**RESOURCES COMMITTEE MEETING**

**FRIDAY 12th JUNE 2020 – 8.30AM**

**REMOTELY VIA MICROSOFT TEAMS**

## Present:

Mrs J Swettenham Chair of Governors

Ms C Herman Headteacher

Mr A Worth Governor

Mrs K Boulton Parent Governor

Mr A Williams Governor

Mr G Herniman Governor

Mr D Churchill Governor (left meeting at 9am)

Mr S Roberts Staff Governor-Business Manager

Mrs D Matthews Finance Manager (present for part meeting)

Mrs L Smith Scribe

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| 1. | APOLOGIESNone | **Action** |
| 2. | **MINUTES OF THE LAST RESOURCES COMMITTEE MEETING**Minutes from the Resources meeting held on 14th February 2020 had been distributed, were not contested, therefore they were agreed and approved. |  |
| 3. | **MATTERS ARISING FROM THE LAST MINUTES**Electricity costs and usage – SR commented on the problems being encountered with one of the electricity meters and reported that a new meter had very recently been installed. SR is liaising with the school’s energy procurement company now on how long the old meter had been issuing incorrect readings.The issue of recruiting members and separating the AGM for accounts feedback was deferred until the next meeting.Health & Safety Committee - It was thought best to defer to next academic year when hopefully the school will be in a better position to report on the impact the pandemic has had on the school.KB asked about the status of the pipe insurance claim – SR reported that the claim had been settled and was now concluded.   | **SR****SR\CJH****SR\AW** |
| 4. | **BUSINESS INTEREST UPDATES**Andy Williams reported he is a director of a company (details will need to be obtained for the register) | **LS** |
| 5. | **FINANCE REPORTS**A narrative and back up information for Budget Position and 5 Year Forecast, had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting the following:**BUDGET POSITION**SR explained that Covid-19 had impacted significantly on the budget.Outturn was currently Rev £52,570, on the last report was £72,663. Not all of the drop was down to Covid, Support pension increases and expected pay had also been revised.The biggest Covid related loss of revenue was from lettings (£59,500).We have incurred fees relating to our catering company – most of their staff have been furloughed and have requested reasonable support from their customers - it is likely that this expenditure can be reclaimed as it’s directly related to Covid.Current estimation of cost impact related to Covid 19 is approximately between £35,000 and £45,000 after any savings that have been achieved.There will be further costs associated with site and room refurbishments related to the social distancing measures of Covid 19.SR reported that the changing room shower refurbishments can wait no longer as they are now beginning to pose a risk. The work is scheduled for Aug 2020.KB commented on whether there would be any refunds on exam costs, SR replied that there is a small chance that consideration will be given to this in the Autumn.**CASHFLOW**SR gave a verbal update of this and explained that further reports would follow at a later date.Previous report showed May (£550k) and June (£525k) as low cashflow forecast points.SR reported that the actual balance at the end of May was £643k* The last of the Falling rolls funding was due in May but has been delayed by Covid-GH asked if this is confirmed. It was thought there were no reasons why this would not be forthcoming.

Cashflow will be monitored carefully for the rest of the year but no issues are expected.Cashflow report was discussed and approved by the committee. **5 YEAR FINANCIAL PLAN*** SR highlighted the 2020/21 surplus of £9,747 would be an incredibly tight budget, but the fact a balanced budget had been achieved was good news. SR also expressed that the final carryforward could well be higher which would improve the situation.
* KPI’s on summary page were discussed and no concerns raised. Policy of growing staff slowly as pupil numbers grow is the reason the PTR is high.

Risks & Opportunities:* Pupil Premium funding to be announced in June.
* Support staff pay not yet agreed, likely to be 2.75%
* Pay grant to be agreed for teachers, likely to be agreed in Autumn hopefully at a minimum of costs over 2%. 2.75% has been budgeted as a precaution.

GH asked about increased student numbers against current staffing numbers. Conversation ensued around this point and how this will be managed.Additionally, A Worth asked if increased staffing would be required in Sept in light of the need to “catch up” after Covid lockdown – CJH responded that analysis is required first in order to assess what is required and what students present with. For example special educational and any mental health and wellbeing issues.CJH also explained that stringent measures are in place for when the year 10 and year 12’s come into school from next week in order to adhere to government guidelines. Group sizes are reported to be between 7 and 12 from each maximum group of 15.The full 5 year forecast was discussed and approved by the committee.**VIREMENTS**None |  |
| 6. | **BUDGET 2020-2021**A copy of the full one year budget and a comparison to what was set last year had been distributed prior to the meeting. SR discussed these documents highlighting:* Most important point, the budget is balanced with an overall surplus of £9,746
* There is an expected in-year deficit of (£42k) compared to 19-20 which has an expected in-year deficit of (£241k). There is an expected in year surplus of £50 in 2020/21
* SR explained he had been unable to set the budget on a zero based request basis this year. Budget holders had been liaised with as far as possible and all decisions have been evidence based.
* Supply costs have been increased based on this year and expected Covid impact in Sept.
* Restricted and ring fenced funds are documented but will not affect the overall in-year budget as it is assumed they will be used or carried forward again.
* Small contingency for 20-21 but it is hoped after end of year adjustments, there may be a moderate increase.
* Comparisons of last year’s budget were provided with some key differences between the years discussed.

At this point GH wished to put on record his thanks to SR for ensuring the school has been able to attain a balanced budget.The Committee discussed and agreed to approve the 2020-2021 budget. |  |
| 7. | **ICE VISIT 2**SR gave an overview of this very positive report and explained that there were only a few extremely minor items to note and these raised no concern with current practices. They were as follows:p.4 – green – virements had not been reported to FGB but had been approved correctly at Resources.p.7 – blue – lettings rate structure was due to be discussed at the cancelled April meeting but has now been deferred until Sept.p.8 – green – Parent Pay – system generated banking report to be printed, signed and attached to backup paperwork. The report was already printed and attached and DM has now agreed to sign the reports as per the guidance note.3rd visit to be undertaken remotely.SR thanked Dawn and her Finance team for all their hard work and confirmed he had no concerns over the school’s financial controls. SR felt this is still a worthwhile service to subscribe to as it provides external assessment and assurance. |  |
| 8. | **A.O.B.**GH asked CJH about any staffing changes and well-being of staff.CJH informed Committee of the following:A maths teacher would be leavingA PE teacher had been appointedA TA had started after the May half term.Committee were informed that Team Leaders were keeping an oversight of their staff and wellbeing, together with Karen Whordley maintaining the usual record of any sickness or absences.Both CJH and KB thanked SR for his hard work and in particular the detailed information for Resources, especially after his ill health. |  |

**Date of next meeting: TBC**

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

**Date: ……………………………………………..**