**RESOURCES COMMITTEE MEETING**

**FRIDAY 12th FEBRUARY 2021 – 8.30AM – via Zoom**

## Present:

Mrs J Swettenham Chair of Governors

Ms C Herman Headteacher

Mr A Worth Governor

Mr N Purbrick Governor

Mr S Roberts Staff Governor-Business Manager

Mrs D Matthews Finance Manager

Mrs L Smith Scribe

**Committee members were informed that the meeting was being recorded for the purpose of the minutes and there were no objections.**

|  |  |  |
| --- | --- | --- |
| 1. | APOLOGIESKB, AWI, LS | **Action** |
| 2. | **MINUTES OF THE LAST RESOURCES COMMITTEE MEETING**  Minutes from the Resources meeting held on 21st November 2020 had been distributed, were not contested, therefore they were approved and could be signed. |  |
| 3. | **MATTERS ARISING FROM THE LAST MINUTES**  SR – National Governance Association Gold membership had been sorted out – learning link associated with it – users to be added.  School’s resource assessment/visit scheduled for after half term.  Finance Regulations – timescale – deferred to next Resources meeting.  JS wanted to bring attention to “view my financial information” tool. KB and JS attended webinar recently. Other Resources members to be registered. DfE encourage use of this tool. Using benchmarking criteria is useful but has limitations. | **SR** |
| 4. | **BUSINESS INTEREST UPDATES**  None. |  |
| 5. | **FINANCE REPORTS**  A narrative and back up information for Budget Position, Cashflow, and 5 Year Forecast, had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:  **OUTTURN 2020-21 UPDATED BUDGET POSITION**  Significant drop down to £21K in expected outturn and is a challenge to balance.  Lettings income of £80K has had to be dropped off the expected lettings income - £40K in income so far.  Covid reclaim costs of £23K from ESFA has been approved and funds to come in due course.  Student transferred in - £3,500 AWPU income.  Supply teacher budget was £30K – none spent due to unique circumstances. £15K to go back into reserves.  Additional capital expenditure – Reception doors broken – new set of doors to be installed – about £4.5K, however, these were essential expenditure.  Support staff pay freezes from April had reduced expenditure.  Appointments at Easter increased expenditure- CJH to comment in staffing updates.  Insurance – trips insurance claim to be submitted, but costs had been included in figures as re-claim not certain  Positive outturn set although tight.  NP asked about the debt for school trips. SR explained the rationale behind decisions.  World challenge – although all trips were cancelled this year, the Cambodia trip was approved 18 months ago – this is not considered a school trip. Contract is entirely between parents and the travel company. The school has no legal right to cancel this trip. SHS acting as port of communication only. CJH reports that SHS are in discussion with a group of parents as to how to manage payments for this trip.  **5 YEAR FINANCIAL FORECAST**  SR reported that the end of year balance was tight as per the outturn. The in-year deficit had gone from £19k to £80k mainly due to loss of lettings income.  Forecast for next year onwards remains strong.  SR believes this forecast for next year onwards, is a conservative estimate – modelled on rates for this year, for pupil funding, pupil deprivation. Many unknowns, therefore not felt prudent to guess funding, but has gone for flat rates, worse case scenario, but hoping that next forecast will have brighter outlook.  Staffing expected in April and September next year have been included – small allowance for staff growth following year as well.  Between this year and next year, support staff and teacher pay rise freezes has saved about £143K. This has been extremely helpful to school budget.  KPI’s – FTE staff for next year, is higher – pupil to teacher ratio is improved.  Risks & Opportunities – need to bring in a further £40K in lettings by end of year to meet forecast – we’ll have a clearer idea of potential income once lockdown is lifted.  National Funding Formula – teachers pay and pensions grant included. Awaiting statement in a few weeks.  Potentially significant savings from exams this year. SR suggests invigilation costs will be a fraction of what they usually are.  Covid costs spreadsheet – total expenditure since the start of pandemic £215K, we have reclaimed £26K, out of pocket by £188K – no indication of whether we’ll receive a top up from the Government.  NP – discussed lettings and how this could be boosted during the summer period, should parents not go abroad this year, so capitalising on kids looking for summer activities.  SR pointed out that the school would likely have to absorb losses from lettings in other ways such as savings on exam costs.  AW – asked about funding from Government and how this may be affected next year.  JS asked about the Covid expenditure and laptop funding from the Government. SR reported that our IT manager managed to secure 46 laptops before allocations were reduced. CJH reported the school also received 20 extra Chrome books from local authority.  JS asked about recouping costs for schools – CJH explained this is best assisted by professional bodies such as ASCL & NAHT.  **The 5 year forecast was discussed and approved by the committee**.  **VIREMENTS**  Virement 6 & 7 already covered during last meeting.  **CASHFLOW**  SR reported that there wasn’t a huge change in cashflow forecast – SR has updated forecast to reflect lower income from lettings.  Has reduced expected income, but still not dropped below £400K.  Higher expenditure in December, SR explained that this is difficult to pinpoint exactly what causes this, but it is being monitored if balance should decrease month on month. This could be extra energy bills being paid. This should level out though.  JS asked about LA/Sen/falling roles students and no income receipt – SR explained that ECC are notoriously bad with timely payments but would look into this as the February payment would be due.  **Cashflow report had been discussed and approved by the committee**. | **SR** |
| 6. | **STAFFING UPDATES**  CJH reported that there had been a quite a lot of staffing activity.  Due to a potential relocation and a need for expansion, two NQT’s have been appointed in English.  Additionally another colleague in the English department successfully applied for a promotion elsewhere, so a total of 3 NQT’s have been appointed in the English department. All come from Mid-Essex. Quality of trainees is very good.  CJH explained the rethinking around SEN department – Liz Smith, who has done excellent work in Computer Science stepping up whilst the Head of Computer Science was absent due to illness/competency issues, will be moving to an assistant SENCO role. Liz Smith wants to specialise in SEN – so will begin work in SEN fully from April 2021. She is currently doing the national qualification in SEN and is already working in the department.  Therefore a Head of Computer Science has been appointed to start from April.  We have been advertising for a TA to support numeracy and coincidentally the partner of the newly appointed Computer Science role is a transition teacher and would fit the school’s requirement perfectly. This role is exactly what we require for literacy and numeracy work in Year 7 and 8 especially.  PE – CJH reports that we’ve needed to expand in PE. James MacDonald has moved over to Maths. A female NQT has been appointed for girls PE from September.  Julie Pitkin, Oasis Manager has resigned and relocating at end of the year. This will be left towards Easter.  Will need to appoint a pastoral manager for year 7 later on in the year, as Kim Messenger is part time, (she is currently PM for year 11 & this role usually rotates back round), and part time doesn’t suit this role. Therefore her role will be developed differently.  Still considering whether there will be a requirement for safeguarding DSL role from Sept.  Maternity leave in Science – probably appoint to that permanently. Possibly NQT. |  |
| 7. | **ICE REPORT 1 OF 3**  Page 5 – red – refers to Assistant Head’s being signatories – not in financial regulations which will be updated. Not posing a risk though.  Page 5 – blue – ToR weren’t taken to FGB, just a timing issues.  Page 6 – yellow – didn’t have significant separation on the board between trustees and members in ICE opinion. New members mean this is now addressed.  Page 6 – green – staff code of conduct – should be reviewed formally i.e. brought to SLT or Governors. A minor point as it is reviewed.  Page 7 – blue – Gifts register – Advisory – April meeting missed last year due to working from home and the meeting was missed. They advised at least an annual review.  Page 7 – Yellow- Risk register should be reviewed annually by FGB. This had already been discussed and planned at a previous Resources meeting.  Page 8 – yellow – Business Continuity Plan – formal review to be undertaken. Not a risk though.  Page 9 – red – whistle blowing policy- not published on website, although it’s embedded in various places. It’s been extracted as a policy and will shortly be uploaded onto the school website.  NP was more than pleased that the school is doing a good job and there are only minor issues found, so no cause for concern. | **SR** |
| 8. | **GDPR AUDIT JAN 2021**  Dropped from adequate to limited assurance. Not surprising due to unique circumstances of past year.  Data protection policy referred to out of date legislation-now corrected and published.  Policies and privacy statement – needed updating and now done.  Security measures document – needs reviewing annually and published.  All the above were addressed within a week and therefore we are now compliant. There is significant further work to do and this will be undertaken throughout the year.  Staff training – required each year. Due to issues from it being moved online it became untenable, which they agreed. SHS must keep a log of training.  Reporting breaches – few incidents reported from staff – SR believes that the online training materials that have been released will increase staff confidence in order to report anything that warrants reporting in the future.  Spreadsheet was felt too indepth – SR to use their model spreadsheet moving forwards.  Risk assessment to be done on every CCTV camera in the school and to be documented. SR to work with DF on this.  One negative is that when GDPR was launched there was an understanding that schools would be shown some reasonable leniency. However an audit was undertaken on Department of Education with a poor result so there is now concern that schools may be targeted more.  AWO asked about emails – work and personal getting mixed. NP endeavoured to provide explanation as to how suspected spam emails get through to SHS email addresses. SR to raise this with IT.  The firewall is scheduled to be updated anyway.  JS asked about governor training on GDPR – SR advised this would be a good idea and will look into in due course. | **SR**  **SR**  **SR** |
| 9. | **ESFA LETTERS**  None |  |
| 10. | **RISK REGISTER**  SR reported that nothing had changed since November changes that were discussed, implemented and approved.  JS’s copy heading needs updating-says September 2020 Draft – SR noted. | **SR** |
| 11. | **UPDATES**  Decarbonisation project – Salix moving goalposts had caused delays. Pressures on deadlines and completing by 31st March or no funding available – this is a huge undertaking but is possible. No approvals were given till 29th January – everything had already gone out to tender in readiness. SHS has been approved for funding for £722K grant. Project to install air source heat pumps in pool and sports block areas which takes them off the main boilers, so more efficient. Replacing LED lights throughout the school. Cladding and windows around the Admin block. Also expansion of our solar panels. SR notes this will take careful planning with the various parties involved with contractors working evenings if necessary. By 31st March we hope to have a completion certificate. Successful tender candidate is currently putting together a careful time scale. A possible extension would be built in should any major issues occur.  Website – SR advised there is a launch date of 24th March. Governors area on the Weebly website will be moved across to the website. Link will be emailed out to Governors. | **SR** |
| 12. | **POLICY REVIEWS**  Data Protection Policy – to be dated Feb 2021 – approved, and recommended to FGB.  Statutory Request – policy approved and recommended to FGB. JS noted final page says Jan 2021 (SR noted it was one of the GDPR policies, which needed immediate attention) – SR to update now it’s been on Resources Committee agenda for approval.  Online Safety – policy approved and recommended to FGB. JS notes on page 4, Governors are responsible for – within Julian’s remit of Safeguarding Governor. JS to speak with Julian. Approved and recommended to FGB. | **SR** |
| 13. | **A.O.B.**  None |  |

**Date of next meeting: 23rd April 2021**

|  |  |
| --- | --- |
|  |  |

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

**Date: ……………………………………………..**