



## MINUTES

<b>Type:</b>	<b>Resources Committee</b>
<b>Date/Time:</b>	29 <sup>th</sup> September 2015 6 pm
<b>Location:</b>	Patcham Junior School – Learning Support Room
<b>For:</b>	Resources and Pay & Performance Committee
<b>Distribution:</b>	All governors, Business Manager, Website
<b>Attendees:</b>	Governors: Danny Simpson (DS) Chair of committee Trevor Howson (TH) Vice Chair of committee Derrick Davis (DD) Iseult Hull Flower (IHF) Chair of governors Ashley Seymour Williams (ASW) Headteacher Other: Sue Blackman (SB) Bursar Janet Johnson (JJ) Clerk

	<b>DECISIONS AND DISCUSSION</b>	<b>ACTION</b>
1	<b>Welcome</b> and apologies for absence DS welcomed all to the meeting. Sarah Fitzjohn-Scott had sent her apologies. She was no longer sitting on the committee. Adam Smith was absent, but subsequently sent his apologies. Note: SB left at 19.06; items 7,9,10,11,12,13,15 were taken thereafter.	JJ
2	<b>Declaration</b> of Interest of items on agenda DS reminded governors his spouse worked at the school. It was agreed DS could remain for the discussion.	
3	<b>Minutes of last Meeting</b> The minutes were agreed to be an accurate record and signed accordingly.	
4	<b>Matters Arising</b> – if not covered elsewhere on the agenda 4.1 DS was now chair of the committee and would follow through on item 6.1 from the last meeting. 4.2 ASW confirmed PJS bought into the sickness cover package but just for teachers. 4.3 Although the Scheme of Delegation had been approved by the GB it now needed changing to reflect staffing changes. 4.4 The Health and Safety audit had been sent off and the LA visit over the summer showed no issues of note. All other actions had been completed.	DS  SB DS  DS
5	<b>Budget 2015/16</b> 5.1 Governors had already received and considered: <ul style="list-style-type: none"> <li>• the forecast against budget as at month 5. This included explanations of variances from budget</li> <li>• the chart of accounts review (cost centres).</li> </ul>	



## MINUTES

<p>SB now took questions.</p> <p>5.2 Teaching, supply and agency costs  <b>Have you any comments?</b> There has been a slight change with teaching staff bringing the surplus shows at £19,530. This was then explained to the satisfaction of governors.  <b>What is the relationship between that and supply?</b> £15,000 was taken up with supply.  <b>Does any of the increased spend [to total £25,000 supply and agency] be accounted for by additional training since Ofsted?</b> This was a contributing factor.  <b>Is there a breakdown of the supply and agency staff?</b> No, we are looking into it in more detail but it is based on what we are doing now. ASW advised we are taking more training in house this year as the support re going into other schools for training has been withdrawn. Governors recalled the CPE partnership membership would have some financial benefit in this area.</p> <p>5.3 <b>What is the £2,000 for occupational therapist?</b> It was an investigation into the cluster of breast cancer in workers in the school office over the last 20 years. There has also been some new cupboards and redecoration.  <b>Do you have a certain number of days built in for sickness?</b> Yes. It was 6 now 5. <b>Based on?</b> Teachers here are usually better than that but we work on the guidelines from the council and ensure there is a buffer.  <b>Is there a trend?</b> ASW advised he checked it monthly, followed the sickness policy and tracked it. There were no particular patterns.</p> <p>5.4 Premises.          SB informed</p> <ul style="list-style-type: none"> <li>• Following the flood damage repairs payment had now been made and the insurance funds were now awaited.</li> <li>• It was likely electricity costs will increase as there were now water heaters in each class and the school was let at the weekend.</li> <li>• The High School SLA re IT had increased in price</li> <li>• Services to schools cost had increased</li> <li>• EMAS – the school had opted out but then support was required and the LA agreed to charge no more than it would have cost if stayed in the scheme.</li> </ul> <p><b>Is letting the school at the weekend cost effective including this?</b> Yes          Governors wish to discuss insurance at a future meeting.          for a new child and LA just charged same rather than the extra cost.  <b>Re the photocopying contract – were there benefits as expected?</b> The mono has gone over the limit expected due to SATS paper copying and there will be a discussion with the contractor on this. The better equipment and related time savings were beneficial.</p> <p>5.5 Outturn</p>	<p>DS</p>
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## MINUTES

	<p>The £10k surplus forecast for the end of the year was noted. It was recalled last year this was £60,000 so the school was on the face of it spending £50,000 more than its base budget. ASW confirmed the long term staffing plan would be a difficulty. So far action taken had included employing new staff on one year contracts and seeking and taking on more lettings.</p> <p>It was identified that some cost centres were expected to show an under-spend for the year. DS requested that any under-spends be vired away to block further orders being raised against those cost centres. SB advised that the LA guidance was not to vire for 'tidying up' purposes. DS explained that the virements requested were to manage the budget. It was clarified SB was instructed to vire those items but not to vire to cover over-spends.</p> <p>Advice was sought from governors on the numeracy budget and they confirmed there was not going to be any more going into the budget.</p> <p>5.6 Income.  <b>Re the £2,000 subsidy. Does this report include the two trips?</b> Yes.  <b>Did any of the funds come from pupil premium?</b> Yes but we don't have a cost centre for it. It is in the pupil premium report.</p> <p>5.7 Governors requested the expected impacts on 2016/17 and 2017/18 on fixed costs and the projected actuals for this year for the next meeting. DS and SB would liaise.          The reports were accepted.</p>	<p>DS</p> <p>SB DS ASW</p>
6	<p><b>Consistent Financial Reporting (CFR)</b>  <b>Accumulative expense analysis by ledger code and the final CFR report.</b></p> <p>DS advised the cumulative expense analysis was from the accounting system and the CFR report is produced by the LA. DS had spent some time on this and confirmed the forms were in agreement with each other.          The CFR report was accepted.</p>	
7	<p><b>Review Declarations of Interests</b></p> <p>JJ had completed her review and was following up annual declarations from those not in attendance at the FGB meeting. Later DS confirmed the review. The website would be up-dated and DS recalled he would amend the declaration forms.</p>	DS
8	<p><b>Pupil Premium</b></p> <p>It was agreed that this committee would examine whether the money is making an impact. There would be an annual report with termly updates accompanied by the spending plan. Narrowing the gap would be considered by the curriculum committee. Discussion turned to item 14.</p>	DS
9	<p><b>Staffing report*</b></p> <p>ASW gave a brief verbal report. <b>Can non-teaching staff sickness cover be done in house?</b> Yes but if a whole day it is costly. Governors agreed it might be worth looking in to the feasibility of non-teaching staff sickness cover insurance.</p>	ASW



## MINUTES

	<p><b>Staffing structure</b> ASW had provided several illustrative diagrams. <b>Are the cleaners directly employed by the school?</b> Yes. The current structure was noted.</p>	
10	<p><b>Premises report*</b> ASW confirmed the work on the roof had finished and the scaffolding would be removed according to LA advice. A new power cable was planned which would enable all the cooking to take place at school. At present the majority takes place at Carden. They were pleased with the food. DD gave advice.</p>	
11	<p><b>Pay and Appraisal</b> ASW advised all staff had met their objectives and if eligible, will move up their pay scale. <b>Have you carried out the appraisals?</b> Yes, at the end of the summer term.</p> <p>TH had been reviewing the process. He confirmed he had met with ASW and reviewed the system including the forms which appeared robust and fair. He recommended a further meeting to view (anonymised) a sample and to understand the rationale re any two grade increase. A process map would also be beneficial. It was recalled Ofsted had reviewed and approved the system, commenting favourably. DD and TH would meet with ASW</p> <p>The teachers' pay policy had been agreed with the unions the day before and ASW recommended it. There were no longer set grades for teachers but the LA had and ASW recommended PJS stick to the pay scales. Due to realignment the M6 teachers would need a 2% pay rise which would have a cost of a few hundred pounds. DS requested the policy be presented for approval at the next meeting. JJ recommended governors consider the remit and practical workings of any pay committee and monitoring the effectiveness of the policy against their vision including the statutory requirement of fairness amongst equality groups.</p>	<p style="text-align: center;">DD TH ASW</p> <p style="text-align: center;">ASW</p>
12	<p><b>Pay committee report</b> Pay was covered under the previous agenda item.</p>	<p style="text-align: center;">DS TH ASW</p>
13	<p><b>Whistleblowing policy (NEW)</b> ASW reported there had been no instances of the policy being used. The new policy, which included guidelines for members of the public, was presented. It had been through consultation by the LA.</p> <p style="text-align: center;">❖ <b>The policy was agreed subject to the removal of DS details. It was for annual review and monitored by annual report by the headteacher to governors.</b></p>	<p style="text-align: center;">ASW JJ#</p>
14	<p><b>Data Protection Review</b> ASW advised the audit had been produced last week. The action plan was to ensure all staff use encrypted USB sticks and encrypted email. All red data should be kept in school and computers have been amended so the automatic log off time is reduced. Data protection has been given a higher profile in the staff handbook. The actions had been</p>	



## MINUTES

	completed. ASW would provide the new policy for the next meeting and arrange for governors log in details for their emails to be re-advised. Discussion turned to item 16	
15	<b>Dates of Next Meeting: (TH)</b> These were agreed as 19 <sup>th</sup> November 6.30 pm, 25 <sup>th</sup> February 6.30 and 19 <sup>th</sup> May 6.30 pm.	
16	<b>Annual Work Plan</b> SB listed work and the dates information were available. DS and SB would draw up a plan by 19 <sup>th</sup> November.	DS SB
17	<b>AOB</b> SB outlined a problem regarding debit cards and governors gave advice. There was a need to manage risk. SB leaves 19.06 Discussion turned to item 7  The meeting closed at 19.59	

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### ACTION SUMMARY

	OWNER	ACTION	DUE BY
4.1 5.5 5.6	DS	Agree approach and governor involvement in impact of staff costs 2015/18	11.11.15
4.3	SB	Start list of changes required to Scheme of Delegation	from now
4.4	DS	Include how H&S policy will be monitored (SFS no longer on committee) as part of annual work plan.	11.11.15
5.4	DS	Insurance as future agenda item	11.11.15
5.5	SB	Vire from under-spending codes, liaising DS ASW as required	ongoing
5	DS	Check and liaise SB if any further queries on outturn comments, report back.	19 <sup>th</sup> Nov
5.7	SB	Produce updated three-year budget projection (with DS support if necessary)	11 <sup>th</sup> Nov
7	DS JJ	Devise fresh declaration of interest form	End Dec
8	DS	Note for annual plan	11.11.15
11	DD TH ASW	Meet re appraisal/pay finalise governor vision/ monitoring arrangements	11.11.15
11	ASW	Bring pay policy to next meeting	11.11.15
11	TH +?	Attend training	
12	DS TH ASW	Finalise any outstanding pay issues in accordance with policy, liaise with committee as required	11.11.15
13	ASW	Amend policy and publish	11.11.15
14	ASW	Bring data protection policy to the next meeting. Take action re governors emails	11.11.15
16	DS SB	Draw up annual agenda plan. Liaise committee/SDG/JJ as required	working by next meeting



## MINUTES

		Review action points with TH/ agree work split	
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