
Boughton Leigh Junior School

Meeting of the Resources Committee
held at the school on
Tuesday 15th November 2016 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Tim Dedman (left early)
Paula Duynstee (also HT)

David Hicks
Alan Webb (Chair)

The meeting was quorate throughout (three governors)

Also present: Roddie Grant (Clerk), Cherie Rhodes (SBM), Lynne Mehta (Acting DHT)

The meeting began at 6.09pm

Procedural

MR20161115.1: *To approve apologies for absence*

Governors: Paul Birch, Claire Edwards. **The committee approved** these apologies.
Absent: Ian Davis

MR20161115.2: *To receive notice of any additional business notified to the Chair*

MR20161115.2a: *Expenditure authorisation limits.*

- ~ The SBM has provided a file note about the circumstances in which the Chair of the Governing Body used urgent action regulations to authorise unplanned capital spend on windows and roof late in the summer term 2016.
- The September 2016 FGB meeting asked the Resources Committee to review authorisation limits in the governing body's terms of reference and advise on possible changes.
- **Govs: The recommendation to the FGB is that as this was a one-off exception in unusual circumstances the amounts in the terms of reference should be unchanged; if similar circumstances arise again this can be reviewed; if urgency is paramount, the Resources Committee could take a decision for ratification by the FGB.**

Action: Clerk

MR20161115.3: *To record any declarations of interest specific to this meeting*

There were no declarations of interest.

MR20161115.4: *To approve and sign the minutes of 25th April 2016*

The committee approved the minutes of 25th April 2016. They were signed by the Chair.

MR20161115.5: *To consider any matters arising from the minutes which are not elsewhere on the agenda*

MR20161115.5a: *Training*

- ~ In April 2015, with a new SBM recently in post, the committee asked for training because of uncertainty about how some amounts in the draft 2015/16 budget had been calculated by the LAFO.
- The SBM confirmed that for the 2017/18 budget she would be able to advise the committee on amounts in the draft budget; also governors could meet with the LAFO on one of her visit to the school or channel questions through the SBM.
- The Clerk advised that governors should consider attending the LA two-part course on finance as soon as practicable, if only as a refresher.

Action: All

Chair's initials

- ~ Govs: Arrangements for school's funding are changing, and the pressure has implications for the LA.
- HT: Funding and formula and initiatives change regularly; we make good use of opportunities when they arise; the objective is to balance the funding with impact.
- Govs: Presumably UIFSM does not affect the level of registration for Pupil Premium in a junior school.
- HT: It does have some effect in Y3 because parents assume FSM continue from infant school.

[Document MR20161115.5a.1: Capital Project 2016 - 2017 File note for windows.docx; SBM]

MR20161115.5b: National Living Wage

- ~ The SBM had provided a note showing the impact of the NLW on the staff costs; the LAFO advises that the increases are not an issue.
- Govs: This is not a significant percentage of overall salaries; the increases should be included in the draft budget, and the committee can take appropriate action when considering it.
- The Clerk commented that other governing bodies had been concerned about the knock-on effect of staff on higher grades seeking to maintain differentials.
- Govs: This is a national issue; we need to note it, and await the government's response if there is pressure on wages.

[Document MR20161115.5b.1: National Living Wage.docx; SBM]

Finance

MR20161115.6: To receive budget monitoring report

- ~ The committee discussed a number of budget headings where expenditure appears outside expectation for this point in the financial year.
- Teaching cover is high but there tends to be a concentration of training courses in the autumn term for which staff are released and cover is required; Aspire has also required release and cover.
- A cleaner is retiring in December; before recruitment of a replacement the caretaker will be asked to draft a list of duties.
- Cleaning costs include overtime payments for staff who had provided cover for a long-term absent colleague.
- Govs: Do we get income from lettings to offset the costs.
- Staff: There is some premises income, but not much profit in lettings; however we are a community school.
- Govs: We have the opportunity to review arrangements for cleaning and out-of-hours caretaking.
- The SBM will discuss with staff and bring proposals to the next Resources Committee meeting.
- The committee thanked the staff for their loyalty.
- Security costs cover patrol of the premises by a local company Stonewall.
- The SBM will discuss arrangements with the infant school and children's centre, possibly requesting a donation to the cost as they benefit from the patrol on the combined site.
- Water costs are high; the SBM reported that invoices are estimated based on previous high usage due to a leak; meter readings are now normal; she is talking to Severn Trent.
- Recruitment expenditure is high because of the recruitment of a HT.
- Training costs are high because of the time of year, Aspire, and the training of three new DSLs.
- Govs: Are you confident there is no leak?
- SBM: Yes but the old pipes, connected to a new high pressure boiler, may need to be replaced because of wear and tear, not damage.
- Govs: Is the school liable for the cost of replacement?
- SBM: I will check with LA.
- Govs: Is the budget for water simply unrealistic? It is low compared to other utilities.
- SBM: It was adequate last year; costs are calculated on estimated usage.

Action: SBM

Action: SBM

Chair's initials

- **Govs:** Look at last three years actuals to see if there is an on-going issue; [also get costings for proper repairs](#).
- Office expenses include some expenditure on computers and furniture for new staff; this is effectively capital though charged as revenue.
- Office reprographics is low because of less photocopying
- The budgeted figure under schools meals is for the shortfall between income from parents and the cost of meals; actual spend to date on this is below budget.
- **SBM:** Pupil Premium includes a teacher working with Pupil Premium children, a TA supplied by an agency, SEND training, and People Express.
- **Govs:** Is some Pupil Premium expenditure included under teaching costs? **Yes.**
- **Govs:** What will matter to Ofsted is how much is spent on what, and what are the benefits.
- **HT:** We are looking at the impact and assessing value for money of trips and before/after school clubs.

