
Boughton Leigh Junior School

Meeting of the Resources Committee
held at the school on
Tuesday 2nd May 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Paul Birch
Steph Cowley
Tim Dedman

Paula Duynstee (also HT) (arrived late)
Alan Webb (Chair)

The meeting was quorate throughout (three governors)

Also present: Roddie Grant (Clerk), Deb O'Dell (SBM), Lynne Mehta (Acting DHT)

Deb O'Dell was welcomed to the committee.

The meeting began at 6.01pm

Procedural

MR20170502.1: *To approve apologies for absence*

Claire Edwards. **The committee approved** these apologies. Absent: Ian Davis

MR20170502.2: *To receive notice of any additional business notified to the Chair*

There was no additional business.

MR20170502.3: *To record any declarations of interest specific to this meeting*

- ~ Steph Cowley declared an interest because the school is a customer of Leicester Tigers, her employer.
- SBM Deb O'Dell declared an interest because her daughter works for Jolly Brollies.

MR20170502.4: *To approve and sign the minutes of 1st March 2017*

The committee approved the minutes of 1st March 2017. They were signed by the Chair.

MR20170502.5: *To consider any matters arising from the minutes which are not elsewhere on the agenda*

MR20170502.5a: *Review SFVS*

The committee Chair confirmed that he had reviewed the SFVS, it could be signed by the Chair of the GB and submitted to the LA.

MR20170502.5b: *Single Central Record*

- ~ The SBM confirmed that the update plan had been handed over by her predecessor, and working is proceeding.
- **Govs: What is the timescale for the updates?**
- **SBM: The work is on-going; more detailed updates will be made when work on the draft budget is completed.**

Action: Clerk

MR20170502.5c: *David Hicks library*

- ~ The DHT reported that the library is being installed on 3rd May 2017.
- The committee discussed some practicalities about installation work while the school was in session.
- **Govs: Will there be an opening ceremony? Yes.**

Chair's initials

Chair's initials

MR20170502.5d: *Asset register*

- ~ The committee noted the need for an asset register to be updated and maintained.
- Staff confirmed that work is on-going; the next Resources Committee will receive a report.

Action: Clerk

Paula Duynstee arrived (6.14pm)

Finance

MR20170502.6: *To receive budget monitoring report*

- ~ *SBM*: The outturn shows a c/f of £19,537, which is less than projected in February/March; I contacted the LAFO for a crude breakdown; some SEN funding is lower than expected.
- *Govs*: This is quite alarming. Staffing costs seem high.
- *HT*: There was cover for two illnesses and a commitment to an agency to cover for a Year 5 teacher who moved on; these are not new things, we have talked about them.
- *Govs*: The c/f in March was £135k; are we sure the outturn summary is correct? Have any capital items slipped in to revenue perhaps?
- *Govs*: If the accounts moved that much that late why was that? This should have been known in March.
- *SBM*: The LAFO's report were predictions not actuals; it seems the LAFO relied on the former SBM who didn't have rigorous tracking of expenditure.
- *Govs*: As a profit and loss account if all costs are in there, even if misallocated, the c/f should not be affected.
- *SBM*: Not all costs were in there.
- *Govs*: So there was a lot of forecasting at month 10, not the actual expenditure; why were forecasts being made that late?
- *HT*: Carry forward is always estimated.
- *Govs*: In the past, the rolling 3-year budget was robust in the first year, less so in second, and break-even or in deficit by the third; we have departed from this pattern.
- *Staff*: Spending was misallocated and budgets overspent.
- *Govs*: How should we proceed? The carry forward is £19k but we expected £135k. Previous decisions might have been different if we had had accurate figures.
- *Govs*: Is this due to incompetence rather than anything else? Was the money all spent on school?
- *HT*: Yes; we have looked at any large discrepancies.
- *Govs*: We need to understand why this happened and the impact on next year's budget, how we tighten governance and prevent it happening again
- ~ *Govs*: The water supply was overcharged; was that overcharge for water accrued?
- *SBM*: Recovery of the overcharge is already in the 2017/18 budget; we don't use accruals or prepayments.
- *Govs*: We seem to have lost £90k on school meals.
- *SBM*: There is £63k of income elsewhere to offset it; a net loss of £19k was budgeted.
- *Govs*: We must see related expenditure and income together in the reports presented to the committee.
- *Govs*: This is a good example of how deeply flawed the monitoring is; governance needs to get sharper; we need clear explanations.
- ~ The committee discussed the process of payments for meals including the delay in payments through Agora.
- There is a moral duty to provide food for pupils who would otherwise go hungry; the school will source a policy on providing meals when parents do not make provision; the committee will consider the policy at the June meeting.
- ~ The committee also consider school trips.
- *DHT*: Big trips (eg Paris) are carefully financed.
- *Govs*: It is reasonable to plan to subsidise some trips, but they must not be subsidised by accident.

