

**Boughton Leigh Junior School**  
**Resources Committee Meeting**  
**Wednesday 6th March 2019 at 6pm**

**MINUTES**

**Boughton Leigh Junior School**  
**Resources Committee Meeting**  
**Wednesday 6<sup>th</sup> March 2019 at 6pm**  
**in The Staff Room**

<b>Governors Present:</b>	Stephanie Cowley - Chair of the Committee Tim Dedman Paula Duynstee - Headteacher
<b>In attendance:</b>	Clare Baskott - Clerk to Governors Debbie O'Dell – SBM
<b>Apologies:</b>	Ian Birch Alan Webb - Chair of Governors
<b>Absent:</b>	No-one

**MINUTES**

**The meeting was quorate with three Governors present throughout the meeting.**

**Standing items**

**Item 1 Welcome and apologies for absence**

The Chair of the Committee opened the meeting at 6.04pm.  
Apologies for absence were received from Ian Birch and Alan Webb.

## Item 2 To receive notice of any additional business notified to the Chair

None.

## Item 3 To record any declarations of interest relating to items on the agenda

None.

## Item 4 To review and approve the minutes and confidential minutes of the previous meeting, 26<sup>th</sup> November 2018, and matters arising

The minutes of the previous meeting were agreed to be an accurate record of the meeting and were signed by the Chair of the Committee.

## Finance

### Item 5 To receive Budget Monitoring Report

#### SUMMARY FINANCIAL REPORT TO GOVERNORS SPRING TERM 2019

#### FINANCIAL POSITION FOR 2018/19 – 2021/22

Please note the plans below have been updated with the new s251 formula funding budgets for 2019/20 and following years.

The figures below include the income and expenditure for the SEN Resource Provision which opened at the start of the Autumn Term:-

Details: Spring Term Visit	2018/19	2019/20	2020/21	2021/22
TOTAL INCOME	2,065,952	2,132,618	2,167,971	2,149,332
TOTAL EXPENDITURE	2,065,125	2,091,401	2,193,800	2,245,910
<b>CURRENT ANNUAL BALANCE</b>	<b>826</b>	<b>41,217</b>	<b>-25,829</b>	<b>-96,578</b>
FORECAST CARRY FORWARD	59,511	60,337	101,554	75,725
<b>OVERALL BALANCE</b>	<b>60,337</b>	<b>101,554</b>	<b>75,725</b>	<b>-20,854</b>

The figures below are the income and expenditure for the SEN Resource Provision:-

Details: Spring Term Visit	2018/19	2019/20	2020/21	2021/22
TOTAL INCOME	85,459	138,504	134,504	134,504
TOTAL EXPENDITURE	40,617	124,455	147,843	152,273
<b>CURRENT ANNUAL BALANCE</b>	<b>44,842</b>	<b>14,049</b>	<b>-13,339</b>	<b>-17,769</b>
FORECAST CARRY FORWARD	0	44,842	58,891	45,552
<b>OVERALL BALANCE</b>	<b>44,842</b>	<b>58,891</b>	<b>45,552</b>	<b>27,783</b>

**Boughton Leigh Junior School**  
**Resources Committee Meeting**  
**Wednesday 6th March 2019 at 6pm**

The Chair of the Committee had met with School Business Manager and the Headteacher to review the school's financial position. The Chair of the Committee referred the meeting to page 1 and the risk area for 2021-22, when the ghost funding ended for the SEN resource. The figures were based on the provision being full. The Head had met with Pat Tate and all pupils accessing the provision would be treated as 'Fair Access pupils'. A discussion took place about the SEN resource and the on-going need for this provision across the county. The Headteacher had shared details of the provision at the consortium Head's meeting. However, there were still questions regarding access and the panel process.

The School Business Manager (SBM) gave an oral update on the budget which had been circulated prior to the meeting. The SBM referred the Committee to the carry forward in 2019-20 and the reduction in staffing, as the school would not be recruiting as many members of staff in the next financial year. There would be significant increases in pension costs in the future. During the meeting, the Chair of the Committee and the Headteacher discussed whether the 2% pay increase was fair, and it was agreed that it was.

The income into school for 2018-19 have eliminated a cross charge for Jolly Brollies for this year. In future, the school would invest £10,000 into Jolly Brollies with a plan to recover this in the future. The school was looking at the pricing structure to ensure it was competitive as Boughton Leigh Infant School was now also taking Junior school students for wraparound care. There had been some staff changes at Jolly Brollies and two long term sicknesses had led to increased costs.

**Governor question: Are there still issues with non-payment?**

**Response: No, it is all now in order.**

**Governor question: Are there still issues with parents arriving late?**

**Response: No, that has all been resolved.**

A discussion took place about the importance of offering Jolly Brollies for the good of the community and to support local families. The setting was an integral part of the school and ethos. It was agreed that the school needed to offer the service to retain pupils of working parents at the school and to ensure that it remained affordable.

## **Item 6 To receive a Capital Expenditure Report**

The Chair of the Committee gave an oral update. The school had received additional funding of £11,000 and had reduced the amount of revenue used for capital. The variances in the budget for buildings of £11,000 were the savings made during the toilet refurbishment.

