**RESOURCES COMMITTEE MEETING**

**FRIDAY 29TH APRIL 2022 – 8.30AM**

## Committee Members Present:

Mrs J Swettenham Chair of Governors

Mrs K Boulton Co-opted Governor- Chair of Resources

Mr N Purbrick Governor

Mrs Lynn Smith Governor

**Also Present:**

Ms C Herman Headteacher

Mr S Roberts Chief Finance and Operations Officer

Mrs D Matthews Finance Manager

Mrs L Smith Clerk

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| 1. | APOLOGIESVicky Noonan | **Action** |
| 2. | **MINUTES OF THE LAST RESOURCES COMMITTEE MEETING**  Minutes from the Resources meeting held on 10th March 2022 had been distributed, it was noted that Lynn Smith was appearing as a parent governor-to be amended to Governor. Committee were happy to approve these minutes once these amendments had been made. | **LS** |
| 3. | **MATTERS ARISING FROM THE LAST MINUTES**  JS raised the point of SR to address the factual inaccuracy of SR sitting on Resources Committee, which appeared in the ICE report. SR to address. | **SR** |
| 4. | **BUSINESS INTEREST UPDATES**  None declared |  |
| 5. | **FINANCE REPORTS**  A narrative and back up information for Budget Position, Cashflow, 3 Year Forecast had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:  **BUDGET POSITION**  Revenue total capital final position was £275,000 and in year deficit of (£6,500).  Reserves carried forward figure is incorrect at £126,000, should be £150,000 - to be amended.  Supplementary grant to cover numerous items – there is an extra £49,000 income.  Expenditure – Supply budget is unsurprisingly overspent already by £1,000. SR has estimated another £6,500 will be necessary until the end of the Summer term.  Pupil exclusion – SR has put in £7,500, may be lower. CJH provided an explanation of how this works for the benefit of governors.  Sports Hall expenditure was £2,500, as equipment needed essential maintenance work. A full service was done on the equipment as this hadn’t been undertaken for some years.  Catering maintenance – higher repair costs have been incurred this year.  Licences/Subscriptions – an extra allowance of £2,500 was also necessary.  SR reported that at the next meeting there will likely be an in year surplus, which all agreed was extremely positive news.  Lynn S raised a query about the headings for the deficit column and the time range it reflected, it was agreed that SR would amend heading slightly in order to clarify.  NP asked about the water meter issue and where we are currently with this. SR explained that tests indicated there were no leaks outside the school property. SR is liaising with a representative from water company and agreed that payment of £30,000 would be paid for now, which has been agreed at this point as being reasonable. SR reported that not being issued with regular invoices had also been a hindrance, although as DM stated, this was not for the want of trying from the Finance Department. Further discussion followed around this subject.  KB asked if the HT recruitment invoices had arrived. It was confirmed that all bills had been received and paid.  **CASHFLOW**  SR explained he had done the re-forecast. The assumptions for the forecast are overall in year cashflow deficit £450,000 now £303,000 and no month is forecast to be below £300,000. Current position is significantly higher than expected. JS asked about LA funding £35,274 due in Oct, which came in Dec at £33,468. Will the LA make up the shortfall? SR explained that the SEN funding is highly complex to work out and their time range on which it’s worked out, is also complex and coupled with if a SEN student drops out of school mid-way through the school year, it also skews the figures.  **Cashflow report had been discussed and approved by the committee**.  **3 YEAR FINANCIAL PLAN**  SR reported on the table previously provided and circulated. Only updates in line with budget position 21/22 updated column has been updated accordingly. Expected surplus with carry forward as per budget report.  Year 2 and 3 look a lot healthier due to the supplementary grant. SR gave explanation of what these are for.  In terms of risk, energy, water and unfunded pay rises are the main risks.  Main opportunities – Pupil Premium – higher PP rates and numbers of eligible pupils are expected next year but as allocations have not been released, the same figure as this year is being used for now.  Overall SR reported that we have a really healthy 3 year position. The in year deficit will be almost non- existent. Further discussion followed surrounding the topic of previous years’ economic situation and how the current energy situation may have affected the school.  SR reported a new requirement of the budget forecast return that academies submit to ESFA in July – any academy who had reserves of more than 20% of our income, which equates to £1.6 million of reserves now have to explain why and what the funds are being accumulated for. SR confirmed we don’t have this level of reserves.  Pupil numbers were discussed and the target of maintaining close to our net capacity of 1499 was still current. It was acknowledged that we are over this figure and will be for a couple of years until numbers level out. We have a slightly larger 6th form which will be carried forward to next year, numbers will be adjusted as per the strategic plan. By 23/24 numbers will be back on track with 1535. There have been no major changes in pupil numbers since the last meeting – only a couple of new starters. CJH confirmed the 6th form has had a huge amount of applications for this coming year and expectations are to admit approximately 180 6th formers. Further discussion ensued with regards to the knock on effects on students and their results and the limitations involved. CJH stressed that there would be limitations as there’s no benchmark and therefore data will be questionable. It was agreed this would take a few years to wash through.  CIF bids were discussed – SR explained that there had been no update yet on the appeals that had gone in on unsuccessful bids. SR also explained that the condition survey data had been used to justify the bids that were submitted, and were still not successful.  **The 3 year forecast was discussed and approved by the committee**.  **VIREMENTS**  There were no virements for this meeting. | **SR** |
| 6. | **STAFFING UPDATES**  CJH gave a brief overview of the complexities of staff recruitment in the following departments and her concern over the number of vacancies that are being advertised.   * Science, Computer Science, Spanish & French teacher, Maternity leave for Business Studies, 6th form pastoral manager, Health & Social Care teacher, Health & Social Care Lead, and also leader of KS3 English. Also interviewing for Food Science today. Discussion followed on the difficulty of current recruitment. Spanish & French teacher will be interviewed on Tuesday week. Business Studies Maternity replacement is a real issue-no applications. 6th form pastoral manager is an expansion-EP (current pastoral manager) will undertake more of a bespoke role next year, so a new pastoral manager is required. Health & Social Care Lead has requested to move to lead food, as our current teacher is moving to Chelmer Valley. The ongoing issue for funding BTECs is uncertain in the medium term and is questionable whether we can have another couple of cohorts before the funding will go. The decision will soon have to be made as to what is unable to run. Health & Social Care might just be manageable. * Computer Science-is a difficult situation currently and possibly sketchy cover going forward. Discussion ensued regarding cover issues with the staffing of Computer Science. The ex-TL of Computer Science is now the Head of Senco and needs time to do this demanding job.   CJH continued to explain the recruitment problems with our geographical situation and time deadlines ahead of us. |  |
| 7. | **UPDATES**  SR explained that there were no further updates beyond what has been discussed on the agenda. |  |
| 8. | **POLICY REVIEWS**  None. |  |
| 9. | **A.O.B.**  KB asked Committee if everyone would be able to make the next meeting if it was changed from Friday 1st July to Thursday 30th June. There were no objections to this. LS to inform KW/CW.  JS – Risk register re-design – SR to bring to the next meeting.  Agenda item at next meeting – review of HT recruitment process in order that it’s recorded.  Benchmarking – a new data set released since last meeting based on new census data. | **LS**  **SR** |

**Date of next meeting: Thursday 30th June 2022**

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

**Date: ……………………………………………..**