay freeze affected the pension settlement. Due to the complex nature of how pension settlements are calculated it was decided that letters were sent to teachers. This only amounted to 11 teachers. Financial impact of this was a few hundred pounds. This was only applied to those over the age of 45yrs. |  |
| 7. | **FINANCE REPORTS**A narrative and back up information for Budget Position, Cashflow, 3 Year Forecast and Virements had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:**BUDGET POSITION**Revenue total capital final position was £251,000 and in year deficit of (£30,000). We received £115,000 of additional 6th form funding from the ESFA, due to an exceptional number of student intake.We’ve had additional staffing costs of around £32,000. Main factors were :* Senior resignation
* Two teachers opting out of the pension scheme
* A new cover supervisor, who used to be agency staff.
* Counsellor appointment expected to be £7,000 (30 hrs p.w term time).
* CCF staff instructor to be recruited at a higher scale-£3,000 cost.

There will be NI increases from April of about £22,500, for which the recovery grant will cover (this grant is likely to be significantly higher than this amount though).Recruitment budget will be overspent by about £9,500 – mainly due to the additional extras that Navigate provided such as psychometric testing, enhanced advertising, consultant visit.Support staff costs have been about £6,000 overspent.There’s potentially an issue with the water meter which has been accounted for in the calculations of c. £20,000.Decarbonisation project – school input of around £15,000 into the forecast, with a further £5,000 out of next year’s budget. Will probably know by about June latest as to whether the latter is the case.Pupil referral costs – we have two students that sit within CSS who if referred, the School will pay the bills until they are accepted/moved elsewhere. However, it is likely we will pay for them next year as well, which amounts to £11,000.Department and support budgets – Maths is £6,000 overspent. This is due to the new HoD coming in with some great ideas and learning resources which the school wanted to support. This cost is c. £6,000.JS thanked SR for the tight controls on the purse strings and for the more positive outlook than we had in December.**CASHFLOW**SR explained this needs re-forecasting before April’s meeting. Our actuals are sitting way above the forecasted low points, mainly due to the £114,000 that we actually received £67,000 in a lump sum, which will be reflected on next month’s cashflow. The LA authority funding appears to be slow in coming in.**Cashflow report had been discussed and approved by the committee**. **3 YEAR FINANCIAL PLAN**SR reported on the table previously provided and circulated. It shows the in year deficit of £30,000 and expected carry forward of £251,000. Next year, even with not forgetting the extra costs, we are still looking at a healthy in year surplus of £144,000. The following year is forecast to be more. We’re also not looking at sitting on vast sums. Having a balance of £400,000, is a good position to be in and we should look at ploughing back via improvements to the school.The 16-19 funding has increased by £400 per pupil – the rise in funding covers the pay grant.SR reported he had forecast the Recovery grant amount the same as the NI increase. It will be significantly higher but the guidance has yet to be clarified so for prudence, a minimal figure is included.KB asked about further Covid grants – SR reported there were none expected.School led tuition grant which was over £20,000 – Conditions put on this were very restrictive and within the bounds of tuition – therefore it is uncertain whether some funding would be clawed back.Teachers pay rises – SR reported he’d calculated this at 3% in the budget, as this is more likely to be representative of the agreement being discussed. Explanation took place regarding the government pledge of £30,000 for all ECT (early careers teachers), which would mean a sliding scale for other teachers. The implications of this were discussed.Main opportunities – Recovery grant and pupil premium funding should be significantly higher due to pupil numbers, although assumption will be made on this year’s figures. In terms of risk, energy and water costs were highlighted. Energy forecasting has been increased significantly for two years as it’s unlikely to drop to previous levels by the time of renewal. LS asked about any support for this – SR explained the general funding increase and Supplementary grant are expected to absorb staff increases and inflationary costs, which included energy. SR explained the Energy costs are over £100,000 more than budgeted but current out of contract costs are much higher. SR explained that DM had raised the point of Gazprom being our gas supplier, and although we’re contractually obliged to continue with them, if this is taken out of our hands, this would be totally out of our control.Despite all of the above we are in a 3 year surplus position and may be in a position to get rid of the current in-year deficit by August.**The 3 year forecast was discussed and approved by the committee**.**VIREMENTS**There were three virements which had previously been circulated prior to the meeting.Virement 2 – staffing calculators that had been adjusted.Virement 3 - Income budgets – adjustments in reductions in income.Virement 4 – Cost centre adjustments.**Virements had been discussed, approved & signed by the Chair**.  |  |
| 8. | **STAFFING UPDATES**CJH gave a brief overview of staff movements in the following departments: * Tony Taylor is leaving at Easter.
* New cover supervisor.
* Recruiting for ECT for September in History, Maths and a second year English teacher.
* Recruiting for a counsellor-we used to buy in this service.
* Recruiting for a computer studies teacher – currently the deputy Senco is also a computer scientist and needs to reduce her workload. However, there have been no applications for this so far.
* Recruiting for a Geography teacher and Food & Nutrition/Science teacher.

Geography interviews this week – one remotely, currently working in Bangkok. |  |
| 9. | **ICE REPORT 2 OF 3**One high priority- we have a very thorough business interests register. DM had previously explained to SR that extra columns and information is the extent of the suggestion by ICE, (possibly dates of involvements with other companies). Discussion followed on the interpretation of the trust handbook and how this can vary based on how the school present information.Transparency on Publication – Scheme of delegation being documented and separated. This had already been agreed that this would happen.SR explained to Committee that he felt the Internal Scrutiny section - “It was noted that there are members of staff who are members of the Finance Committee” - this was felt factually incorrect. SR will go back on this point.Further discussion followed on this and Committee felt ultimately that it was best practice to have this service. | **SR** |
| 10. | **SCHOOL RESOURCE MANAGEMENT SELF-ASSESSMENT**SR explained this assessment and the checklist format which required authorisation and sight of from governors. SR also had to note any areas where he felt the school didn’t meet compliance and provide an explanation. It was agreed that this item would be an agenda item at the next FGB meeting. |  |
| 11. | **UPDATES****HEADTEACHER RECRUITMENT** CJH reported that closing date for applications was 7th March.17 applications had been received, short listing is taking place this evening after which JS would send out emails before the weekend to update Governors. Assessment days remain as referred to in previous emails. Governors would have the opportunity to meet with candidates over lunch on the 17th March and importantly on 18th March at 5pm the FGB meeting for purposes of ratification. JS discussed which Governors would be on site and on the final selection panel together with Leanne Hedden and advisory role of Karuna Shaunak-Hobbs and Stuart Roberts.CJH assured Committee the staff involvement is underway and in progress.There will be 5 groups of staff from a variety of departments, each asking relevant questions at periodic intervals.**ENERGY & WATER**Previously discussed during the meeting. A leak test has been undertaken and indicates there is not a leak. However, usage has increased by 10,000 cubic meters a year, therefore further investigations need carrying out. Potentially a meter fault may be next step. |  |
| 12. | **POLICY REVIEWS**There were no policies to review. |  |
| 13. | **A.O.B.**None – meeting was closed. |  |

**Date of next meeting: 29th April 2022**

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**Signature of Chair of Resources Committee:………………………………………**

**Date: ……………………………………………..**