**Resources Committee Meeting**

**Friday 26th April 2019 – 8.30am – i52**

## Present:

Mrs L Hedden (Chair of Governors)

Mrs J Swettenham (Governor)

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 15th February 2019 had been distributed, were not contested, and were discussed, agreed, and signed. |
| 3. | **Matters arising from the last minutes**  Committee was not aware of any matters arising from the previous minutes. |
| **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 £242,953, which was up slightly from £234,909. * An extra £8,000 grant had come into the school in respect of the free school meal grant, which is paid as a one off this year only by the ESFA. * SR stated that he was satisfied that the school is on track for the remainder of the financial year. |
|  | **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 that cashflow could potentially be tight in May/June should the falling role funding not arrive in this time. Even if this were the case, we would not expect the bank balance to drop below £360,000.  LH discussed the challenges that were to be faced with the forum panel and the demonstrating of the extra costs that the school will still have. LH was confident however the funding would be forthcoming based upon SR’s reporting to School’s Forum Financial Sub Committee.  SR highlighted that the March actual expenditure was around the £100,000 higher than the forecasted figure. This is not of immediate concern as the all other expenditure category, where the main variants occurred, covers most of the School’s outgoings. It was explained that this could be a timing issue with significant volumes of payments being made which will balance out over the course of the year. Expenditure will be monitored carefully to ensure there is not a consistent increase in outgoings during the year.  **Virements**  There were no virements.  **5 Year Financial Plan**  A narrative and back up information had been provided by SR to Governors prior to the meeting.  2019/20 previously showed a deficit of £27,000 and is now showing a small surplus of £17,000. 2020/21 is showing a small surplus of £18,000 which was previously forecast as a deficit of £70,000.  The main changes since the last forecast were:   * Additional £27,000 is now expected through the teachers pay grant to cover April 2020-August 2020. * Savings on staffing for 2019/20 onwards now reflect a saving of around £50,000 p.a. This is due to a member of staff on the UPS leaving and being replaced by an NQT and there no longer being a requirement for the forecasted NQT in English for next year.   SR gave an overview of the current information received regarding the teachers pension grant. Current calculations show that initial payments will come up about £28,000 short. There is top up funding which can be applied for which should leave us no more than £3,500 short. SR explained that the methodology to calculate the payments was overly complex and is only certain for September to March and April to August will need to be recalculated after the October 2019 census, as it’s currently estimated figures. Discussion ensued around why this grant was handled this way. |
| 6. | **Staffing Updates**  CJH reported that there were no changes on the information presented at the last FGB Committee meeting.   * Interviews were being held for Pastoral Manager today (26.4.19.) * Head of Drama started this week. |
| **7.** | **ESFA Letter March 2019**  A copy of the ESFA letter from March 2019 had previously been circulated, it’s contents were discussed. SR highlighted:   * All deadlines mentioned, had been met or were well in hand. * The RPT requirements have been taken into account and whilst no transactions have occurred yet, the simple on line form for reporting looks straight forward to use. * SR will monitor the updates for the better financial reporting programme and implement accordingly. |
| 8. | **Finance Regulations**  LH’s tracked changes had previously been circulated. However LH wished to raise the point about Governor involvement in trips, particularly if the trip totals above £50,000. SR gave an overview to the Committee on the current process, but recommended that a Governor additionally authorises the trip evaluation form, which would satisfy the Governor involvement criteria.  DM explained to the Committee how Evolve assist trip leaders with which travel companies to use.  Further discussion ensued regarding the finer details of trips – LH stated that satisfactory evidence is needed if a supplier is chosen that exceeds £50,000. Implementing the suggested procedure of Governors authorising trip evaluation forms will meet this specification.  LH raised the point in 14.3 about ensuring that governors are legally protected in the case of any tribunals. **SR to action and enquire whether Professional Indemnity cover provides this or not.**  The Committee agreed on all changes and approved it to be ratified at the next FGB meeting. |
| 9. | **Updates**  Grounds Maintenance Tender – SR stated that he had run a restricted tender with four companies, (including the current provider), and required a governor to be present upon opening the tender envelopes. AW volunteered to be present.  Phone Systems Tender – after explanation of what currently is provided, SR reported that the IT Manager had approached many companies to obtain different options. SR suggests using the tendering process for this also and hoped to launch this asap. GH to review the tenders with SR.  CIF update – SR reported that the fire safety bid had been approved and he hoped to hold a meeting next week to discuss the scope of works with the company.  Churchills – SR reported that standards have drastically improved and a new supervisor is being phased in. Lost hours have now been recouped and service levels are being carefully monitored. |
| 10. | **Policy Reviews**  The Committee agreed to take both Leave of Absence and Sickness Management Policies to FGB for ratification. |
| 11. | **Risk Register**  LH raised the point of our back up system, should our systems fail. SR explained to the Committee what processes are currently in place and he is confident that the school has a robust and rigorous regime in place for any system failures that result in data loss. It was discussed that cloud back up has been evaluated previously and due to volume of data was not deemed cost effective. We could consider using smaller amounts of on line back up to capture our critical data only.  **Action: SR to discuss partial cloud storage with DF**.  GH updated that he and SR are to schedule a meeting to discuss IT strategy. |
| 12. | **NatWest Account**  It was reported the balance is £1,474.35 as at 26.4.19. |
| 13. | **A.O.B**  There were no AOBs. |
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**Date of next meeting: Monday 17th June, 2019, 8.45am start in i52**