
Boughton Leigh Junior School

Meeting of the Resources Committee
held at the school on
Wednesday 1st March 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Tim Dedman

Paula Duynstee (also HT)

Claire Edwards

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 6.07pm

Procedural

MR20170301.1: To approve apologies for absence

There were no apologies. Absent: Paul Birch, Ian Davis.

MR20170301.2: To receive notice of any additional business notified to the Chair

~ Library development (see minute MR20170301.9)

~ Single Central Record (see minute MR20170301.18)

MR20170301.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MR20170301.4: To approve and sign the minutes of 15th November 2016

The committee approved the minutes of 15th November 2016. They were signed by the Chair.

MR20170301.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

MR20170301.5a: Fire training (MR20161115.12)

This has been completed.

Finance

MR20170301.6: To receive budget monitoring report

- ~ **SBM:** Staff cover is high because of a staff member off for three weeks, and sourcing staff known to the schools through an agency to provide consistency.
- **Govs:** So salaries will go down.
- **SBM:** Yes, but agencies are quite costly.
- It was not clear whether the January salaries were included in the figures provided to the committee.
- **Govs:** Salaries are at about 87% of overall costs; they should be lower than 80%.
- **Govs:** Overall teacher staff costs are OK.
- The SBM referred to additional midday supervisors and a cleaner on sick leave.
- **Govs:** Are these costs containable? Yes.
- **SBM:** Recruitment is overspent because of the exceptional cost of recruiting a HT; the budget has been increased to £1k for next year to cover general recruitment.
- **Govs:** Other recruitment costs (DHT, SBM) have yet to be added.
- **SBM:** Training is high because of the need to train the new HT.
- ~ **SBM:** Spending on the playground was funded from non-structural maintenance; the replacement windows were a capital project; that work has not yet been invoiced.

Chair's initials

- The committee discussed accounting techniques such as accruals.
- ~ The committee discussed the overspend on security.
- **SBM:** Extra lockups are part of the cost; Boughton Leigh Infant's SBM will respond to a request for a contribution following the school's next Resources Committee meeting; there is also the cost of call out for alarms; there have been issues with the automatic gate; the SBM will investigate what the security firm's duties are.
- The committee queried whether the costs of lettings were covered by the charges made.
- **SBM:** The water leak is resolved; estimated invoices were based on the period with the leak; this will be credited against future invoices.
- **Govs:** Do we know what is normal?
- **SBM:** Budget set at £10k; the increase in pupil numbers means more water usage.
- **Govs:** Can we ask for a refund?
- **SBM:** It is a very difficult process to speak to the water company! However I will follow up.
- The meeting discussed cleaning costs including cover for absent staff and overtime payments; two cleaners have been appointed.
- ~ **SBM:** Office expenses includes a new admin server, digital switchboard, additional workstation, computer etc.
- **Govs:** Are any of these capital items?
- **SBM:** The server is for admin only; the 'IT' budget heading relates to curriculum.
- ~ **SBM:** The school has been chasing parent for catering debts; income and expenditure should be closer in the future; the Agora payment system is reconciled once a month.
- **Govs:** So by the year end catering should be much closer to balancing? Yes.
- ~ **HT:** Parents think UIFSM continues to Junior School; this impacts on Pupil Premium.
- The committee discussed the timing of Pupil Premium income.
- The committee discussed the contingency (which seems quite high), the possibility of clawback by the LA, and the need to show relevant spending against contingency.
- ~ **Govs:** Why does Pupil Premium income and expenditure not balance?
- **SBM:** The balance on Pupil Premium is accounted for elsewhere – staffing, activities etc. For example Pupil Premium covers some salary costs; if they were shown under Pupil Premium rather than salaries that would skew the salary total.
- **HT:** Spending is shown on the Pupil Premium report; it is apportioned in blocks; we are doing further work on measuring the impact.
- ~ The committee discussed at some length the format in which it receives the summary of the accounts; the lack of clarity on Pupil Premium, catering, school trips etc needs to be addressed, perhaps with explanatory notes to the accounts, or a different report format.
- **Govs:** The overall spend is currently 83%, which is about right for this point in the financial year so overall the budget is OK, but the committee does not feel it can demonstrate it is in control of the budget and must see the details in an accessible format.

Action: SBM

Action: SBM

Action: SBM

[Document MR20170301.6.1: School Budget Report for 1st March 2017.pdf; SBM]

[Document MR20170301.6.2: TENTATIVE FIGURES including Carry forward for 1st March 2017.pdf;]

MR20170301.7: To review capital expenditure

- ~ This was partly discussed under the previous item.
- The committee discussed accruals and the accounting of the funding of replacement windows, resurfacing of the playground, use of capital and revenue, and funding for capital from Jolly Brollies

[Document MR20170301.7.1: Capital Funding Report for 1st March 2017.pdf; SBM]

MR20170301.8: To consider plans for expenditure

- ~ **Govs:** At the end of this year we will have sizable carry forward to 2017/18; next year's budget should include the ways we intend to spend it.
- **HT:** A 'wish list' has been shared with the LA, but the details are not ready for the governing body; plans include a toilet block, redecoration, windows, removing cupboards to make space, classroom furniture, additional internal fire doors.

