**RESOURCES COMMITTEE MEETING**

**FRIDAY 29th NOVEMBER 2019 – 8.30AM – i52**

## Present:

Mrs J Swettenham Chair of Governors

Ms C Herman Headteacher

Mr A Worth Governor

Mr G Herniman Governor

Mrs K Boulton Parent Governor

Mr S Roberts Staff Governor-Business Manager

Mrs D Matthews Finance Manager

Mrs L Smith Scribe

Clive Smith – MWS – Auditors

Kerry-Anne Jervis – MWS - Auditors

|  |  |  |
| --- | --- | --- |
| 1. | APOLOGIESA Williams | **Action** |
| 2. | **ACCOUNTS PRESENTATION-MWS**  Findings for audit and regularity report were discussed first. CS explained that this used to be the Management Letter but had been re-named for 2018-19. There were negligible findings reported, and MWS commented on the fact it was very positive overall. The only management point put forward was the purchase of alcohol with public funds. SR gave a full overview and explained that we strongly object to the categorisation of “public funds” as we only ever bought wine from the Staffroom fund, which is made up entirely of donations from staff and never used public funds. It was acknowledged that it is the ESFA that have now categorised everything that goes through our Finance system as public funds even though it is not. MWS had no choice but to follow the guidance and include the management point. SR will convey our objection to the ESFA ruling in the management response. Moving forward, the school has changed it’s policy of buying wine and will now buy alternative gifts for leavers etc. MWS suggested it may be worth reviewing the Gifts and hospitality policy to reflect this.  **Report to Management** – CS explained this was a new report that is just observations and advice to Trustees. It is not published anywhere and is only intended to be advisory not compulsory.  The content of the report was discussed highlighting:  Component accounting Different parts of the buildings having different value and longevity. These could be depreciated at different rates.  Members/Trustees – ESFA suggest 5 members, preferably all non-trustees. We have 3 of whom 1 is not a trustee. We are compliant but it is acknowledged that at some point in the future 5 may become a requirement not suggestion. JS commented that we should start looking to recruit 1 or 2 non-trustee members as soon as possible to bring us in line with recommendations. SR commented that if we have 3 non-trustee members and 2 trustee members we should be fine as a clear majority are not trustees.  School website – Governor attendance at meetings needs updating and will be done.  Financial Regulations – the wording around Capitalisation limits was highlighted as an issue. SR agreed that it could do with reviewing but felt the phrase “potentially miss-leading” was a bit strong. It was agreed to change this to “may benefit from clarification”.  Purchase orders – significant differing values on orders was discussed – Committee agreed any significant differences should be annotated on the invoices.  Invoices and Remittances –these are always obtained where possible.  Inventory Register – SR explained that this was a timing issue as a lot of assets were moved over the summer and the register had not been fully updated when we were audited in September.  Disposal Process – SR reported that any asset up to the value of £25k has to be authorised by the Business Manager (even value zero). IT manager now produces list to SR.   * CS reported on the reports and accounts and commented that they were overall very positive. * Trustees Reports   – Amendments to be sent to MWS by SR detailing 3 new Governors starting in Nov 2019.  -p.20 Audit reports – only minor points were raised, overall clean and positive.  p.25 & 26- Statement of Financial Activities (SOFA) – CS ran through each of these headings and their definitions   * Movement of LGPS (£979,228) – CS explained what the movements entailed and what they related to. These are all guaranteed and don’t impact on the schools financial health. * CS explained that the significant items reflected under restricted funds were: LEA, GAG, PP and SEN. * An explanation was given on Restricted fixed assets and what these were, together with what was under the heading of unrestricted funds, such as school trips, music lessons. * CS ran through the balance sheet and shifts in funding and gave further explanation on note 17 – Salix loan. He then reported on balance at the end of the year in respect of reserves. * CS noted on p.29, 1.2 that he had every confidence the School would be a “going concern” for at least the next 12 months. * P.35 JS asked about staff costs as a total expenditure in the KPI’s as there was only data for 2018-19 and all the other KPI’s had historic data. SR explained this had only been added this year to match the KPIs we discuss at each Resources meeting so no historic data was available. * GH asked what the average teacher cost is and historical costs. CJH gave a brief overview. Discussion took place around reducing staff costs over the last few years. * CS explained fluctuations with any CIF bid monies that may come in. * CS briefly ran through p.38 in respect of remunerations and agency costs. CS covered points 15,16 and 17 in more detail on the balance sheets. * P.43 – CS reported on Statement of funds, giving further explanation on pages 45 and 46. * P.48 – Pensions – CS gave an overview of the Mcloud treatment and noted that an allowance had been entered against historic costs in line with the Actuaries calculations in the FRS102 report. * P.52 – Related Party Transactions pt.28 – None were declared.   It was unanimously agreed to recommend and present the Report & Accounts to FGB on 5.12.19.  Letters of representation need to be signed and returned to MWS. SR will arrange this at FGB next week.  CS and KJ left the meeting at this point. | **SR**  **SR**  **SR** |
| 3. | **MINUTES OF THE LAST RESOURCES COMMITTEE MEETING**  Minutes from the Resources meeting held on 11th October 2019 had been distributed, were not contested, therefore they were agreed and signed. |  |
| 4. | **MATTERS ARISING FROM THE LAST MINUTES**  Terms of Reference – Implemented.  Risk Register was updated. |  |
| 5. | **BUSINESS INTEREST UPDATES**  None declared |  |
| 6. | **FINANCE REPORTS**  A narrative and back up information for Budget Position, Cashflow, and 5 Year Forecast, had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:  **BUDGET POSITION**  Outturn was currently Rev £56,605 Cap £30,505 Total £87,110  Rev is showing as around £23k down on the last report.  There is £16K income not shown for the revised pay grant as the data was not calculated at the time the Outturn was run (it is included on the 5 year forecast)  The other main factors are overtime for the site team while they have covered for the keyholder who was not appointed, a new part time member of staff in the Oasis, and costs around an adoption leave and cover.  Budget position report was discussed and approved by the committee.  **CASHFLOW**  No material difference from last report even with the expenditure added as discussed at the last meeting. May and August were still predicted to be the low points.  Cashflow report was discussed and approved by the committee.  **5 YEAR FINANCIAL PLAN**   * Income for 2020-21 is up on last report by £70k. This is due to a likely funding model being released by ECC and income re-calculated on this. SR had built in a £20k contingency to allow for variations in the final allocation. * Pay and pension grants have been re-calculated with the latest Oct census figures and updated calculation figures from ESFA * Future Teacher costs are increased by 2.75% not 2% for budgeting purposes * Forecast now includes likely staffing needs for 2020-21 * As a result of these points Teacher expenditure has increased by £89k from the last report * KPIs on the summary page were discussed * SR Reported the forecast Revenue deficit of (£27k) in 2020-21 which had been (£12k) on previous report. This is not an immediate cause for concern but should be monitored carefully * SR then discussed the risks and opportunities from the narrative   The 5 year forecast was discussed and approved by the committee.  **VIREMENTS**  Virement 4 – adjustment for EFSA income.  Virement 5 – Pupil Premium income  Virement 6 – reduce SEN funding partnership needed.  Virement 7 – Football Academy budget to allow for increased cost of partnership with BTFC  All Virements were discussed and approved by Committee, and signed by the Chair. |  |
| 7. | **STAFFING UPDATES**  Geography appointment made – to an ex pupil.  Resignation from a member of Science –family relocation – agency currently covering this.  A member of the Drama team has resigned and a replacement made.  An Oasis centre assistant appointment made.  Jono Sands appointed as Deputy Head from 1.4.20.  TA appointment to be made for January 2020.  There will be advertising for an NQT for September 2020.  A keyholder role was replaced and they started w/c 25.11.19. |  |
| 8. | **I.C.E – VISIT 1**  2 reds, although nothing of inherent concern.  Reds – both relate to Governor info on the website. Attendance for 2018-19 has not been published yet. Register of interests is in two places and not fully correct in either  3 blues – Approval of the 3 year forecast return was done in correspondence and should be minuted at FGB in future.  Audit committee actions should not include staff members, SR noted this but demonstrated that we are compliant.  Noted that related party transactions should be reported to ESFA but we haven’t had any yet. |  |
| 9. | **SCHOOLS RESOURCE MANAGEMENT SELF-ASSESSMENT RETURN**  SR gave explanation on this new compulsory return and how it potentially will not be “like for like” comparisons, but can be a useful check. There was nothing concerning in the findings.   * Pupil to teacher ratio reflects the fact it’s lean. * Energy spend to be reviewed with Crown commercial service but is not too concerning as not telling if similar schools have a pool, size of building, age of building etc..   JS raised the topic of frequency of Full Governors meetings listed as 5 per year – but JS had previously agreed with SR that this should be 4 as 5 includes the strategy meeting. SR noted that this should have been changed to 4 on the return and will updated. Further discussion followed on whether the strategy meeting could be included, as this takes a very different format.  Agreed that SR should raise an enquiry as to what constitutes the required amount of the six suggested meetings and if the strategy meeting should count.  CJH – reported below average Progress 8 score should actually have been average based on current data. | **SR** |
| 10. | **ENERGY ANALYSIS 2018-19**  SR ran through the previously provided energy usage.  Electricity – a curious “spike” in usage in June and Aug. It was suggested it could be a possible contract catch up in Aug but June was unknown. SR to action investigation of this.  SR reported that cost savings had been made on the Gas by reducing temperatures, on boilers through the winter. The new cladding is also helping to keep buildings warm and conserve energy.  A discussion followed on how effective the savings has been with the solar panel installations. | **SR** |
| 11. | **UPDATES**   * CIF Fire Safety project – SR reported on the problems encountered and how they were managed accordingly. A serious breach occurred over half term which was dealt with swiftly and all had been corrected. Mercury Systems were served with notice to improve and must submit a recovery plan for the rest of the project. SR confirmed there was not currently any fire risk and panel is fully operational. * CIF bids 2019/20 – SR to re-submit the cladding bid as the ESFA condition report recommends having this replaced in under a year.   Science labs – again the ESFA condition report highlighted the requirement to improve the science labs so this is being used in support.  School Resource Manager Assessments which are now linked to CIF funding were discussed. We have previously agreed to the assessment but have not been inspected yet. It was noted that the number of SRMA’s could make it difficult to complete all assessments but we should be ready just in case.   * Pipe theft October 2019-this left the school without water to Hums\Kitchen\Sports Centre on the first Monday of term. On the Sunday we were not sure we could open but Pabulum managed to provide a basic food offering and Eyre put a temp pipe fix in on the Monday allowing us to open. Without the efforts of Pabulum to cook food off site and ship it in, we would not have been able to open. |  |
| 12. | **POLICY REVIEWS**  None. |  |
| 13. | **A.O.B.**  JS enquired about the Health & Safety review and at what point it gets reported. SR and AW to meet. | **SR/AW** |

**Date of next meeting: 14th February 2020**

|  |  |
| --- | --- |
|  |  |

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

**Date: ……………………………………………..**