



MINUTES

Type:	RESOURCES and PAY and PERFORMANCE COMMITTEE
Date/Time:	25 th February 2016 6.30 pm
Location:	Patcham Junior School – Learning Support Room
For:	Resources and Pay & Performance Committee
Distribution:	All governors, Business Manager
Attendees:	Danny Simpson (DS) Chair of Committee Adam Smith (AS) Trevor Howson (TH) Ashley Seymour-Williams (ASW) Iseult Hull-flower (IHF) Derrick Davis (DD) Sue Blackman (SB)Bursar Janet Johnson (JJ) Clerk

	DISCUSSION and DECISION	ACTION
1	Welcome and apologies for absence DS opened the meeting.	
2	Declaration of Interest of items on agenda DS reminded the meeting that his wife was employed at the school	
3	Minutes of last Meeting 19.11.15 Subject to further clarification at item 5.1 the minutes were approved as an accurate record of the meeting.	
4	Matters Arising if not covered elsewhere 4.1 Safety of premises. A governor reported he had visited the school twice, attending with the premises manager whilst he completed the termly external and internal check. DD confirmed the checks were thorough and he had seen the up-to-date premises management document log. There were no issues requiring further action at present. The governor reported he considered systems were very robust and that considering the age of the building it was in good condition. 4.2 Healthy environment for staff. ASW confirmed the school had adopted the Local authority (LA) Team resilience and Well-being promotion procedures and undertook surveys. DD would take monitoring of this forward with ASW. In the meantime there were no indications of any cause for concern. The extent to which the environment was healthy for pupils fell within Curriculum remit. 4.3 Annual plan. A plan outlining the work for the committee was presented. It was agreed that for this year the draft budget would be agreed in April by email ready for discussion on the final budget at the May meeting. JJ would review the document in liaison with DS. 4.4 Pay and Appraisal evaluation. The report from TH and DD would be completed after the interim reviews and would be presented at the next	JJ DS TH DD



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	<p>meeting. They confirmed the systems scrutinised and approved by Ofsted remained in place and the outline 'map' would be reviewed.</p> <p>4.5 AS confirmed the review of the data protection suite of policies was now complete and the data protection policy up-dated.</p> <p>4.6 TH had completed the work on the pivot table which governors had received. He now explained how it was used to provide further analysis of Supply staff costs. TH was thanked accordingly.</p> <p>4.7 All other matters had been completed or were discussed elsewhere.</p> <p>4.8 The amended school fund audited accounts had been circulated and were now noted.</p>	
5	<p>Budget 2015/16 including virements and indicative budget figure for 2016/18 and its implications</p> <p>Governors had already scrutinised the current indication of outturn and the indicative budgets for the next 3 years. These had been accompanied by comprehensive notes with explanations of anomalies for which governors were very appreciative. SB was thanked for her report.</p> <p>The outturn was predicted to be a surplus of about £20k for 2015/16. A further £5k was expected from the virtual school and £3k from Mentorship income which would increase the carry forward to the amount predicted when setting the budget. The future years' surpluses were forecast at £28k for 2016/17 and £8k for 2017/18, before the above adjustments were applied.</p> <p>Why is the surplus lower at the end of 2017/18? It has actually increased from previous estimates because we had previously been cautious with pupil numbers in case these had been depressed by the category the school had been in; however numbers have now increased.</p> <p>Is staffing sustainable? We are expecting staffing changes will reduce costs.</p> <p>Can you explain the £2k for the occupational therapist? We were given funds for it but they have not yet come in to school and there will be a balancing figure when they do.</p> <p>DS confirmed the virements requested at the last meeting had been done and the sheet signed.</p> <p>ASW advised they had just been advised the indicative budget would be £1,258k, slightly higher than allowed for in the figures presented.</p> <p>Why is it more? The numbers of pupils have been confirmed and there are more with high needs. The main change is the pupil premium from those pupils receiving free school meals increasing from around 30 to 50. These funds, governors recalled, were mainly spent on staffing. The reports were accepted.</p>	
6	<p>Lettings/fees/charges</p> <p>6.1 Several documents allowing comparison of fees had already been considered by governors. They supported setting the scale of charges at a rate to provide a service to the community and for this to apply also to the after school club. Fixed costs needed to be covered and governors were pleased to note good use was made of the school and new lettings</p>	



