**SHENFIELD HIGH SCHOOL**

**Alexander Lane, Shenfield, Brentwood, Essex CM15 8RY**

**RESOURCES COMMITTEE MINUTES**

**TUESDAY 10TH OCTOBER 2023 – 4.30PM (Board Room)**

## Present:

Mrs J Swettenham Chair of Governors

Mrs C Costello Headteacher

Mrs K Boulton Co-opted Governor – Chair of Resources

Mr C D’Silva \* from 4.40pm Governor

Mr Julian Beard from 5.10pm Governor

Mr S Roberts Chief Finance & Operations Officer (CF&OO)

Mrs L Boar \* Cover Governance Professional (GP),

Juniper Education

\* attending remotely via Zoom

All present were advised that the meeting was being recorded.

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| 1. | APOLOGIES Mr A Willilams, Governor. It was noted that Vicky Noonan was absent and no apologies had been received.  It was also noted that the meeting did not commence as quorate but will go ahead with all acknowledging that no decisions can be reached until further Governors were present. | **Action** |
| 2. | **MINUTES OF THE LAST RESOURCES COMMITTEE MEETING**  Mr D’Silva highlighted a typographical error in item 5 which should read ‘CS’ and not ‘DS’. There being no other areas contested, the minutes of 29.06.23 were approved with the Chair confirming she would sign the document at the end of the meeting. | JS |
| 3. | **MATTERS ARISING FROM THE LAST MINUTES**   1. The work on the Contracts Tracker is still ongoing. 2. The Health & Safety (H&S) Fire Risk Assessment was carried out last week and the report is expected any time soon. 3. The Equality & Diversity Policy document (2018) is due to be updated. 4. The Finance Regulations Review (Internal Controls report) raised the matter of if a child should not have sufficient funds on their card to allow them to purchase food this would transfer as a student debt as recommended by Juniper Education. 5. A response in relation to licences for home/office working is still outstanding. 6. Condition Improvement Fund (CIF) bids – meetings had taken place, following which it was felt there was no point in lodging a bid for the science laboratories; in-house renovations were felt to be the best way forward in this case. All present heard from the CF&OO that no CIF bids are likely to be lodged this year but a review of the estate will take place looking towards future bids. The work to bring the boilers up to full working order will be covered by urgent capital support grant and a full breakdown is available.   *Mr C D’Silva joined the meeting remotely at this point and apologised for being late.*   1. The C Block tower flooring works are now completed. 2. The water leak investigations will be completed prior to the end of the next half-term holiday. Once costs are finalised compensation from contractors will be sought. 3. Hire agreements should be reviewed in relation to Keeping Children Safe in Education. | SR  SR  SR  SR  SR  SR |
| 4. | **Resources Terms of Reference 2023-24**   1. Mention of the ‘Clerk’ within this document should be changed to read ‘Governance Professional’. 2. A discussion ensued on the removal of the ‘inset provision’ from this document and after some debate it was agreed that it be moved into the Terms of Reference for the Standards & Performance Committee as ‘to receive information’. 3. All reference to the ‘Business Manager’ should be changed to ‘Chief Finance Officer’. 4. Reference to ‘Education Funding Agency’ (EFA) should be changed to read ‘[Education and Skills Funding Agency](https://www.bing.com/ck/a?!&&p=217c1c943e1288a6JmltdHM9MTY5Njk4MjQwMCZpZ3VpZD0zZjY1YTQ2NS1hMTM4LTZjMjMtMjgzNS1hYTQ0YTA3ODZkY2UmaW5zaWQ9NTIzMQ&ptn=3&hsh=3&fclid=3f65a465-a138-6c23-2835-aa44a0786dce&psq=esfa+education&u=a1aHR0cHM6Ly93d3cuZ292LnVrL2dvdmVybm1lbnQvb3JnYW5pc2F0aW9ucy9lZHVjYXRpb24tYW5kLXNraWxscy1mdW5kaW5nLWFnZW5jeQ&ntb=1)’ (ESFA). 5. Once changes highlighted within this point are made the document should be presented to the Full Governing Board (FGB) in line with the Academies Financial Regulations. 6. A discussion ensued on the difficulties in achieving quorate meetings and all present were assured that steps are being taken to resolve this issue. | SR  SR  SR  SR  GP / SR |
| 5. | **BUSINESS INTEREST UPDATES**  None declared. |  |
| 6. | **FINANCE REPORTS**   1. **Budget Position 2022-23 Final budget position**   The CF&OO provided all present with documentation and a narrative highlighting various areas including a £405k carry-forward ending the year with a £31k surplus but highlighted that final calculations are yet to be confirmed. The CF&OO provided an explanation of the restricted carry-forward funds and explained the reserves, standing currently at £100k which were less than forecast due to support staff back pay payments. The Special Educational Needs & Disabilities funding of £5k provided a Teaching Assistant for June and July for a pupil who continues to be with the school. All present heard about the Exams Budget being £16k overspent and this is being investigated with a view to it being reduced in the future but it was felt that this is an area where expenditure will stay steady. A £25k overspend on water bills should be reduced once the leaks have been stopped. The Teachers Pay Award has meant that there is a provision of £25k included within the appropriate budget and has already been utilised. Further discussions ensued in relation to carry-forward and specific breakdowns following Governor **questions**.   1. **Cashflow 2022-23 Final position**   The CF&OO confirmed that all expenditure is in line with forecasts and that the starting position for the year of £913k is healthy.   