**RESOURCES COMMITTEE MEETING**

**FRIDAY 14th FEBRUARY 2020 – 8.30AM – i52**

## Present:

Mrs J Swettenham Chair of Governors

Ms C Herman Headteacher

Mr A Worth Governor

Mrs K Boulton Parent Governor

Mr S Roberts Staff Governor-Business Manager

Mrs D Matthews Finance Manager

Mrs L Smith Scribe

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| 1. | APOLOGIESA Williams, D Churchill, G Herniman | **Action** |
| 2. | **MINUTES OF THE LAST RESOURCES COMMITTEE MEETING**  Minutes from the Resources meeting held on 29th November 2019 had been distributed, were not contested, therefore they were agreed and signed. |  |
| 3. | **MATTERS ARISING FROM THE LAST MINUTES**  SR informed Committee that the Governors info and attendance from last year was now published on the website as per the previously discussed ICE Report  SR reported that the ESFA had responded to the enquiry raised following discussion at the last meeting around the number of full governors meetings that should be included on the SRMA return and if the strategy meeting counts. ESFA have confirmed the Strategy meeting should count so the total should be 5 not 4 but there was no need to re-submit, just correct next year.  The energy analysis was deferred to the next Committee meeting.  Health & Safety Committee –AW had sent possible meeting dates over to SR and a meeting was to be scheduled into this term.  JS asked about the pipe insurance and how this was progressing-SR informed the Committee that it had been very slow to progress to get the required documentation form the contractor. He had met the loss adjustor who has reported no issues with the insurance claim so the payment should be finalised soon (there was an £500 excess to be paid).  JS also enquired about progress with recruiting new non-trustee members. CJH updated that two members of SLT from another local school had been  approached about becoming members and we would provide a reciprocal arrangement. It looks hopeful that we can make that happen.  There was also discussion about non-trustees attending the FGB prior to the AGM as only a small part of that meeting is an update on the accounts from the Chair of Resources. SR suggested splitting the AGM to a different date\time and asking MWS to attend to give a highlighted update direct to Members to allow them to approve the accounts. This was felt to be a good idea so SR will investigate how to make it happen for Dec 2020.  Inventory register – SR confirmed that he was sure DF had updated this and would confirm to the Committee.  JS asked about the status of the Fire Safety project – SR confirmed that he had a meeting with them later that day to confirm the project completion and final costings. There was still signage to be done during the half term, however, practical completion had been completed.  JS asked when the falling rolls funding evidence needed to be submitted and SR confirmed it was March or early April that Forum Finance Sub-group meets to agree funding so report would be submitted after half term. | **SR**  **SR** |
| 4. | **BUSINESS INTEREST UPDATES**  None declared |  |
| 5. | **FINANCE REPORTS**  A report, 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 reports and narratives, highlighting the following:  **BUDGET POSITION**  Outturn was currently Rev £72,663 Cap £30,505 Total £103,168  This was an increase overall of £16,058 expected revenue outturn.  £20,000 SEN grant included in this figure.  The main variances between the outturn and 5 year plan figures are a current overspend on supply staff of £4,287 (which is expected to increase due to long-term cover), insurance excess of £500 and some staffing cost commitments which should resolve after April 2020.  SR stated that this “snapshot” of the outturn which was completed after the 5 year plan which provides a high level overview.  The outturn report was discussed and approved by committee.  **CASHFLOW**  SR talked through the January re-forecast and assumptions used.  It was noted that the cashflow data is taken from the BACS report so staffing actuals will vary from forecast each month as it would include additional hours, coaching, tutors etc.. These costs are accounted for in other expenditure on the forecast so the bottom line will still be accurate.  The re-forecast has not materially changed the patterns for the year with March and July still highlighted as low points, but not now as low as on the initial forecast.  Cashflow report was discussed and approved by the committee.  **5 YEAR FINANCIAL PLAN**   * Forecast deficit for next year is now (£7K) improved from (£27K) reported last time * SR confirmed that all new staffing costs for 2020-21 had been included, and showed an accurate picture of next year. Therefore it was looking to be a balanced budget will be achieved next year.   The main comparison points to the previous report were discussed highlighting:   * The last minute change in AWPU figures from the published figures will likely cost (£4.5k) * Pupil premium number had been reviewed and forecast increased for next year as it was felt we are very likely to attract as many new PP in year 7 as we will lose in Yr11. * SR acknowledged that the 6th Form funding had be calculated on the very recently released toolkit and upon revision, he felt it would probably come in lower than reported but this would be managed when actual figures were known. * Now the staffing increases are included, the expenditure for staff is £80k higher than last reported.   SR referred to the Risks & Opportunities list, highlighting:   * Uncertainty of the support staff pay increase which still hadn’t been confirmed. * Additionally the LGPS contributions were forecast to increase from 24.3% to 25% from April 2020 which in real terms was £8K. * Continued funding of teacher pay rises   The KPI’s were discussed and it was noted that the pupil to teacher ratio is forecast to remain above national average at this stage.  The 5 year forecast was discussed and approved by the committee.  **VIREMENTS**  Virement 8 – adjustment to cover coaching course  Virement 9 – final close adjustments as per MWS advice  Virement 10 – top up of budgets from contingency as required  Virement 11 – to increase the EFSA income to reflect the increased expected pay grant.  SR gave a brief overview of any transfers that took place at the beginning of the year and explained that an overspend on supply staffing and TES subscription is the main reason for the adjustment in Virement 10.  All Virements were discussed and approved by Committee, and signed by the Chair. |  |
| 6. | **STAFFING UPDATES**  CH reported on how succession planning was progressing with JSA becoming Deputy Head from April 2020 and DJB shadowing JCO in her remaining year.  A new drama teacher had been appointed to replace RBR.  A new PE teacher had been appointed to lead the Football Academy and would be 2nd in charge of the PE department.  There had been some concern about intermittent long term sickness.  Still looking for a TA to join the SEN team. |  |
| 7. | **UPDATES**  Phone system – SR reported that this had been very successful and only a few teething problems. DF had facilitated this and managed the project well.  Apprenticeship and Levy – It was reported that there was currently £9.5K in our Levy fund. We will likely pay in an additional £7.5k over the next 12 months.  We have spent £9,000 since Feb 2019 and expect to spend at least £9,000 in 2020-21 as we have a new teaching apprenticeship starting in September.  We are due to lose £2,707 in funds that will expire in March 2020 unfortunately.  CJH explained to Committee how so far, our first apprentice teacher had been a success, and how we are looking to deploy the new apprentice.  Cleaning company, Churchill - (although not on agenda, SR reported that the cleaning company had now caught up on hours and provided a credit of £2.5k in respect of the lost hours since Sept. They are now fully staffed and in the process of bringing standards back up to an acceptable level. |  |
| 8. | **POLICY REVIEWS**  Anti Fraud and Corruption – No changes just review date  Business Continuity (and critical incident management) – no content change other than suppliers names and contacts.  CCTV – minor changes highlighted in yellow. AW asked if recordings are checked, SR confirmed that through operational need recordings are checked as a matter of course. AW also asked about remote access, which SR will check.  Data protection – complete re-write  Statutory requests (incl. Freedom of Information) – complete re-rewrite  Lockdown policy and Procedures – minor changes highlighted in yellow.  All governors were happy to approved all the above policies. | **SR** |
| 9. | **RISK REGISTER**  The Committee were content with previous changes that were made and saw no need for any further amendments.  The Risk Register was reviewed and approved. |  |
| 10. | **A.O.B.**  JS enquired about ratifying the Teachers pay increase, SR explained that this was approved under Pay Committee and they informed Resources\FGB. Resources then verify affordability. It was noted that the Teachers Pay awards for 2019/20 had been reported to Resources and committee accepted that they are affordable.  AW raised the issue of Corona Virus and how this is being approached within the school – CJH stated that this is being carefully monitored and we are following all advice provided by the DFE and receiving daily updates\briefings. |  |

**Date of next meeting: 24th April 2020**

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

**Date: ……………………………………………..**