**Resources Committee Meeting**

**Friday 16th June 2017 - 8.30am – i53**

## 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. | Apologies Rachel O’Hara. |
| 2. | **Minutes of previous meetings**  Minutes from the Resources meeting held on 21st April 2017 were discussed, agreed, and signed. |
| 3. | **Matters arising from the last minutes**  There were none that weren’t going to be addressed as agenda items at this meeting. |
| **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 £124,750 (it was £119,220 at the time of the last report) * There has been very little staff change. * Exam fees – this is the area with the biggest variance. There is £33K currently left in this budget and it is thought there may be an additional £7,500-£8K spending so £25k is included in the carry forward. * There was also a staff settlement amount that had been retained, and it was thought will not be claimed now as it has been over the 6 months claim period. * SR reported that he is expecting quotes in for costings for the barriers, and gates to further secure the car park area in Oliver Road and the astro area which is included in the expected spend for the School Improvements – Buildings cost centre. * Lettings - £75K was budgeted, but looks likely to fall short by approx. £4K which has been reflected in the outturn. * It was reported that there were areas where budget “claw backs” could be made. * SR explained the biggest variance and issue identified was with the “EFA Capital Windows 2015 income” which is showing a shortfall of £39,000. It has been reconciled back to an error at year end (Sept 16), last year by the Essex Finance team. They showed the income as a receipt in advance (as the money was recieved in Dec 16), but when MWS did the year end audit, they identified it as a year-end journal which they submitted in Jan. Essex Finance came in and ran all the year-end journals and didn’t pick up that the income had already been shown, effectively giving it to us twice.   The confusion arose as the year end in Sept last year was done in three visits by two different members of Essex Finance. When the year-end journals came out in Jan it should have been picked up but they missed it unfortunately. This year-end will be done far more in-house and future issues like this are not expected.  SR noted that although the outturn position had improved by £5k, savings of £44k had actually been achieved since the last report before adjusting for the (£39k) EFA cladding issue.  **Cashflow**  A comprehensive 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:   * SR reported a healthy cashflow position, including the falling roles funding that had come in for May and some CIF funding for the latest project. * We had received the SEN funding in May from Essex for the rest of the year and are expecting more funding from other authorities over the next few months. SR noted the hard work undertaken by DM to get a handle on the SEN funding from all relevant authorities. We are in a position for the first time in years that we have a clear picture of what funding we are expecting moving forward. * SR discussed the proposed addition of new lines to the report for income, expenditure, and totals with variable restricted funding and costs removed. This was to give a clearer picture of the accuracy of the expected v’s actual positions moving forward. It was agreed that this could be beneficial in future reports.   **Virements** – Virements 11-17 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:   * It was predicted that the in-year deficit for 17-18 would be (£8,722) which will be covered by the carry forward. * The in-year deficit for 18-19 is (£230k) which is due to predicted increased staffing costs and reduced income with the possible removal of the ESG, the reduction expected should the National Funding Formula as consulted on come into effect and the impact of increased intake on MFG. * The conditions and assumptions for the plan were discussed.   It was reported that the opinion from Essex Finance Services was that our predicted position for 18-19 was better than many they have seen, particularly in primary. Discussion ensued around ideas for addressing the 18-19 deficit and it was raised that we are hoping to admit more sixth formers for next year which will help but this will not be known until Sept 17. The strong and effective marketing strategy that the sixth form have undertaken was discussed and hopes are that this will continue for future years to attract outside applicants when our small year groups get to the end of year 11.  The recent LGPS increase was discussed, and expected increases to the TPS which are being monitored and factored in as much as possible.  It was agreed that the 18-19 deficit needed to be monitored and addressed but that cautious assumptions had been used and many factors will change over the next few months so the committee were not unduly worried at this stage. |
| **6.** | **2017-18 Budget**  A narrative and back up information had been provided by SR to the Governors prior to the meeting. SR discussed the budget proposal highlighting:   * Expected income (including carry forward from 16-17) is £6,406,497 * Expected expenditure is £6,293,391 * Contingency is £113,106 (compared to £21k at the start of 16-17)   SR discussed the changes to many of the categories and headings under which cost centres are listed. This has been done following a review of last year’s budget with a view to making it easier to work and report on and give greater clarity of the budget breakdown.  SR discussed the fact that the department budgets have been set using a zero based system where budget holders bid for the funds they need. This was done by getting them to complete a form detailing “Essential”, “Desired”, and “Aspirational project” expenditure. The form also recorded any expected income from the department. SR reported that this had been positively received by budget holders and would provide a good method of assessing budget usage at the end of each year.   * All cost centres from 16-17 are covered in the 17-18 budget but may be listed in different categories * The Astro and Sports Hall budgets have had the contributions they make to cleaning and salaries removed and these costs have been centralised under the cleaning and salaries budgets. * Support staff costs look much higher as the LGPS deficit is no longer a separate payment but the contributions for all staff have increased to reflect this.   The comparison to 16-17 budget costs was discussed with particular reference to any significant variances.  A query over increasing energy costs was raised and SR informed Committee that it was his intention to provide an analysis of utility costs at a future meeting based on his monthly monitoring spreadsheets of usage and cost, which would provide a year’s worth of data by the end of this school year. This would help to analyse the impact of the solar panels fully.  Further discussion took place around the use of budget bid forms and SR explained how the “Aspirational project” requests could be discussed at SLT. This would ensure that if funding became available SLT would have an input to ensure spending is targeted to support the schools aims and priorities. This could include PTA funding. SR has discussed with AFT a plan to have all departments send requests for PTA funding to SLT who can pass on with our recommendations based on school priorities. The final decision would still be with the PTA but at least they would have an understanding of the School’s strategic priorities.  The possibility of funding via the proposed new school development was discussed but recognised that this is still very theoretical, and would need significant research to ensure it was profitable before any possible scenarios could go ahead.  Committee discussed and reviewed the proposed 2017-18 budget and agreed to recommend to FGB for next month’s meeting. |
| **7.** | **Staffing issues**  CJH reported on recent resignations from FJD, RAB and EP. Adjustments had to be made to the curriculum in order to accommodate these resignations with planning underway for next year.  CJH provided the Committee with explanation of the restructuring for D & T and Food Technology. There is to be no D & T in KS3, however, current Product Design courses will be seen through by both G Pope and A Christiani. CJH was working with colleagues on building a programme that would enable students to develop practical life skills in KS3, until such time as the School was able to build up D & T from the bottom again, as it has with MFL.  A reassessment of the School’s needs has meant that the EP’s role would be replaced with a Pastoral Manager one.  There was surplus teaching capacity during the school day in PE but there was a need for extra-curricular support, so CJH was in discussion with GS about replacing RAB with possibly a cricket coach.  GH asked how it was planned to tackle the issues raised at the last meeting about the staff stress survey at the governors’ monitoring day on 5th July, which he hoped to attend. CJH outlined the series of questions she proposed governors might ask, to help inform whether staff felt well supported and were aware of the options for support available to them, and whether a different form of survey would serve the purpose better. |
| **8.** | **Premises Report**  SR gave an overview of the options for the EBlock cladding CIF project and the tender report for the work was discussed. SR explained despite Horizon being cheapest on the original tender, his recommendation had been to engage with the next lowest tender, Davco. This was based on the poor management and issues we had encountered with Horizon during the last project. Following a tender review from Davco, their costs had reduced to be within the amount allocated by the EFA i.e. in line with Horizon’s original tender.  Given the very tight timelines, SR had previously sent all this information to LH and GH and with their permission had engaged in pre-start meetings with Davco. A schedule and project plan are now in place to deliver by the end of the summer holidays.  LH reminded colleagues that when the bid for the cladding of the Hums and English blocks had originally been prepared, governors had been engaged in and made decisions on the tender process, having selected Horizon, so there was no need to re-tender. However, governors at the last meeting had expressed concern about the problems with Horizon and were keen not to use them again. Therefore, appointing Davco on the basis of their revised tender, on the understanding that there could be no cost overrun and materials to be used would ensure the buildings matched, represented good value as outlined in the PCH report that SR had supplied to the Committee. Committee discussed the plan and tender report and agreed that moving forward with Davco was the right course of action.  Barriers for Oliver Road car park and Alexander Lane laybys are planned for this year to address access and safety concerns. These have been fully budgeted.  X Block drama studios have flooded again for the third time in 5 years. SR discussed his thoughts on improving the drainage around the X Block in view of the continual flooding into the Drama rooms when the weather is inclement. Quotes are being obtained and CIF emergency bid possibilities discussed. |
| **9.** | **Risk Register**  LH ran through the risk register point by point and agreed to revise in time for FGB meeting. The subject of having a “Lock Down” Policy and revising the Trips Policy to make provision for terrorist threats was raised. These are currently being considered. |
| **10.** | **NatWest account balance**  The current balance was reported to be £1,004.04 as at 1st June 2017. |
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**Date of next meeting:**