Tim Dedman left the meeting (7.29pm)

- **Govs:** Is the cost of trips offset by income shown elsewhere?
- **SBM:** Yes; the budget figure is to allow for the inevitable difference between expenditure and income received (eg bad debts).
- **Govs:** Income should be shown next to expenditure to make the offset clearer.
- **Govs:** After school activities spending is high
- **SBM:** This is partly a timing issue; also providers may charge the schools for 12 places but only 5 or 6 pupils attend.
- **HT:** While after-school activities are open to all pupils, we are particularly trying to target Pupil Premium children.
- Governors thanked the SBM and HT for the clarity of their answers to questions; this allows the committee to focus on the significant issues.

[Document MR20161115.6.1: Report - BOUGHTON LEIGH JUNIOR .pdf; SBM]

MR20161115.7: To review capital expenditure

The replacement windows cost ~£13k; this will take all the capital plus a contribution from revenue, as agreed.

[Document MR20161115.7.1: Capital report - Autumn Term Resources.pdf; SBM]

MR20161115.8: To consider plans for expenditure

- ~ The SBM will confirm the overall expected carry forward for the end of the financial year.
- **Govs:** Don't leave planning of expenditure too late in the year; funds should be spent on the needs of current pupils, not saved 'for a rainy day'.
- The HT and SBM will provide costed proposals for the next meeting Resources Committee meeting (1st March 2017).

Action: SBM

Action: HT, SBM, Clerk

MR20161115.9: To review spending and impact of sports grant

- ~ The PE co-ordinator had provided a report including a breakdown of the numbers of pupil who have benefitted from particular events.
- **Govs:** Do the activities covered by the grant help tackle child obesity?
- **HT:** PE is about the big picture – health, well being etc – as well as sport skills; the school has not been notified officially of any obese children following routine health assessments; there are other initiatives in school such as nutrition and cooking.

[Document MR20161115.9.1: P.E_resources.docx; HT]

MR20161115.10: To review spending and impact of Pupil Premium

This was covered elsewhere in the meeting.

Premises

MR20161115.11: To receive report on premises

- ~ The HT and SBM outlined recent work, including a section of roof, conversion of a toilet, resurfacing of two playgrounds, repair to the pagoda, and development of a Zen garden and a wild garden.

Chair's initials

- *HT: We are making sure each area of playground has something different to offer.*
- The tyres area in the playground is being fenced off for safety.
- Internal work includes new blinds and furniture.
- *Govs: The premises look good.*

MR20161115.12: To review health & safety

- ~ There is health and safety inspection by the LA on 21st November 2016.
- The SBM reported that apart from some final preparations for the inspection, there were no known issues.
- Staff are receiving fire training in February 2017; the meeting discussed a recent successful fire drill and a false alarm resulting in evacuation.
- ~ The H&S Policy and Plan was available on GovernorHub with the papers for this meeting (action from MR20160425.13)

[Document MR20161115.12.1: Health and Safety Policy Oct 16.doc; SBM]

Personnel

MR20161115.13: To receive report on staffing

- ~ The HT outlined changes including new office staff, apprentices, and changes to TAs and other staff.
- A teacher is to be recruited for the spring and summer terms to work with Pupil Premium children in Y6.
- *Govs: Space is very tight in the main office.*
- *SBM: We are moving and replacing some furniture to make better use of the space.*

Governance

MR20161115.14: To review policies and documents

There were no documents for review.

MR20161115.15: To confirm dates and times of future meetings

Wednesday 1st March 2017 at 6pm
Tuesday 2nd May 2017 at 6pm

MR20161115.16: To decide whether any items should be excluded from the minutes and papers to be made public

The committee agreed that no items are to be excluded

The meeting closed at 8.04pm

Text in blue indicates participation by governors; text in green indicates participation by the Head, SBM, or another member of staff.

Roddie Grant
Clerk to the Governing Body
16th November 2016

Glossary:

DHT	Deputy Head Teacher	NLW	National Living Wage
DSL	Designated Safeguarding Lead	SBM	School Business Manager
HT	Head Teacher	TA	Teaching Assistant
LA	Local Authority (Warwickshire County Council)	UIFSM	Universal Infant Free School Meals
LAFO	Local Authority Finance Officer	HT	

Chair's initials

Action summary

Action by	Minute number	Action	Date completed
Clerk	MR20161115.2a	Include recommendation on authorisation limits on FGB agenda	
All	MR20161115.2a	Consider attending the LA finance course	
SBM	MR20161115.6	Develop proposals about cleaning, caretaking and lettings	
SBM	MR20161115.6	Discuss security patrol with infant school and children's centre	
SBM	MR20161115.6	Get costings for repairs to old pipes.	
SBM	MR20161115.8	Confirm overall expected carry forward figure	
SBM, HT	MR20161115.8	Prepare expenditure proposals for the next committee meeting	
Clerk	MR20161115.8	Include expenditure proposals in the next committee meeting agenda	

Chair's signature:

Date: