**Resources Committee Meeting**

**Friday 21st April 2017 - 8.30am – i52**

## Present:

Mrs L Hedden (Chair of Governors)

Mr G Herniman (Chair of Resources)

Mr A Lunn (Governor)

Mr D Simpson (Governor)

Mr A Worth (Governor)

Ms C Herman-Headteacher

Mr S Roberts (Business Manager)

Mrs D Matthews-Finance Manager

Mrs L Smith-scribe

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| 1. | ApologiesRachel O’Hara. |
| 2. | **Minutes of previous meetings**Minutes from the Resources meeting held on 2nd February 2017 were amended with the wording in the last paragraph of Cashflow corrected for clarity to show “restricted fund categories such as trips”. |
| 3. | Matters Arising from the last finance & premises committeeSR updated the Committee with the reason for the large variance with the Educational Supplies Costs in the 2015-16 accounts compared to 2014-15 – this was due to the huge Alt Ed Group during 14/15. This group dropped off in 15/16 decreasing costs by £110K. There was also a drop of £40k for equipment and materials. PCH and Value for Money - SR reported that SHS had worked with PCH for 7 years and explained that over the last 3 years. £67K had been paid to them. Approximately £55K had been funded through CIF and approximately £11.5K had been school funded.SR explained that professional fees are built into CIF bids and Value for Money is value checked by the efsa on projects they fund– PCH don’t charge for submitting bids where other companies do, but are incentivised to win them in order to win the business. PCH have site plans, schematics and many working documents of the school. It was explained this practice ensures a swift and efficient bid application from PCH on the school’s behalf. The school also keeps these records in-house. SR will ensure the monitoring of value for money on any PCH projects that are funded from school revenue. SR had also benchmarked the PCH approach with colleagues in the SBM network and had found that in many instances the project management contractors charged upfront fees rather than working at risk as PCH did. They had a track record of pro bono contributions to the School, most notable the current feasibility study they were preparing regarding the potential all-through school.Therefore it was agreed to continue working with PCH.SR and GH reported that they are working on producing a spreadsheet for contract tracking which they hope to have ready in September/October. |
| **4.** | **Business Interests Updates**None declared. |
| **5**. | **Finance Reports****Budget position** A narrative and back up information had been provided by SR to the Governors prior to the meeting. SR discussed the content of the narratives, highlighting:* Current estimated carry forward figure is £119,220 – at the last meeting this had been just under £60K. The savings are mainly from staff leaving.
* Virements have now been run to correct the previously reported variances in cost centres
* Supply was over by £2K due to a long term sick cover.
* Some possible savings have been identified in costs centres that are likely to end the year underspent. These have been included where appropriate.
* £24K bursary payment for the CCF has come in which is showing in “other income”. This will be distributed to the correct cost centres in due course
* Some DFC monies have been used for external lighting and undertaking of remedial pipework and further pipe surveys to ensure the safety of the system.
* Energy bills – electricity bills were coming in higher whilst gas were coming in slightly cheaper than budgeted. SR is continuing to monitor and confirmed that it is his intention to complete a full energy usage analysis including the impact of the solar panels in due course.
* The pipework cost centre currently shows an overspend of £13K which will need to be covered by contingency, a virement will be raised to cover this. SR explained that this was due to a contribution from the school to the CIF project that had been previously agreed in 2015 but not put into place. There had also been some essential spending on boiler repairs identified during the current project.

AL initiated discussion regarding the staff savings – It was explained that these were mainly through staff leaving who were either not being replaced, or not replaced until September 2017. Some examples of these staffing positions were discussed.**Cashflow** A narrative and back up information had been provided by SR to the Governors prior to the meeting. SR discussed the content of the narratives highlighting:* All still looking ok for cashflow to the end of the year
* Exam entry fees came out in March sooner than forecast which will be corrected in next years forecast
* March budget share income was a little lower as the Salix repayment was deducted at source
* Misc\Bank interest for March income showed the CCF bursary of £24k
* Yr 7 pupil premium catch-up had come in £5k more than expected

