



**MINUTES**

<b>Type:</b>	<b>Resources Committee</b>
<b>Date/Time:</b>	19 <sup>th</sup> November 2015 6.30 pm
<b>Location:</b>	Patcham Junior School
<b>For:</b>	Resources and Pay & Performance Committee
<b>Distribution:</b>	All governors, Business Manager
<b>Attendees:</b>	Governors: Ashley Seymour Williams (ASW) Headteacher Danny Simpson (DS) Chair Derrick Davis (DD) Trevor Howson (TH) Adam Smith (AS) Other: Janet Johnson (JJ) Clerk Sue Blackman (SB) Bursar

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<b>Welcome</b> and apologies for absence DS opened the meeting. No apologies had been received.	
2	<b>Declaration</b> of Interest in items on agenda No new declarations were made when invited. It was agreed no one was required to withdraw from discussion.	
3	<b>Minutes of last Meeting</b> These were agreed to be an accurate record of the meeting and signed by the Chair accordingly.	
4	<b>Matters Arising</b> 4.1 The Health and Safety focus governor was making progress and would report back at a later meeting with annual work plan. JJ would send further information.  18.38 TH arrived and declared no interest when invited.  4.2 The three year budget was deferred until the end of term. 4.3 DS would finalise work on the Annual plan. 4.4 The declaration of interest form would be revised by beginning of next term. 4.5 The appraisal and pay focus governors had met with ASW regarding monitoring arrangements. A flow chart had been drawn up. A further meeting had been arranged and would report back at next meeting. TH had not found a training course to attend in that time. JJ suggested GEL. 4.6 Data protection was being monitored by AS. ASW will send AS the policy for review. It was agreed all other items had been completed or were to be discussed later in the meeting.	DD     SB  DS DS  TH  AS



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	<p><b>5.1 Budget 2015/16</b>  Governors had already received the outturn forecast, chart of accounts review by cost centre and record of supply cover 15/16 to September 2015 and SB now took questions.</p> <ul style="list-style-type: none"> <li>❖ It was agreed virements would be done to contingency rather than an overspent cost centre.</li> </ul> <p>Might it be an idea to have a separate training cost centre for next year? It would be considered.  Does rent not have a budget? It will next year.  Re the £26k overspend on agency. What was the cause? It was through covering budgeted staffing costs through agency staff.  Did you get any legal advice? Yes. It was a good outcome.  Are the projected outturns for agency and supply realistic? Yes, spent quite a time looking at them.  Overall there is about £9k difference between overspending on supply and underspend on teaching. Is it because it is more expensive to have an agency teacher? No. it is because after April we were using a lot of cover but this has now reduced as it is being covered in house.</p> <p>The record of supply cover clearly showed reductions. Details would be sent to TH to do a pivot table and distribute.</p> <p>5 Is the breakfast club paying for itself? Yes. More than.  How many come? It is in the 20's and increasing.  Is that about the limit? 30 is about the limit for staffing and space.  Do they book it in advance? They do it by parent pay.</p> <p>What is IRIS? It is a system to assist with training and development of staff, including video monitoring. It helps reduce supply cover and saves employing specialists. It has been quoted as costing £1700 per annum.  Is there a licence? It is a lease for 3 years, when received ASW to send a copy to DS.  It was suggested the data protection policy may need to be checked and amended. No, these data would be covered under our existing policy.</p> <p><b>5.2 Virements</b></p> <ul style="list-style-type: none"> <li>❖ It was agreed to vire £1835 from YLEA cost centre to numeracy and £1469 to school improvement.</li> </ul> <p><b>5.3 2015/16 Outturn and 2016/18 forecast</b>  The current outturn prediction for 2015/16 is £19,472. Since the last meeting, the under-spend had increased. The school was looking at reducing non-staff expenditure as a way of covering increasing staff costs. The 3 year budget was not ready yet and this was requested for the end of term. DS would liaise.  The reports were accepted with thanks.</p>	<p>SB TH</p> <p>DS SB</p>
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<p>6</p>	<p><b>Pay Policy</b>          Governors had already scrutinised the policy for 2015/16 received from the school.  <b>Can we get clarification on the insurance whether we are indemnified by an action by the teacher in the event that governors use their discretionary powers?</b> ASW will investigate.</p> <ul style="list-style-type: none"> <li>❖ Subject to this and the following three amendments; the pay policy was approved for recommendation to FGB.             <ul style="list-style-type: none"> <li>• 10a – not to take additional payments to teachers for voluntary training</li> <li>• 10d – not expect to make recruitment awards</li> <li>• For pay committee, read Resources Pay &amp; Performance committee.</li> </ul> </li> </ul>	<p>ASW</p> <p>DS ASW</p>																		
<p>7</p>	<p><b>Scheme of Delegation</b>          Governors had received the current scheme as no work had been done to update it; Suggestions for amendments were made, in particular, regarding the use of debit cards and the authority of the Finance Assistant. In discussion in was agreed:</p> <p><b>How do we approve invoices?</b> Electronically and by means of a stamp on the hard copy.  <b>For D28: Should the premises manager still do this?</b> Patcham High School maintains the list.          Governors stated that whilst with appropriate approval, PHS could maintain the register, PJS staff need to carry out the annual check, as the assets are PJS's responsibility. They confirmed it could be done by the Premises Manager.          Further recommendations included to consider a contingency fund for the Premises manager during the school holiday.</p> <ul style="list-style-type: none"> <li>❖ <b>Amendments to Scheme of Delegation agreed</b></li> </ul> <table border="1" data-bbox="264 1462 1222 1912"> <thead> <tr> <th>Section</th> <th>Amendment</th> </tr> </thead> <tbody> <tr> <td>C37</td> <td>To refer to bank authenticator cards</td> </tr> <tr> <td>C34</td> <td>To include bank authenticator cards</td> </tr> <tr> <td>D17</td> <td>To read: The secretary is responsible for the administration of the lettings and the Bursar/Finance Assistant is responsible for raising invoices in FMS.</td> </tr> <tr> <td>D27</td> <td>To read: Responsibility for the care and safe custody and issue of stocks and stores is the responsibility of relevant staff.</td> </tr> <tr> <td>C45</td> <td>amendment agreed as proposed</td> </tr> <tr> <td>D8</td> <td>amendment agreed as proposed</td> </tr> <tr> <td>D32 on</td> <td>agreed as per latest model scheme (SB to supply)</td> </tr> <tr> <td></td> <td>All other amendments were agreed as proposed</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>❖ It was agreed a lockable cashbox within the safe could be used</li> </ul>	Section	Amendment	C37	To refer to bank authenticator cards	C34	To include bank authenticator cards	D17	To read: The secretary is responsible for the administration of the lettings and the Bursar/Finance Assistant is responsible for raising invoices in FMS.	D27	To read: Responsibility for the care and safe custody and issue of stocks and stores is the responsibility of relevant staff.	C45	amendment agreed as proposed	D8	amendment agreed as proposed	D32 on	agreed as per latest model scheme (SB to supply)		All other amendments were agreed as proposed	<p>SB</p>
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	<p>for storage of debit cards. They were to continue to be used only by the named individual and only they should have keys to the cashbox.</p> <p>JJ will receive up-dated Scheme from SB and make amendments, taking to FGB for approval.</p>	JJ																																							
8	<p><b>School Financial Value Standard</b></p> <p>Governors had already received the review questions to evaluate whether the school met the standards required. A governor had considered them in greater depth and now gave an interim report on progress. Governors agreed which areas required further investigation and who would undertake it as shown in the table below. All other questions were considered to at least meet the standard. Governors would report back at the next meeting.</p> <p><b>Questions</b></p> <table border="1"> <thead> <tr> <th>Number</th> <th>Action by</th> <th>Other comment</th> </tr> </thead> <tbody> <tr> <td>3</td> <td></td> <td>Would be complete when scheme of delegation approved</td> </tr> <tr> <td>8</td> <td>TH</td> <td>Investigate the rationale that sits behind it</td> </tr> <tr> <td>9</td> <td>TH</td> <td>Get the rationale that sits behind it and complete</td> </tr> <tr> <td>10</td> <td>DS ASW and SB to discuss</td> <td>This was considered to have improved but was still work in progress. Report back to a joint questionnaire which can be discussed in February</td> </tr> <tr> <td>14</td> <td>TH SB</td> <td>ASW advised the DfE do benchmarking in January SB will draft a report following a benchmarking meeting with bursars and school business managers from the City Partnership for Education.</td> </tr> <tr> <td>15</td> <td>DS and SB</td> <td>By Feb</td> </tr> <tr> <td>17</td> <td>DD</td> <td>By Feb</td> </tr> <tr> <td>19</td> <td>TH</td> <td></td> </tr> <tr> <td>21</td> <td>DS and SB</td> <td>By Feb</td> </tr> <tr> <td>22</td> <td>AS</td> <td></td> </tr> <tr> <td>24</td> <td></td> <td>To be covered under a later agenda item</td> </tr> <tr> <td>25</td> <td></td> <td>BCP is up-to-date</td> </tr> </tbody> </table>	Number	Action by	Other comment	3		Would be complete when scheme of delegation approved	8	TH	Investigate the rationale that sits behind it	9	TH	Get the rationale that sits behind it and complete	10	DS ASW and SB to discuss	This was considered to have improved but was still work in progress. Report back to a joint questionnaire which can be discussed in February	14	TH SB	ASW advised the DfE do benchmarking in January SB will draft a report following a benchmarking meeting with bursars and school business managers from the City Partnership for Education.	15	DS and SB	By Feb	17	DD	By Feb	19	TH		21	DS and SB	By Feb	22	AS		24		To be covered under a later agenda item	25		BCP is up-to-date	<p>See table for Actions</p> <p><b>ALL</b></p>
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9	<p><b>School Fund Accounts</b></p> <p>Governors had already received the accounts. A governor had scrutinised them in particular and would follow up some queries direct with SB. Further queries were raised:</p> <p><b>The auditor says it has been audited but there was no opinion – can you obtain it?</b> SB would request this.</p> <p><b>What is the increase about?</b> School dinners.</p>	<p>DS</p> <p>SB</p>																																							



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	<p><b>Why is it going through the school fund?</b> It had been discussed with school finance. They advised that income could be banked to the Budget Share and then journalled to PHS or banked to the school fund. The problem no longer exists as it is all on-line. <b>No further school meal income would be banked to the school fund.</b></p> <p><b>Who put the accounts together?</b> The auditor.</p> <p>A governor was concerned that by virtue of doing the accounts he could not have audited them and advised that in future the accounts were left with him and he was asked to audit them. The matter would be held over to the next meeting.</p> <p>The stopped cheques entry was queried and it was considered it should have been an adjustment to expenditure rather than itemised as stopped cheques.</p> <p>SB leaves 19.54</p>	
10	<p><b>Premises report*</b> ASW confirmed</p> <ul style="list-style-type: none"> <li>• The scaffolding had been removed and all the damage made good.</li> <li>• They were waiting for the kitchens to be finished. The new power input was due Christmas.</li> <li>• Eden would manage the contract.</li> <li>• The remaining half of the roof will be replaced in summer so redecoration could then take place.</li> </ul>	
11	<p><b>Staffing report*</b> Natural wastage of staff were not automatically being replaced to reduce size of future deficit. Governors agreed a day's special discretionary (non-paid) leave.</p>	
12	<p><b>Any other urgent business</b> Governors were aware the Local Authority (LA) had now made proposals as part of its SEN review and wanted to know how PJS would be affected. ASW reported at the moment someone from the service came in once a week and others now and again for e.g. speech and language work and the school also works with autism support specialist teacher and other areas we don't currently buy into. The LA is proposing to cut these services and it seems to be from very vulnerable pupils. PJS does not have the money to continue buying into a reduced service level without a commensurate reduction in charges. The City partnership for Education is putting together a response.</p> <p>It was recalled schools could take the funding, which was currently top-sliced, away from the LA. The provision of specialist services, however, was such that no school could provide on their own.</p> <p>It was noted the consultation period had been extended so the position had not been finalised.</p> <p><b>Agree financial items for next meeting:</b> Budget 15/16 16/18 by end of term for governor review and decide if further information required School fund</p>	SB



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What insurance we are using S4Schools form SFVS as above	
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..... signed ..... date

**ACTION SUMMARY**

	<b>OWNER</b>	<b>ACTION</b>	<b>DUE BY</b>
4.1	DD	Continue with H&S focus and report back	
4.2	SB	Vire on staffing	End of Term
4.3	DS	Finalise Agenda & paper plan for Committee	End of Term
4.4	DS	Finalise new declaration of interest form	End of Term
4.5	TH	Provide report on pay and appraisal. Follow up training	Next meeting
4.6	AS	Review Data protection suite of policies.	
5	SB TH	Forward supply cover information as requested to TH for presenting in a clearer manner and email to govts	
5	SB	Produce 3 year budget for governor consideration	End of Term
6	DS ASW	Take pay policy to FGB	Urgent
6	ASW/ AS	Investigate indemnification query. Email response	
7	SB JJ	Send JJ up-dated scheme to add on amendments from this meeting then take to FGB	Urgent
8	All	Undertake SFVS work as agreed DS to co-ordinate?	
9	SB	Raise school fund queries	30.11.15
9	SB	Follow up queries on school fund and report back	
12	SB	Prepare information for next meeting	