**Resources Committee Meeting**

**Friday 30th November 2018 – 8.30am – i52**

## Present:

Mrs L Hedden (Chair of Governors)

Mr G Herniman (Chair of Resources)

Mr S Murray

Mrs K Boulton

Mr A Worth

Ms C Herman-Headteacher

Mr S Roberts (Business Manager)

Mrs D Matthews-Finance Manager

Mrs L Smith-scribe

John Gorridge-MWS-Auditors

Kerry-Ann Jervis-Scott – MWS-Auditors

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| 1. | Apologies No apologies were received. |
| 2. | **Review of Annual Report & Accounts 2017-18**  JG reported on the annual report and accounts, giving a positive overall feedback. He discussed the Report to Management Letter first which highlighted one low risk entry:   * School trips – where quotes were obtained exceeding the threshold, reasoning for selecting provider, other than the cheapest, was not always recorded. SR explained that value for money discussions always take place, and where necessary the BM or AH are consulted for approval. Not all previous trips had this documented, but a new record sheet has now been implemented for each trip giving an overview of each quote and clear reasoning for choosing the selected provider.   JG worked through the Annual Report and Financial Statements with the following points being highlighted:   * LH requested that KSH was removed from the Resources Committee list. * It was noted that the Ofsted overview letter had still not been received and would need to be inserted into the report as soon as it was available. **MWS to action.** * It was noted that there had been good attendance at Governor meetings. * JG reported that MWS found nothing to report regarding regularity, propriety and compliance. * The audit did not highlight any areas of concern. * JG gave a breakdown of restricted and unrestricted funds that will be carried forward. He also broke down all other entries on the balance sheet with an explanation of what they related to. * JG covered the cashflow statement with explanations of the entries. * There was discussion around staffing costs having reduced slightly from last year. SR explained that staffing costs would be significantly higher next year due to the recruitment from September 2018. The reserves figure that has built up over the last couple of years will be needed to meet the financial impact of the increased staffing costs. SR explained that this was part of a planned 5 year financial policy as the school grows its pupil numbers. * LH noted an error on page 40 relating to Trustees remuneration – 2 staff members were listed, there should be 3. **MWS to action**. * JG gave an explanation of all the supporting financial notes and how they linked to the statement. * Related Party Transactions (RPT) – It was requested that the wording which covers last year’s RPT against this years, be clarified. The wording could have more clearly represented that the Trustees listed with RPT in the previous year, did not have any transactions in this financial year. **MWS to action.** JG reminded the Committee that from April 2019 every RPT must be reported to the ESFA prior to taking place.   JG was pleased to report that there was only one minor management point to mention and also noted that there would be a meeting early in the year to discuss the new regulations surrounding RPT.  It was unanimously agreed that the committee were happy to recommend the accounts for approval at the upcoming full governors meeting (on the understanding that the noted changes would be included in the final version).  JG and KJS left the meeting at this point. DM escorted them out and returned a few minutes later. |
| 3. | **Minutes of previous meetings**  Minutes from the Resources meeting held on 5th October 2018 had been distributed, were not contested, and were discussed, approved and signed. |
| 4. | **Matters arising from the last minutes**  SR requested permission for the previously discussed and agreed Business Continuity Plan be taken to the upcoming FGB for approval.  SR explained that we had aimed to bring the revised financial regulations to this meeting, but they require a complete re-write to account for new policies and procedures. SR recommended taking the version that was revised and agreed at Resources in June 2018 to FGB for ratification. The next revision of the financial regulations will be brought to Resources before the June 2019 deadline.  SR noted that the Governors expenses policy is defined in the Financial Regulations and will continue to be included within the next revision.  SR provided feedback on current requirements and procedures to ensure RPT are handled correctly. Actions agreed include using a proforma (provided by MWS), obtaining alternative quotes, and comparing to standard fees. SR also updated on current requirements for proving transparency with RPT. It was noted that the MWS meeting scheduled for early next year, may provide updated information which will be brought back to this committee. |
| 5. | **Business Interests Updates**  None declared. |
| 6. | **Terms of Reference**  The Terms of Reference were discussed.  It was agreed to change the current requirement of having a minimum of 6 Governors plus the Headteacher, to a minimum of 5 Governors plus Headteacher.  Pending this change, the Terms of Reference were all agreed. |
| 7. | **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:   * Current expected outturn is £209,200, it was previously reported at £164,100. * The main change is the recently announced “little extras” fund has now been included and the updated staffing calculations have been included. * SR noted that the costs of the teaching apprenticeship had been amended to reflect the income and salary expenditure under the correct headings. The totals remained the same, but are showing in different cost centres.   **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:   * SR gave an explanation of the format of the amended cashflow report. * It was noted that at this stage, cashflow looks healthy and is not forecast to drop anywhere as near as last year.   **Virements**  Virement 5 had been discussed, agreed and authorised.  **5 Year Financial Plan**  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:   * All new expected and known income and costs were included. * Estimation of “little extras” income and expected student level funding is included, although these figures will not be officially declared until early part of next year. * SR noted that final carryforwards would not be known until July.   Discussion took place around news from the Schools Forum that ECC were proposing to move some money from the School’s block to meet a shortfall in the high needs block. This could have an effect of up to -£20,000 on next year’s funding. LH expanded upon the previous point to explain the background to ECC’s position.  The committee noted that there were small deficits forecast in 19/20 and 20/21 and agreed that these need to be monitored but the committee are comfortable that, due to the relatively small size of the deficits, these would be manageable. |
| 8. | **Staffing issues**  CJH gave an overview of some minor staffing alterations which included: Pastoral Assistant and Student Services Admin role.  CJH also introduced the upcoming project relating to interventions which will see 3 progress managers work alongside the progress team. This will be supported by the School Improvement budget.  Recruitment to Science and MFL is still ongoing. |
| 9**.** | **Ice Report**  One low risk was identified – this was the September’s employee list had not been signed when ICE visited in early October. SR explained all other months had been signed and as we were only a few days into October; September’s had just not been actioned by this point.  The only other note raised was that the Resources Terms of Reference had not been agreed for this year. It had been accepted that this would be on this meeting’s agenda. |
| 10**.** | **Energy analysis 2017-18**  The analysis had previously been provided to Governors and was discussed highlighting the following:   * Usage had dropped year on year, this is likely to solar panels, LED lights and energy saving measures. * 2017-18 costs had increased slightly despite lower usage. This was due to price increases across the industry. * Discussion ensued around solar panels and the potential of adding further panels. |
| 11**.** | **Updates**  GDPR – recent audit confirmed that we have adequate assurance which is an improvement from last year’s audit. Audit suggestions include: enhanced privacy statements, documenting data risk assessments, and recording day to day minor incidents. SR will be looking to implement these before the next audit. SR reported that the online training is now available, following several errors with the release. SR will now evaluate the content and circulate to staff and governors.  CIF Bids - SR confirmed that two CIF bids would be submitted covering fire safety and cladding replacement for Admin block. New surveys and enhanced evidence have been collated since the last CIF appeal. |
| 12**.** | **Risk Register**  LH had previously circulated an updated risk register with some text changes on. These were discussed and agreed. LH will make amendments relating to Ofsted as soon as the letter is received. It was agreed to remove risk 7 in light of the recent successful GDPR audit. Discussion also took place regarding risk 6, relating to recruitment. It was discussed whether the mitigated risk should be changed from amber to green. It was agreed to leave it as amber, in light of the current national recruitment difficulties. |
| 13**.** | **Policy Reviews**  There were no policies to review. |
| 14. | **Natwest Account**  It was reported the balance is £1,381.43 as at 14.11.18.  Discussion took place around closing the NatWest account, as only 4 donators still pay into this account. It was agreed around April 2019 to contact the donators with the new bank account details with a view to closing the NatWest account after that. |
| 15**.** | **A.O.B.**  None. |

**Date of next meeting: Friday 15th February 2019, 8.30am in i53**