Chair's initials

- **Govs:** When would this work be done?
- **Staff:** During the coming 2017/18 year; there is a need now.
- **Govs:** Income falls, costs rise; there is a deficit in 2020/21.
- **SBM:** Beyond two years in the future, these are best guesses by LA.
- The SBM will email the budget to the committee members via the clerk as soon as it is available.

Action: SBM/Clerk

MR20170301.9: *Library*

- ~ The committee looked at plans to refurbish the library, drawn up in consultation with the School Council.
- The cost of £11.5k will be funded by 25% each from the PTA, Pupil Premium, Jolly Brollies, and non-structural maintenance.
- Because the contract is more than £9,999 approval is required from the FGB; **the committee strongly recommend the plan**, and agreed to it subject to final ratification by FGB.
- The committee noted the need to be prepared for one-off extraordinary meetings to avoid delays where project timescales do not fit with the schedule of governing body meetings.
- **Govs:** For this sort of work, we typically obtain several quotes.

There was a brief recess (8.07pm–8.16pm).

MR20170301.10: *To review spending and impact of Pupil Premium*

- ~ A report on Pupil Premium was handed out to the committee.
- The HT talked the committee through the document; actions are RAG-rated to show priorities; items in red need more work.
- **Govs:** The report is very good, a complete articulation. The total spend should be shown explicitly.
- **Govs:** Will the library refurbishment help with the red and orange issues? **Yes.**

[Document MR20170301.10.1(p): Pupil Premium Summary Report 2016-17; HT]

MR20170301.11: *To review spending and impact of sports grant*

- ~ A report on the impact of the sports funding was handed out to the committee.
- The committee noted information about the sugar tax, uncertainty about the level of on-going funding; future reports will include the percentage of children under the impact summary.

[Document MR20170301.11.1(p): Impact of sport funding on pupils' lifestyles and physical well-being; HT]

MR20170301.12: *To receive update on Jolly Brollies*

- ~ **SBM:** Jolly Brollies contributes funds to many project in school.
- **SBM:** The report is a snapshot, co-incidentally just after the charging of a large amount by the school; income is expected over the next few weeks.
- **Govs:** A budget is needed; it appears £41k has been spent on learning resources against a budget of £0; from a governance perspective we need more detail; each Resources Committee meeting will receive a report to track changes across the year.
- The committee noted that Jolly Brollies started small, but has grown to a £100k business, which needs different controls.
- **SBM:** We can produce a budget in future.

[Document MR20170301.12.1: Jolly Brollies Report for 1st March 2017.pdf; SBM]

Action: SBM

Premises

MR20170301.13: *To receive report on premises*

This was covered elsewhere in the meeting.

MR20170301.14: *To review health & safety*

The SBM reported that the actions listed in the audit are being worked on; there is nothing major; there will be a report to the next committee meeting.

Action: Clerk

Chair's initials

Personnel

MR20170301.15: To receive report on staffing

- ~ SBM Cherie Rhodes is leaving; a new SBM will start later this term
- The HT outlined other changes to staff.
- **Govs: Are these all replacements?**
- **SBM: We needed an additional MDS.**
- **Govs: What is the cost this year of the additional MDS?**
- **SBM: ~£300.**

Governance

MR20170301.16: To follow up the in-house training

This was deferred; the notes from the session with Lyn Johnson have been typed up and sent to the Chair of the GB.

MR20170301.17: To review policies and documents

MR20170301.17a: SFVS

Some slight changes are needed; the committee Chair will review; with that condition, **the committee approved** the SFVS

[Document MR20170301.17a.1: TE008 SFVS 2017 - 2018.doc; SBM]

Action: Chair

MR20170301.17b: To review asset register

The committee will receive a brief annual report on the asset register beginning at the next meeting.

Action: Clerk

MR20170301.18: Single Central Record

- ~ The HT reported on an action plan to address issues with details within the single central record
- All DBS checks are complete and logged but the record of supporting documents needs improving

[Document MR20170301.18.1(p): Short-term Action Plan to address SCR; SBM]

MR20170301.19: To confirm dates and times of future meetings

Tuesday 2nd May 2017 at 6pm

MR20170301.20: 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 9.04pm

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
14th March 2017

Glossary:

DHT	Deputy Head Teacher	SBM	School Business Manager
FGB	Full Governing Body	SFVS	School Financial Value Standard
HT	Head Teacher	UIFSM	Universal Infant Free School Meals
MDS	Mid Day Supervisor		
PTA	Parent-Teacher Association		

Chair's initials

Action summary

Action by	Minute number	Action	Date completed
SBM	MR20170301.6	Check on duties of site security firm	
SBM	MR20170301.6	Ask water company for a refund	
SBM	MR20170301.6	Revise format of report to the Resources Committee	
SBM	MR20170301.8	Email budget to the Clerk as soon as possible	
Clerk	MR20170301.8	Forward budget to governors as soon as possible	
SBM	MR20170301.12	Detailed Jolly brollies accounts report to each Resources Committee meeting	
Clerk	MR20170301.14	Include report on H&S audit work on next Resources Committee agenda	
Alan Webb	MR20170301.17a	Review SFVS	
Clerk	MR20170301.17b	Include report on asset register on next Resources Committee agenda	

Chair's signature:

Date: