

Resources Committee Meeting

Thursday 11 February 2021 at 5.30pm

Held via Zoom

Governors		
Nikola Novčić ('NN') Chair	Foundation Governor LDBS	30 June 2023
Tim Jervis ('TJ') Chair of Governors	Parent Governor (Elected)	30 April 2024
Evelina Hinovska-Barbier (EHB) Co Vice Chair	Parent Governor (Elected)	30 April 2024
Ammar Ahmed ('AA') Co Vice Chair	Foundation Governor LDBS	13 Jan 2023
Allan McLean ('Headteacher')	Headteacher	Ex Officio
In attendance		
Monwara Sikder ('SBM')	School Business Manager	
Emma Ingles	Deputy Headteacher	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Actions this meeting		
4.2.2	SBM Circulate toilet refurbishment quotes for approval.	SBM
7.0	Recommended Policies for approval at FGB - <ul style="list-style-type: none"> ▪ Accessibility Plan/ Data Protection/ First Aid ▪ Data protection and retention- Loom and teaching videos 	Clerk FGB agenda AA
8.0	Admissions ranking- SBM to facilitate	SBM/Chair/CoG
Part 2		
10.3	Gift Aid-The EHT would ask the SBM to chase up. Capitation letter reminder- summer term	EHT/SBM EHT/CoG

Item title and information																
1.	<p>Welcome- the Chair welcomed all to the meeting and the meeting was opened in prayer by the HT.</p> <p>1.1. <u>Attendance and apologies for absence-</u> All were present.</p> <p>1.2. <u>Declarations of Interest for this agenda-</u> There were no declarations made against items on this agenda.</p>															
2.	<p>Approval of the minutes from the previous Committee meeting, held 3 November 2020 – the Chair summarised the last meeting and points discussed.</p> <p>The minutes were AGREED to be a true and accurate record of accounts and would be signed at the next physical meeting.</p> <p>2.1. Any matters arising not on the agenda for the meeting</p> <table border="1"> <thead> <tr> <th colspan="3">Actions this meeting</th> </tr> </thead> <tbody> <tr> <td>7.0</td> <td>Pay uplift and policy to be circulated for approval</td> <td>Completed</td> </tr> <tr> <td>7.0</td> <td>Policies recommended to FGB for ratification- Pay/Health and Safety/NQT</td> <td>Completed</td> </tr> <tr> <td>7.0</td> <td>SFVS- Governors to review (clerk to circulate) and FGB agenda item</td> <td>Completed</td> </tr> <tr> <td>9.2</td> <td>Chair to draft Capitation account letter for parents</td> <td>Completed</td> </tr> </tbody> </table>	Actions this meeting			7.0	Pay uplift and policy to be circulated for approval	Completed	7.0	Policies recommended to FGB for ratification- Pay/Health and Safety/NQT	Completed	7.0	SFVS- Governors to review (clerk to circulate) and FGB agenda item	Completed	9.2	Chair to draft Capitation account letter for parents	Completed
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3.	<p>Finance – the SBM reported.</p> <p>3.1. <u>Q3 Budget Monitoring</u> A CFR report had been circulated prior with notes regarding variances. Points were raised as follows-</p> <p>Income increased by £98k since the budget was set-</p> <ul style="list-style-type: none"> ▪ Pay and pensions grant- an additional £30k had been realised, due to grant increase. It was noted that a pay pause was planned for next year. 															

- Extended services transfer- the SBM would normally transfer £20K annually, however a balancing, additional £50k would need to be transferred to cover works last summer before the year end.

Expenditure

- School meals costs would be balanced out at the end of the year
- £1300 school journey not spent
- Water costs- A complaint had been submitted, being delayed. The water meter was now working correctly, however a past refund for over charging was not forthcoming-the SBM to talk to Ofwat to pursue if no response continued.
- Pest control-now extended across the buildings.

Projected Year end (all accounts) £242,907.41

Projected in-year carry over £47,511.59

3.1.1. Q A Governor ASKED about Teaching salary changes in the spreadsheet, and the query was explained to be due to a staff member's secondment to St Johns, offset in income.

Q In response to a QUESTION from another Governor, it was noted that currently there was a £290,419 balance in the extended services account, some of which had been used for works last summer and not as yet transferred. It was hoped that income would resume from extended services as soon as the school was fully opened.

Q A Governor ASKED why the SFVS benchmarking tool indicated that revenue was 'significantly below'? It was explained by the SBM that this was due to an accounting situation- most schools would have a single account for all transactions, whereas HPS had two accounts, income, including the surplus (mostly in the Extended services account) was therefore not included in SFVS calculations.

Q A Governor CHALLENGED why the Professional services costs were higher? This was explained to be due to the EHT who was paid via the LDBS, therefore came under the consultancy budget heading.

Q A Governor ASKED how the SFVS could be used for Key Performance Indicator (KPIs) monitoring purposes? The EHT noted that it was a useful tool, however somewhat limited as variances between schools made the data difficult to unpick with any accuracy.

It was noted that there was a possibility of a larger than budgeted surplus this year (estimated at £47.5K, an increase on the £26K originally expected in the budget). A 2-5% surplus was seen to be reasonable, as under previous guidance the LA would be unable to claw back funds within this amount. The SBM would continue to monitor both accounts to ensure funds were best placed for the end of year close.

Whilst the estimated carry forward was comfortable, it would be required to support the budget for next year.

The SBM thanked the Chair and Financial Governors for due diligence and submitting queries prior to the meeting to allow for efficient reporting.

3.2. 2021-22 Budget factors-

3.2.1. Q A Governor ASKED if pay grant was not to be repeated (£50K) how would this affect the budget for next year? The SBM confirmed that it was not expected that there would be an increase in 'the cost of living' (uplift) rise, however teachers would be expected to progress along the scale.

The budget would be based on there being no uplift to the scales, but the usual 2% estimate for progression would be included.

The catch-up premium grant (£18k paid over 3 terms) had been prudently used to fund an additional catch-up teacher for this year (shared across schools with St Lukes). There was no plan currently that this funding would be reproduced next year.

Q A Governor ASKED about estimated £155k balance, which was looking healthy? The SBM confirmed that this was the amount expected in the Extended services at end of this financial year, usually the extended services income annually would be in the region of £30-40k revenue, however due to Covid this was reduced to a possible £10k to year end.

Q A Governor ASKED about minimising the carry forward? The SBM confirmed that she would be monitoring the situation to facilitate. Last year an in-year surplus of £19k had been seen, however savings on PE coaches, trips, swimming, school meals due to Covid had impacted positively and the money would be used for the benefit of pupils, supporting the budget for 2021-22.

Governors agreed that this was a prudent financial management approach.

Budget to next meeting, Tues 4 May.

4. Premises Report

4.1. External and grounds-Planters had been replaced. The new boilers were working well, but classrooms had windows open for increased ventilation as a Covid mitigation measure, therefore the building was still cold.

4.2. CW County washrooms- bid for approval (action from the 18 Jan FGB)

4.2.1. The girls' toilets and staff toilets both had been identified as requiring refurbishment, quotes were being updated. The SBM added that it was planned that the new toilets would in the style of the refurbished boys- awaiting a visit from the contractor to re-quote.

4.2.2. Q A Governor ASKED about how these works would be funded? Could the PTA be involved in raising funds for the girls' toilets? It was noted that fundraising opportunities had been limited this year, and the PTA had covered some costs for flooring and resources (£25k) and so would need time to build up funds.

It was planned that the works to the toilets would take place during the summer holidays (FY 2021-22), it may be possible to raise some funding otherwise this would come from the Extended services account. It was noted that the staff toilets would be in the region of £5k/£3k Approximately.

Q A Governor ASKED if 3 quotes would be sourced and this was confirmed as best practice. Possibly this could be agreed or ratified at the next meeting.

Action SBM Circulate quotes for approval.

5. Staffing- the EHT reported.

5.1. Staff attendance was high, this was reflected in the underspend on supply cover (£10k savings).

5 members of staff had contacted Covid, Teachers and support staff working hard through the Pandemic and adaptable during the rapid changes required.

5.2. Staffing structure-

- There would be no bulge class in September, however natural changes to staffing would be assumed and it was hoped that this would suffice to manage the staffing accordingly.
- Maternity leaves were included in forecasts. Congratulations were expressed to Alice Reilly, for the safe arrival of new baby Amelia.

6. Partnership with St Luke's –

6.1. The EHT noted that this continued well, both schools keeping in touch about remoted learning changes and sharing best practices.

The SENDCO had made risk assessments across both sites for SEN pupils and those with EHCPs.

The shared catch up teacher was working well.

7. Policies

7.1. Charging and Remissions (delegated) –

Based on a policy from the Key, Q A Governor ASKED about nominal fees for approval or references? It was explained that this was difficult to quantify, as different types of request involved different amounts of work- and would be notified individually- **supplied for information.**

7.2. Accessibility Plan-

To be updated to link with the SEND information report. **Delegated- AGREED**

7.3. First aid policy- Model from The Key, linked to the risk assessment and external visits policy. **RECOMMENDED**

7.4. Governors allowances- **AGREED**

7.5. Data protection Policy-

Updated to remove references to GDPR, it was noted that the LDBS policies had not as yet been updated. 2 years. **AGREED**

Data procedures-

- Data breaches management. Noted for information
- Record management and data retention- updated to reflect SEND information retention, and that the files would move with the child to a new school.

Q A Governor CHALLENGED the school about the retainment of video data- for Remote learning purposes, a lot of additional data was being exchanged online; was this included under the data protection and retainment, could parents access the current offer and download?

The EHT noted that staff and parents had been reminded about online safety and data protection covered items, the Risk assessment covered areas relating to safeguarding.

Q Ownership of the teaching videos was queried? It was agreed that this was a useful resource and a Policy on ownership may be required- the teaching contracts would be checked. It was noted the retainment of teaching Loom videos should be included in the Record management procedures as staff may wish to come back after a number of years to claim ownership.

It was noted that Teachers had worked amazingly hard to produce new ways of delivering the curriculum, and new ways of manging the data would be required. This issue could cut across different policies, intellectual property (IP) clauses were generally included in contracts to belong to the employer in the private sector.

Action AA to Check with DPO

8. **Any other business**

8.1. Admissions Committee delegation- 2 Governors were required to oversee the ranking process and validate against criteria. The SBM explained that the usual way of doing so was for the Governors to review the process with the SBM, checking forms were submitted correctly. How could this be facilitated remotely?

The Committee chair or Chair of Governors would support, perhaps with the aid of one of the new PCC members, the SBM would confirm at the end of Feb to confirm. Waiting on LA for information.

Delegated- action SBM to facilitate

9. **Confidential items-**

to decide if any items to be deemed confidential from Part 1

Budget to next meeting, Tues 4 May.

There being no further business the meeting closed at 19.08

Signed by the Chair.....

Dated.....

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