## **Item 7 To review and approve the School's Financial Value Statement SFVS**

The SFVS was due to be submitted to the LA on 31<sup>st</sup> March 2019. The School Business Manager gave an oral update on the changes which had been made to the SFVS. It was

**Boughton Leigh Junior School**  
**Resources Committee Meeting**  
**Wednesday 6th March 2019 at 6pm**

agreed that changes would be made to sections of the SFVS regarding the continued careful and considered management of the school budget. Following these changes the SFVS would be reviewed for ratification by the Full Governing Body. Clerk to add to the agenda.

**Action: Clerk.**

## **Item 8 To receive Budget Monitoring Report (Continued)**

### **Budget setting meeting**

It was agreed that the next Resources Committee meeting would take place on 9<sup>th</sup> April 2019 at 6pm (originally scheduled for 3<sup>rd</sup> April 2019). Clerk to inform all members of the Committee and update the calendar on GovernorHub. **Action: Clerk.**

The school continued to ensure it was compliant with GDPR and there had not been any breaches.

A discussion took place about considering using supply teacher insurance in the future.

There had been an underspend on premises.

The Committee noted how comprehensive the new format of the WES budget report was.

Staff have all now been trained to use the new Cornerstone curriculum system. However, the school would not see the benefit of the spending on Cornerstones until September 2019, when the scheme would be officially introduced across the school. The positive impact had already been seen in the staff and senior leadership team.

## **Item 9 To receive a Report Capital report**

It was agreed that this had already been covered.

## **Item 10 To receive a report on the Asset Register**

The students who had been due to join the school on work experience had not attended. It was agreed that the School Business Manager would ask the teachers to record the assets in their classroom to set up the Asset Register. **Action: School Business Manager.**

## **Item 11 To receive a report on Jolly Brollies**

It was agreed that this had already been covered.

## **Item 12 To receive a report on Pupil Premium/Sports Funding**

Pupil Premium Funding for 2018-19 was £17,800 – income £17,820

The school had already spent £16,300, the remainder would be carried forward into the new financial year.

**Governor question: Is Pupil Premium funding used to assist eligible pupils to attend school trips?**

**Response: It has been used to support pupils on residential trips, day trips and music fees.**

**Boughton Leigh Junior School**  
**Resources Committee Meeting**  
**Wednesday 6th March 2019 at 6pm**

The school also contacts parents whose children are eligible for Pupil Premium to ask if they would like to attend the clubs.

The Sports Grant Funding had produced a balanced budget.

**Item 13 To receive a report on Premises**

The SBM gave an oral update. A new school lock-down system had been installed. A discussion took place about the evacuation plan in the event of a lock down.

The previous issues involving snagging and unpaid invoices had all now been resolved.

**Item 14 To receive a on Health and Safety and the Fire Risk Register**

The School Business Manager gave a verbal update. The school had received their Health and Safety report and the Fire Safety Risk Register visit. Staff were aware of how to assist pupils with disabilities in the event of a fire or other evacuation. A robust discussion took place about alternative evacuation procedures.

**Item 15 To receive a report on Staffing**

Nothing to report.

**Governance**

**Item 16 To review and approve the following policies:**

**Finance Responsibilities and Signatories March 2019**

The Committee voted to approve the above.

**Best value statement March 2019**

The Committee voted to adopt the above statement.

**SFVS Appendix**

Already covered above.

**Accessibility Plan**

It was agreed that this would be carried forward to the next meeting. Clerk to add to the agenda. **Action: Clerk.**

**School Evacuation Plan January 2019**

The School Evacuation Plan had been reviewed. It was noted that this can be delegated to the Headteacher for approval. The Committee noted the Plan.

**Premises Management Docs**

It was noted that the Lock Down Procedures policy would be carried forward and would be reviewed by the Committee on an annual basis. Clerk to add to the agenda. **Action: Clerk.**

**Standing items**

**Item 17 To decide whether any items should be excluded from the minutes and papers to be made public**

None.

**Item 18 Any other business**

None.

**Item 19 Date of next meeting**

Tuesday 9th April 2019 at 6pm

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair of the Committee**

Action:

<p><b>Action 1</b>          Following these changes the SFVS would be reviewed for ratification by the Full Governing Body. Clerk to add to the agenda.</p>	<p>Clerk</p>	<p>March 2019          Completed March 2019</p>
<p><b>Action 2</b>          It was agreed that the next Resources Committee meeting would take place on 9<sup>th</sup> April 2019 at 6pm (originally scheduled for 3<sup>rd</sup> April 2019). Clerk to inform all members of the Committee and update the calendar on GovernorHub.  <b>Action: Clerk.</b></p>	<p>Clerk</p>	<p>March 2019          Completed March 2019</p>
<p>The students who had been due to join the school on work experience had attended.          It was agreed that the School Business Manager would ask</p>	<p>School Business Manager</p>	<p>April 2019</p>

**Boughton Leigh Junior School**  
**Resources Committee Meeting**  
**Wednesday 6th March 2019 at 6pm**

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