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	<p>continued to be arranged.</p> <p>Have difficulties in receiving payments been resolved? There was only one that had been an issue and this was no longer a problem. Governors supported amending the policy so payments could be made in a manner agreed by the school.</p> <p>SB would make the required amendments.</p> <p>6.2 The charging policy had already been considered.</p> <p>In discussion governors clarified the position regarding the extent of the school's legal obligations and were concerned to ensure trips were available to all with concessions granted to those in receipt of FSM. It was decided requests should be granted at the discretion of the headteacher. A written request should be submitted by parents to whom the school would reply in writing. SB would amend the policy accordingly.</p>	<p>SB</p> <p>SB</p>
7	<p>Local Financial Procedures</p> <p>A governor had reviewed these and made recommendations which had been considered by the committee. Item numbers below relate to the procedure number in the document where further changes were agreed in discussion.</p> <p>2.4. To be amended so ASW would consider approval if an order were to be raised against over-spent cost centres.</p> <p>2.9 To delete the first sentence and require that invoices not received by the School Business Manager were to be taken to the office.</p> <p>4.4.2 Governors wanted to ensure entitlement to a free meal did not change but for those that did it needed to be booked and paid for by Parent Pay.</p> <p>4.7.1 SB suggestion was to be adopted.</p> <p>The document was approved subject to these amendments.</p>	<p>SB</p>
8	<p>Schools Financial Value Standard</p> <p>This was the scheme that allows for an assessment of the extent to which the school keeps good control over its finances. Committee members had reviewed the sections and followed up queries with the school, to their satisfaction. Good progress had been made this year, particularly with benchmarking and local financial procedures. Other areas already good, had been tightened. The action plan for next year would be to improve the link between the budget and the school improvement plan. The difficulties in doing this due to the different time periods used, was acknowledged. The other item for review would be regarding non-order invoices.</p> <p>DS agreed to complete the narrative, circulate to all inviting further comment and arrange for final completion of the form and sending it to the LA. It would be reported to FGB. IHF requested DS sign the form on her behalf in due course.</p>	<p>DS</p> <p>ALL</p>
9	<p>Pupil premium</p> <p>Deferred to next meeting. A report would be made to FGB.</p>	<p>ASW</p>
10	<p>Register of Interests (new declaration forms)</p> <p>These were agreed subject to the amendments suggested in discussion.</p>	<p>DS</p>
11	<p>Insurance and Services to Schools</p> <p>Governors had already considered the details of insurance options and</p>	



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	<p>take up and noted the full range of insurances held by the school, including in connection with governance. SB gave further information:</p> <ul style="list-style-type: none"> • The school arranged their own travel insurance with Zurich. • The school did not buy in to caretaker site management support. • Working parties have been set up within the LA to explore other options for some HR and Payroll services, although the school felt it would be better to improve the existing service. <p>Should the insurance payments be within the services for schools payment? No. Are lets and external coaches covered? They have their own public liability or the school could arrange it. Are they good prices? ASW advised this had been investigated and they were competitive. Governors supported keeping the HR and Payroll services under review and considering other options. The proposed services were agreed. SB leaves 19.55</p>	
12	<p>Premises report ASW advised:</p> <ul style="list-style-type: none"> • The kitchen had now been supplied but the electricity meter had not and this would be completed next week. • The second half of the roof had been confirmed to be completed over the summer and the school would then be leak and asbestos free. • The loft space would be completed. • The toilets would be refurbished and although still awaiting confirmation, it appeared the LA would be funding the majority of the work. <p>Who signs off the works? The LA and they post inspect it. They own the building and are responsible for the fabric of the building. The premises manager and headteacher are involved at every stage and do what they can to avoid overruns. Do you need any governor support? No Is the painting of the wall going ahead? Yes and the children are involved The asbestos register is managed by the premises manager and the LA checks it every year.</p>	
13	<p>Staffing report (inc structure) There was nothing to report on this occasion. The staffing structure would be reviewed with the new budget and it was likely there would be a proposal to make some temporary roles become permanent. There being no further business the meeting closed at 20.08.</p>	

..... Signed dated



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ACTION POINT SUMMARY

	OWNER	ACTION	DUE BY
4.3	JJ DS	JJ to notify DS of policy reviews needing including in the annual plan	EOT
4.4	TH DD	Report as advised	Next meet
6	SB	Amend Lettings scale/policy as agreed.	15.3.16
6	SB	Amend Charging policy as agreed and put on website	15.3.16
7	SB	Amend Local financial procedures as agreed	ASAP
8	DS	SFVS complete and circulate form and procedure obtaining FGB approval	5.3.16
8	ALL	Review SFVS comments to DS/all cc JJ	15.3.16
9	ASW	Prepare report for FGB –	
10	DS	Amend forms re Register of Interest – liaise ASW JJ as required	31.8.16