Action: HT

Action: Clerk

Paula Duynstee left the meeting (6:55pm)

- ~ The committee will meet in the w/b 12th June (the Clerk will canvass for dates) to receive explanations of the anomalies in the accounts, make plans for better governance, review the sufficiency of controls and agree actions, and reflect on staffing plans for September.

Action: Clerk

Chair's initials

- The committee will report to the summer term meeting of the FGB.
[Document MR20170502.6.1: Cumulative Expense Analysis - Cost Centre Year End 2016 2017.pdf; Deb]

Action: Clerk

MR20170502.7: To review capital expenditure

- ~ Capital was spend on replacement windows; the playground work was paid from structural maintenance.
- **HT:** Planned work includes further window replacement by the LA and toilets. Changes to the provision of SEND support in Rugby might bring income; details are being developed; a fire door also needs to be replaced.
- **Govs:** On capital, the GB needs a list of work that is really needed, and the level of urgency. A report, with estimates should be presented to the next FGB meeting.
- **Govs:** Can we look for other, cheaper, estimates for the windows?
- **SBM:** As the building belongs to the LA, the LA makes a significant contribution to the cost.
- ~ The committee discussed how the roles previous covered by David Hicks might be covered, including governor representation at day-time meetings. This will be discussed at the next FGB meeting.
- The Clerk will contact the LA about a tailored in-house training session on finance early in the autumn term. Committee members will also attend the LA's central courses on finance if possible.

Action: SBM, Clerk

Action: Clerk

Action: Clerk

Action: All

[Document MR20170502.7.1: Capital Report 16 17.pdf; Deb]

Paula Duynstee returned during this item (~7:10pm)

MR20170502.8: To agree budget for 2017/18 onwards

- ~ **Govs:** Is the income accurate?
- **Staff:** It is complex because of variations in the NOR, SEND funding etc.
- **Govs:** Is 'other income' known or speculative?
- **SBM:** Known.
- **Govs:** It is not a balanced budget; how do we ameliorate that? These are big numbers! The first year has no contingency; this is not a safe position for the school, never mind the impact on future years; we need to take action.
- **SBM:** There is rent of £15k from Jolly Brollies in order to balance the budget.
- **Govs:** We should be planning for a c/f.
- **Govs:** Income is pretty much what it is, but we have to work towards a contingency.
- **Govs:** Is the water credit in the figures? **Yes.**
- **Govs:** That helps explain the worsening finances in the second year.
- **Govs:** We can't set a deficit budget; that is very bad practice; we need in-year balances to avoid eating up the c/f.
- **HT:** We have a plan, but not yet in writing.
- **Govs:** We have to prepare this year for future years; the SLT must challenge every budget line then bring an action plan to the governing body; the target for savings should be £80k from each year, without compromising on education and what we aspire to.
- **SBM:** The budget has been shaved right down already; we will do it, but it's a huge amount.
- **Govs:** It needs to be root and branch – look at every line, not just expenses.
- **HT:** We are already working on staffing costs.
- **Govs:** Look at other sources of income.
- **HT:** Staff have had that message: how to raise money with the children as a learning experience within the curriculum.
- **Govs:** Can we approach businesses for funding from corporate social responsibility budgets?
- **Govs:** We need to be sensitive; the HT will need the governing body's support.
- The committee will meet at 6pm on Monday 22nd May to receive the recommendations from the SLT and agree the budget.

Action: Clerk

[Document MR20170502.8.1: FINAL Budget Template 2017-18 without early years and 6th Form.pdf; Deb]

[Document MR20170502.8.2: FINAL Budget Template 2017-18 without early years and 6th Form.xlsx; Deb]

[Document MR`20170502.8.3: Gov Budget 201718.xlsm; Deb]

Chair's initials

MR20170502.9: *To receive update on Jolly Brollies*

- ~ The SBM reported that the figure in past summaries taken to be profit was actually turnover.
- Govs: So the income from fees did not cover staffing and learning materials, leaving nothing for rent.
- Govs: What was the £32k c/f spent on?
- HT: Playground, shared area, Zen garden.
- Govs: Those are capital items, so one offs.
- HT: Are we charging enough rent? It supports the resources and facilities the children have access to.
- Govs: Jolly Brollies' income should cover staff, materials, rent.
- HT: The number of children varies so there are sometimes surplus staff; should the governing body agree a maximum number, for example 60?
- Govs: That would reduce the income from fees; could the maximum be 80?
- HT: It is a questions of the facilities available; school could offer more clubs, support parents in different ways.
- Govs: Why do numbers vary; are children not booked in?
- HT: We are trying to reduce the variations but number differ from day to day; Thursdays are busy but Fridays quieter. We need to look at managing the staffing level.
- Govs: Jolly Brollies must work to a balanced budget.
- Govs: Any changes must be in place before September.
- Govs: Are the breakfast club accounts included in Jolly Brollies? Yes.
- There will be a further report on Jolly Brollies' financing and accounts to the committee meeting in w/b 12th June.

Action: Clerk

[Document MR20170502.9.1: JB Report.xlsx; SBM]

Premises

MR20170502.10: *To review health & safety*

This was deferred to the autumn term committee meeting,

Governance

MR20170502.11: *To confirm dates and times of future meetings*

Monday 22nd May 2017 to agree the budget for 2017/18 onwards

Week beginning 12th June 2017 to consider the issues with the 2016/17 accounts.

MR20170502.12: *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 8.35pm

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
22nd May 2017

Glossary:

DHT	Deputy Head Teacher	SBM	School Business Manager
FGB	Full Governing Body	SEND	Special Educational Needs and Disability
HT	Head Teacher	SLT	Senior Leadership Team
LAFO	Local Authority Finance Officer		
NOR	Number on Roll		

Chair's initials

Action summary

Action by	Minute number	Action	Date completed
Clerk	MR20170502.5b	Include single central record on next routine Resources Committee meeting agenda	
Clerk	MR20170502.5b	Include asset register on next routine Resources Committee meeting agenda	
HT	MR20170502.6	Source policy on providing meals	
Clerk	MR20170502.6	Convene a Resources Committee meeting for w/b 12th June 2017	
Clerk	MR20170502.6	Include policy on providing meals on the agenda of the Resources Committee meeting in w/b 12th June	
Clerk	MR20170502.6	Include report on accounts on the agenda of the FGB summer term meeting	
SBM	MR20170502.7	Report to the FGB summer term meeting on costs and urgency of capital projects	
Clerk	MR20170502.7	Include report on capital projects on the agenda of the FGB summer term meeting	
Clerk	MR20170502.7	Include discussion on roles previous covered by David Hicks on the agenda of the FGB summer term meeting	
Clerk	MR20170502.7	Contact the LA about in-house training on finance	
All	MR20170502.7	Attend LA's central courses on finance	
Clerk	MR20170502.8	Convene Resources Committee meeting on 22nd May 2017	
Clerk	MR20170502.9	Include report on Jolly Brollies financing and accounts on the agenda of the Resources Committee meeting in w/b 12th June	

Chair's signature:

Date: