**Resources Committee Meeting**

**Friday 15th February 2019 – 8.30am – i53**

## Present:

Mrs L Hedden (Chair of Governors)

Mr G Herniman (Chair of Resources)

Ms C Herman-Headteacher

Mr A Worth (Governor)

Mrs K Boulton (Governor)

Mr S Roberts (Business Manager)

Mrs D Matthews-Finance Manager

Mrs L Smith-scribe

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| 1. | ApologiesMr Simon Murray |
| 2. | **Minutes of last Resources committee meeting**  Minutes from the Resources meeting held on 30th November 2018 had been distributed, were not contested, and were discussed, agreed, and signed. |
| 3. | **Matters arising from the last minutes**  LH had noted that the Risk Register date required a change from March 18 to December 18. |
| **4.** | **Business Interests Updates**  None declared. |
| **5.** | **Finance Reports**  **Budget Position**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:   * Budget position was reported at £234,909 and had previously been £209,200. * Additional income was reported from Havering SEN and additional supply costs had been incurred. * There was significant additional cost from ECC from the student referral which needs to be continued through to year 11. CJH explained the background for these costs versus permanent exclusion costs. * The “little extras” of £60,000 from the Government were discussed. * SR reported on the support staff pay scales and commented that it was unlikely to fundamentally change the budget forecasts. * It was explained that a spread sheet had been created in order to assist with maternity pay calculations – it was acknowledged that the new payroll providers were much more helpful on this matter. |
|  | **Cashflow**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:  It was reported that this still looked satisfactory after the January re-forecast. It was noted that although April is traditionally the lowest cashflow point, it remained of no real concern.  SR discussed the reduction of falling roll funding from next year.  **Virements**  Virements 6-13 were discussed, approved and signed.  **5 Year Financial Plan**  A narrative and back up information had been provided by SR to Governors prior to the meeting.  SR felt confident that the forecast deficit will zero out and a balanced budget will be set for next year.  SR reported on the staffing implications forecast, noting that the school will need to recruit again, at some point in the future.  Discussion ensued surrounding the extra students against extra staffing. CJH explained the variables that are involved with this growth i.e. curriculum in the 6th form. Financial position and curriculum planning are being considered together to ensure staffing and timetabling issues are addressed. GH queried with increasing student numbers what staff increases would be required. SR and CJH explained that for next year staffing was adequate for the timetable requirements and plans for staffing beyond that were being considered.  We expected a 0.5% MFG as this was agreed by schools forum. Subsequently ECC decided this was not affordable and they set the MFG at 0%. This change had an impact of around £22,000 reduction in funding for next year.  The new agreed KPIs required by ESFA were discussed.  SR highlighted that Teacher Pension Scheme increases remain a risk. Currently the 7% should be fully covered for the next financial year but beyond that was unknown; the ESFA say it is a matter for the Comprehensive Spending Review. |
| 6. | **Staffing Updates**  CJH reported on the progress thus far with Science staffing.  A Maths NQT teacher had been reported for September.  A Spanish and French teacher recruited.  PE recruited for.  Head of Drama had been recruited, and will be in post from Summer term.  Drama Technician had left, but Katie Raine had returned.  Pastoral Manager had been recruited from Ongar Academy and a Pastoral Manager from BCHS-CJH explained that the current year 7 Pastoral Manager was leaving at Easter.  General discussion ensued regarding recruitment and the current difficulties encountered, although SHS has got a good reputation for investing in staff CPD which helps both with recruitment and retention. |
| **7.** | **ICE visit no.2**  SR gave an overview of the report, point by point highlighting:   * Green rating regarding Board of Trustees approval of changes to the budget were discussed. It was agreed that Resources Committee approval is sufficient as delegated as approval from FGB. This will be included in the next version of the Financial Regulations. * Green rating regarding outturn reports being system generated, not excel based. SR made the point that the outturn report is run on the Essex Finance template by extracting data straight from our finance system and he considered this to fulfil the requirement. As a supporting measure future outturn reports provided to Trustees will all have a copy of the cost centre report attached. This already happens at Resources Committee meetings, but will now be included with monthly reports as well.   Committee agreed that this was adequate assurance.   * Green rating regarding frequency of management accounts being shared with Trustees was discussed. Whilst the Committee were mainly satisfied that we were meeting the requirement, it was agreed that SR would upload the management accounts monthly to Weebly where they are available to all Trustees. All Trustees will be notified when new accounts are uploaded. * Red rating regarding Board of Trustees considering management accounts when they meet was discussed. Committee felt that Resources do this with delegated authority and report back to Full Governors at every FGB meeting. It was felt that this was sufficient to meet the requirements however, evidence of the discussion at FGB will be reviewed in the minutes. * Green rating regarding finance regulations including details of online income collection process. This is a new requirement and will be added to the next version of the financial regulations. The ICE auditor was unsure if this was in the latest template but will get back to DM. * Green rating regarding Parent Pay generated banking reports. This had not come up in previous reports and neither DM or the ICE auditor could locate the report within Parent Pay. ICE auditor will get back to DM with instruction on how to find the report and we will run it at the next possible opportunity. |
| **8.** | **Letting Charging Policy**  2018/19 lettings rates policy was distributed before the meeting. It was discussed and prices agreed to remain as they are for 2018/19.  Current volume of lettings being up on last year and SR was reluctant to increase prices with this in mind. There were also potential booking enquiries coming in. Prices will be reviewed for September 2019. |
| **9.** | **Contracts Tracker Review**  The updated contracts tracker was available to the Governors prior to the meeting. The contents of the tracker were discussed.  The Committee discussed contract values and what requires governor involvement and agreed it was over £50,000.  SR to update the Arval line as the value had been mistakenly omitted. The value was reported and will be added to the document following the meeting.  PGSD (the grounds company), were being reviewed, particularly as the service levels were not consistently good.  AW asked about the service that the CCTV company Clearview provide – SR to investigate and feed back to AW.  ASL - TB currently looking at this contract. |
| **10.** | **Updates**   * SR reported on the current level of service and problems that we are encountering with Churchill (the cleaning company). It transpired at the beginning of January that they are in deficit with the hours they are contracted to provide, SR is holding regular meetings in order to address this and rectify matters. Deadlines have additionally been set in order to assess if standards have improved. * CIF – SR reported on the survey that was undertaken in November 2017 for the fire safety. SR informed Committee that an urgent capital bid had been submitted to address the issues found. This urgent bid is a repeat of the CIF bid that was submitted last year and had been re-submitted this year. SR assured Committee that the fire safety matters needing to be addressed were not critical but must be dealt with. * Growth & Capacity management 2019/20 – discussion took place with regards to the School’s projected growth and how the existing resources can be re-used.   Curriculum Development and Finance working together.   * GH raised a point that he was going to raise under AOB but followed on from the current discussion surrounding technology. Discussions took place around the School’s overall technology strategy. SR and CJH gave explanation as to how strategies are in place for technology to support the curriculum. This varies across departments as needs are very different. SR discussed the hardware refresh strategies and infrastructure plans. GH initiated discussion about having an overall school technology strategy. Various options and opinions were discussed and it was agreed it would be revisited at a future date. |
| **11.** | **Policy Reviews**  There were none to be reviewed. |
| **12.** | **NatWest Account**  It was reported the balance is £1,437.73 as at 15.2.19 |
| **13**. | **A.O.B**  DM commented that the new payroll provider is proving to be very efficient and much easier to deal with. |
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**Date of next meeting: Friday 26th April 2019, 8.30am start in i52**