



MINUTES

Meeting of:	RESOURCES COMMITTEE
Date/Time:	15 th November 2016 6.30 pm
Location:	Patcham Junior School – Learning Support Room
Distribution:	All Governors, Business Manager, Website
Present:	<p>Governors (voting): Mark Rodericks (MRD) Deputy Headteacher Trevor Howson (TH) Chair of Committee Becky Stevens (BS) Danny Simpson (DS) Derrick Davis (DD) Iseult Hull-Flower (IHF) Chair of Governors</p> <p>Other (non-voting): Sue Blackman (SB) School Business Manager Janet Johnson (JJ) Clerk</p>
Apologies:	Ashley Seymour Williams (ASW) Headteacher

	DISCUSSION and DECISIONS	ACTION
1	Welcome and apologies for absence TH opened the meeting and a warm welcome was extended to BS as it was her first meeting as recently elected parent. ASW had briefed MRD. Discussion moved to item 4.	
2	Declaration of Interest of items on agenda DS reminded all his spouse worked as a Teaching Assistant at the school. No new declarations had been received and all governors could remain and contribute throughout.	
3	Minutes of last Meeting The minutes were agreed as an accurate copy and signed by TH accordingly. They would be posted on the website.	
4	Matters Arising: 4.1 SB had provided further information regarding the non-order invoices and DS would follow up if required. 4.2 Items 8, 9 and 10 of the SFVS action plan needed further work. JJ would circulate the 2015/16 SFVS and the 2016 form that needed completing 4.3 BS and DD would meet with a view to BS taking on at least some of the Health and Safety monitoring roles and DD would consider alternative roles. All other actions had been completed	
4	Budget monitoring 2016/17 Governors had already considered the current projected outturn for 2016/17 and explanation for anomalies and noted a surplus of £45k was currently expected.	



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	<p>Is there anything you wish to note?</p> <p>SB informed</p> <ul style="list-style-type: none"> • The pay rise and increments were included. • Supply costs were on track. • An absence had not been covered by insurance. • The Individual Needs Assistants were included. • Figures had been calculated on the basis of what was known. • Staffing costs had been reduced by using the senior leadership team for some cover as well as Level C Teaching Assistants. • The budget has been amended with regard to breakfast and afterschool club as take up has become clearer. MRD passed on a message from ASW that staffing of the breakfast club may need to increase on particularly popular days. • A ring fenced spreadsheet to budget for all the clubs had been set up so they ran on total club income. MRD advised take up by group had been considered and this way a broad mix could continue to be offered. • There were no virements <p>MRD informed the outcome of the challenge with the Virtual school had been partially successful and governors requested it was followed up again as there was still a shortfall of at least £1700.</p> <p>Have you been covering instead of using supply? Yes and we have done this with students too if we can.</p> <p>In terms of funding – what about the impact on leadership time? Yes, we need to look at how we can look after ourselves and have, for example worked from home occasionally.</p> <p>How many are level c? 4, but only 2 are really available for this we make sure the requirements are not excessive.</p> <p>How accurate will the outturn be? Fairly, subject to unexpected events.</p> <p>How much would you want to carry forward? All, to contribute to staffing costs in 17/19.</p> <p>A governor suggested organisations that might be able to assist with clubs.</p> <p>Governors were very pleased with the current situation and thanked all those involved. The reports were accepted and a further check would be made at the next meeting.</p>	
5	<p>School Fund Audit</p> <p>Governors had already considered the certified document prepared by the accountant and spreadsheet and other information provided by SB.</p> <p>The accounts had been certified and the wording was correct but SB and a governor had noted some technical errors which she would follow up. A governor gave advice.</p> <p>SB leaves 18.57</p>	



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6	<p>Staffing Report Governors had already considered the report When will you begin to review the one year contracts? Late spring early summer and also when reorganising classes. There were no other questions and the report was accepted.</p>	
7	<p>Premises Report Governors had already considered the report which was now accepted. Governors queried why works on the toilet block would cost considerably more than expected and could not go ahead as planned. Had the local authority already tendered the works then amended the specification? This was not known but £65k for one end of the toilets was too much. Were there any dates or advice? No. It was confirmed it was the LA that paid. In discussion it was described how funds were distributed from central government and LAs allocated according to need following bids by schools.</p>	
8	<p>Update on Pupil Premium Governors had already considered the evaluation of the use of pupil premium 2015/16. In addition two governors had met with the pupil premium lead at the school the previous week. Further information was given: It was quite difficult to separate out in the budget what was spent on pupil premium and some of the expenditure benefitted non-pupil premium pupils. How are funds allocated? During the financial year rather than academic year. Governors were already aware that in comparison to the national average non-pupil premium pupils had very good outcomes and in most cases there was no gap for attainment and had actually made significantly better progress. Years 3, 4, and 5 had also been compared nationally as they had completed the tests and the gap was closing the longer pupils were at the school. Governors noted that in Raise on-line, the data used by the Department for Education figures for progress in the separate subjects were based not on prior attainment in that separate subject but on an average figure, (weighted reading 25, writing 25, maths 50) for all subjects at key stage 1. In addition the school's progress figure was not the progress made by pupils but a comparison against national average progress for banded groups of prior attainment averaged across subjects. What is success due to? Having a number of interventions and embedded systems. The monitoring and appraisals all linked well and it meant we are keeping on track. Governors could confirm the planning stood out, pupil premium pupils were highlighted and tracked and all that needed to, knew who they were. The results showed that expenditure was clearly</p>	



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	good value for money. Governors congratulated the school.	
9	Whistleblowing Policy No amendments to the policy had been proposed and TH would liaise with ASW and report back to committee with the annual report by email. MRD was not aware of any incidents.	TH
10	School Financial Value Standard Governors agreed to have completed their work on their allotted sections and would return the form by 23.1.17. DS would attend to non-allocated items. JJ would circulate related material.	ALL
11	Data protection Policy MRD advised there had been no reported incidents. No amendments to the policy were proposed.	TH
12	Input on School Development Plan TH would take this forward	TH
13	Health & Safety ASW had previously advised everything was up-to-date. DD and BS would liaise and meet with the Premises Manager before the end of term.	BS TH
14	AOB Governors passed on thanks to MRD for his successful work on pupil premium and BS for joining the team. There being no further business the meeting closed at 20.02	

..... Signed dated

item	Owner	ACTIONS	By When
9	TH	Check with ASW re Whistleblowing and update committee	26.11.16
10	DD DS TH ASW	Complete works required and send DS your completed section.	23.1.17
	BS	Familiarise with SFVS documents	
11	TH	Follow up Data Protection annual audit from the Data Controller As per policy	10.2.17
12	TH	Input on School Development Plan	Ongoing
13	DD BS	Liaise and take forward H&S policy monitoring, report back	
14	BS	Liaise mentor, book any relevant training, follow up any queries	