1. **Budget position 2023-24**   All present were asked to note the updated documents contained in the information packs provided by the CF&OO who commented on previous forecasts and the impact on teachers’ and support staff pay rises. The CF&OO advised all present that current spending is in excess of usual expenditure and a discussion ensued on the manner in which teachers are now looking for work, which impacts on school budgets because they are using agencies who charge large amounts for introductory fees, etc. The discussion turned to ways to mitigate these charges and these will be explored further. Social Media algorisms had been purchased and it is hoped that this is a way in which staff could become attracted to this school. In addition, informal local networks are being explored. Retention of staff was discussed too. It was **asked** if the budget, which was signed off at the last FGB needed to be re-signed in the light of changes already experienced with the CF&OO confirming that the document does not need to be resigned by the FGB and it is being presented herewith as an operational document and does not effect what was approved in June. The CF&OO explained how Governors can track funds to provide a clear overview of the budget. Support staff pay was discussed at this point along with educational support supplies and services, including printing and photocopying, which had increased by c£44k with the CF&OO providing further background detail following **challenge** from Governors present.  *Mr J Beard joined the meeting at this point.*   1. **Virements**   Three virements were put before Governors to approved as follows:   1. Restricted funds and revised carry-forward, 2. Additional income in relation to teachers pay rise impact, with clarification being provided by the CF&OO. 3. Staff calculations.   All present were pleased to note that ten year old computers were taken as trade in.  It was noted that a typographical error was seen within the report.  All present were content to approve the virements set out before them.   1. **Updated budget 2023-24 including V3**   This item was covered under point 6.c. above. |  |
| 7. | **STAFFING UPDATES**  Governors noted that the biggest risk in this area is within the Science Department. In addition, an Exams Officer will be needed to be sourced in January. There is a TUPE process of staff currently taking place in relation to cleaning staff. A question was raised as to what the school’s induction process entailed and this information was shared with all present and included Safeguarding Training and being allocated a ‘buddy’. |  |
| 8. | **2022-23 Trustees Summary ICE Report**  This report had been prepared at year-end for auditing purposes and all present had had the opportunity of seeing the same previously. The report was rated as ‘good’ and all areas had been addressed including governance and narrative, with the CF&OO confirming there was nothing of concern raised. It was agreed that the next agenda of this committee include Key Performance Indicators and the first meeting of this committee after March, should include ‘School Resource Management Self-Assessment’. The Headteacher undertook to sign-off all documentation in relation to this process and the administration around this work was discussed and agreed by all present. A short discussion ensued on the Articles of Association which all present noted had not been progressed. The H&S Committee membership was discussed, confirmed and will be expanded upon in due course. It was acknowledged that the Business Interest Declarations need to be updated on the school website. Again, the recruitment of Governors was highlighted as being crucial with all noting that whilst the Governing Board has a great deal of education related skills, other areas of expertise were lacking. | GP / CF&OO  CC  SR  SR |
| 9. | **AUDIT COMMITTEE**   1. **ICE Scheme of work 2023-24 & directed focus 2023-24**   All present noted that the Juniper Education document had been adopted in this area and various options in this regard were explained by the CF&OO. A discussion ensued in relation to external influences on the school, namely social media, which was acknowledged was a separate issue. After some debate it was agreed that Safeguarding will be the directed focus at this point.   1. **Risk Register**   After some discussion, points 6, 20 and 22 of this document were highlighted as high risk, that being recruitment and retention of staff and both feed into staff welfare and wellbeing and all these points will be developed. In addition, point 21 financial risk needs further clarification. Point 4, the financial forecast needs to be amended. | SR |
| 10. | **UPDATES**   1. **Lettings arrangements and pricing**   The CF&OO reported on the healthy position in this area with almost every letting being long-term. It was agreed that the hiring policy needs clarification to encourage further long-term relationships.   1. **Cleaning contract update**   This work will shortly be brought in-house and the TUPE process is in train. The Estates Manager is keen to see this finalised and the staff concerned are keen to transfer. Further recruitment will take place. All present noted that there will be some up-front costs to meet but in the long-term savings will be made and the quality of work will be improved.   1. **Governors’ portal on website**   A short demonstration for those present in the Board Room took place by the CF&OO. | SR |
| 11. | **Business Continuity Plan**  All present noted the document which contained only small changes from the previous version and these were highlighted by the CF&OO. A discussion ensued on a Tik Tok invasion of the school and all present were advised that this is not in the plan but a specific incident will be reviewed should it take place. All present were content to approve this document, with some typographical errors corrected and stipulated that an annual review of the same will be instigated. | SR |
| 9. | **POLICY REVIEWS**  None. |  |
| 10. | **A.O.B.**  None. |  |

With no further business to discuss the meeting closed at 6.00pm.

Date of next meeting: Tuesday 5th December 4.30pm.

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

Date: ……………………………………………..