SR raised that a possible delay in the falling rolls money coming in may cause some slight difficulties but that this was unlikely and a mitigation plan was available if needed. The Finance team are monitoring the situation carefully.LH gave an overview of the falling roles funding timescale and the reasons it may be delayed by the Forum conducting further checks on both schools currently receiving funding. National funding formula current findings were also discussed.SR to re-forecast at the end of April for the remainder of the financial year.SR had produced a version of the cashflow with some restricted fund categories removed but it was agreed that this didn’t show anything helpfully. It was agreed that a better solution would be to have sub totals for restricted categories income and expenditure displayed on the main report. SR will look into how best to achieve this for the next meeting.**Virements** – Virements 8a, 9 and 10 were discussed, approved and signed.**3-year plan** A narrative and back up information had been provided by SR to the Governors prior to the meeting. SR discussed the content of the narratives, highlighting:-£55K in year deficit for 2017/18 to be covered by the predicted carry forward of £120K so a balanced budget could now be set for next year- ESG and MFG gone from Sept 2018 onwards (SR will revisit MFG calculation later in the year if there appears to be changes to the IDACI figures or weightings)- 18/19 onwards included the current expected impact of the NFF of -0.5%- 18/19 budget share is currently calculated using the ECC formula with £50k taken off of the final figure to allow for how far out this method was on this years. SR will re calculate the likely income for 2018/19 once the final numbers for sixth form are known later this year.- April 2019 onwards Teachers pension scheme increased by 2%- April 17 onwards LGPS deficit payment increased by 1.5%. SR explained that from April this would not be a separate payment but will just be rolled into the pension contributions. - 2018/19 onwards £100k added to salaries to reflect the need for more staff due to increasing numbersPreviously reported possible scenario B was discussed and differences to the actual position were explained. The main differences were the ESG came in lower than predicted but changes in the weightings for the IDACI values for students had put us back into the bracket for receiving MFG (£75K). The IDACI values had been calculated but there was no way to know about the weightings changes until the GAG statement was released. This made a difference of around £100 per pupil on the calculation which made us eligible for MFG again.  |
| **6.** | **General finance updates**SR asked that the minutes reflect that authorised signatories for amounts over £25K have been agreed as LH, GH and AL.SR confirmed the budget will be set in time for the next Resources Committee meeting. |
| **7.** | **Staffing issues**CJH and KW had reviewed this survey and nothing untoward or concerning had been noted. However, a misreading of information had occurred which intimated that the survey showed a majority of respondents felt they were not sufficiently consulted about change. This was factually incorrect and CJH later email Committee to rectify as follows: **Further to our conversation this morning, I just wanted to correct a misreading and therefore a misconception. It was quoted that 89% of the staff who responded were saying that they do not feel sufficiently consulted about change.  It is actually the opposite.  If you look at the wording, 89% are stating that they DO feel consulted**GH expressed concern around the very low level of respondents to the staff stress survey. GH felt that it is important for governors to understand how teachers and school staff felt about their workplace*.* After much discussion it was suggested that on the next Governor monitoring visit (5.7.17), a sample of staff were to be interviewed regarding the stress survey, on a one-to-one basis with feedback being communicated to staff at an appropriate point. LH raised the need to recruit a Maths teacher in KS5 who would also slot into an Assistant Head position-deadline for this was 21.4.17. Committee were informed that Deputy Head interviews were to be held on 2.5.17 for which there was one candidate. |
| **8.** | **Policy Reviews**AL asked about Freedom of Information requests being charged for - SR explained that under current data protection laws there is no facility for charging (except a few exceptional circumstances) but we receive very few requests so it’s not currently time consuming. SR also discussed the upcoming changes with GDPR replacing DPA in 2018 and that there would be significant work needed to make sure we were ready.The Continuous Professional Development Policy was out of date and as such Committee decided to defer this Policy until an updated version was submitted to the next Resources Committee meeting.Committee recommended that both Freedom of Information and the Staff Induction Policy should be ratified at the next FGB meeting. |
| **9.** | **I.C.E. Review feedback**The latest report had been made available prior to the meeting and was discussed highlighting:* A green alert for an issue in “Approved budget changes” had been rectified by making sure all future virements are minuted as being discussed, agreed, and signed at the Resources committee meetings
* A yellow alert for an issue with “Segregation of duties” had been rectified by making sure the person completing the Cash\Cheque paying in form signs and dates it as well as the person checking it.
* A green alert for an issue in “Inventory Register” had been rectified by getting a printed copy of the independent check already done by the Auditors signed and filed each time,

It was generally agreed that the report was positive and didn’t show anything of concern. |
| **10.** | **Premises report**SR ran through the previously distributed update paper discussing:* Kitcrew let us down at the last minute. SR is looking at other activity camp providers now.
* Our CIF bid for the English block cladding was successful and the Roofing bid only missed by 1% so would be appealed.
* Our Salix bid was deemed as passing all the criteria but the fund was unable to cover all applications. We were put into Phase 2 for funding and hopefully get through next time.
* SR discussed the findings of the pipework survey that had been commissioned. This showed some potentially concerning issues that need addressing. Once the results of the full survey are in, we will be looking to put in an emergency CIF fund bid to address these issues.

LH asked about the relocation of the gates in the Oliver Road in order to alleviate the current misuse of the carpark, particularly in the evenings and at weekends. SR is currently in the process of obtaining quotes |
| **11.** | **Risk Register**There were no changes. |
| **12**. | **NatWest account balance**The current balance was reported to be £840.80 as at 10th March 2017. |

**Date of next meeting – Friday 16th June 2017, 8.30am in i53**