
Boughton Leigh Junior School

Extraordinary meeting of the Resources Committee
held at the school on
Monday 22nd May 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Paul Birch
Steph Cowley
Ian Davis
Tim Dedman

Paula Duynstee (also HT)
Claire Edwards (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)

The meeting began at 5.59pm

Procedural

MR20170522.1: To approve apologies for absence

All committee members were present.

MR20170522.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MR20170522.3: To record any declarations of interest specific to this meeting

- ~ Tim Dedman and Ian Davis declared interests for part of agenda item 4 because their wives are employed at the school as TAs.
- Acting DHT Lynne Mehta declared an interest as a member of staff.

Finance

MR20170522.4: To agree the budgets for 2017/18 and beyond

- ~ *Chair:* The purpose of this meeting is to agree a balanced budget.
- *SBM:* We have amended the budget to an overall deficit of only £76k by year 3 (2019/20). In 2017/18 the in-year deficit is down to £4.5k through natural savings and reclaimed maternity pay.
- *HT:* There are several plans for the deployment of staff; staff are not yet allocated to yeargroups for 2017/18; subject leader time has been cut.
- *Govs:* We have reserves to cover this year and next, but not 2019/20; we need time to put changes in to effect.

Ian Davis left briefly (6.08pm)

- *Staff:* We have plans to make savings.
- *HT:* Making TAs more cost effective as the level of SEN will reduce from the currently levels in Y5 and Y6; spending is beyond the funding received; we will not be as generous or flexible as in the past.
- *Govs:* Compared to the initial draft budget, income is up by £30k, but expenditure is up £15k, making a net improvement of £15k; why has expenditure gone up?
- *SBM:* The £30k is the reclaimed maternity income; teacher spend has gone up in order to meet the needs of the school; there are some natural savings by not replacing resigning TAs.
- *SBM:* Staff changes include an additional NQT and one TA less; professional fees and minibus costs were incorrect in the initial budget; £1k has been added for nurture room; and a review of Pupil Premium led to keeping an intervention

Chair's initials

- Govs: The deficit this year is statistically insignificant; but you are still finding committed costs we didn't know about; are you confident this budget is a true picture?
- SBM: Yes, but the future is uncertain

Lynne Mehta left the meeting to let Claire Edwards in (6.19pm)

- Govs: Will the LA accept a deficit budget?
- SBM: Yes, as long as there is an action plan in place.
- ~ Govs: Are issues with Jolly Brollies resolved?
- SBM: We have done a budget; and have a new pricing structure – the morning is £3.00 (up from £2), the afternoon is £3.50 (up from £3) for the first hour and then £1.75 per half hour; we are capping the number of children at 65 to manage staffing levels.
- Govs: Have parents been told?
- HT: No; the plan has to be approved by the governing body.
- ~ Govs: There appears to be a £83.5k deficit on trips and other activities; will they not break even?
- SBM: We will break even; this is in hand.
- HT: We will no longer subsidise trips as we did when we had a affluent budget; we don't want children to miss out because of funding issues so children and staff have started fund raising, which they have enjoyed.
- Govs: We need some realistic figures for the budget.
- Staff: We don't know how much the trips will cost because they vary; we work out the cost per pupil and look at the Pupil Premium portion.
- Govs: How is this reflected in the budget?
- SBM: It is in and out – not a profit, just not a loss.
- Govs: In and out should both be in the budget; some things don't balance off; they are invisible to us; we are not seeing whether we are overspending; financial controls must be in place.
- SBM: Including in and out in the budget is not recommended by the LA; figures will be clear in reports
- Govs: It's about tracking so we see when it doesn't balance; is there enough visibility for issues to be picked up early?
- HT: The system will provide transparency; we have to know if a trip is viable; it will be cancelled if not.
- Govs: Trips are useful learning experiences; the cost is often marginal in the scheme of things; subsidising might be the right thing to do.
- ~ Govs: Costs can only be cut so far; we have to be more inventive about generating income; we need to look at income streams such as grants; we may be competing with other schools for income.
- SBM: We have been talking to staff about asking parents to contribute for art resources, and cooking; perhaps £10 a year or £5 a term.
- Govs: Some schools do this as a matter of course.
- ~ Govs: A future Resources Committee meeting will need a fully costed way of balancing the 2019/20 budget; we will have to make tough decisions.
- Govs: If the school became an academy, would things be different? Unknown.
- HT: We need to restructure across school, looking at the needs of the pupils.
- Govs: We can't significantly reduce spending without addressing the staffing budget.
- SBM: Do we need a working party?
- Govs: Should there be wider parent representation on any working party? The June committee meeting can consider terms of reference; we need a timeline so we know by when to agree actions.
- SBM: The earliest point from now for teacher redundancy is January 2018.
- Govs: The main task for the June meeting is to isolate what went wrong in 2016/17; what lessons have been learned; how do we deal with finance in the future.
- SBM: We will bring a business plan to next meeting; when it goes to HR we have to let staff know though the plan wouldn't show which posts will go.
- Govs: The June meeting is to agree how we get to a structure, not to look at a given structure; we need to look at the whole budget and agree how to develop a plan rather than look at plan.
- Govs: We are in a better position than most schools.

Chair's initials

- Govs: We must be guided by outcomes for the children.
 - Govs: We are assuming the budget is balanced this year; we can show the LA we are putting things in place for 2019/20 but not rushing in to it.
- ~ The budget was proposed by Tim Dedman, seconded by Alan Webb and **agreed by the committee.**

	2017/18	2018/19	2019/20
Revised formula budget forecast	£1,685,779.75	£1,680,138.50	£1,693,460.50
Other Income	£269,238.34	£210,036.00	£210,036.00
Total Income	£1,955,018.09	£1,890,174.50	£1,903,496.50
Total Expenditure	£1,959,450.66	£1,893,982.29	£1,990,738.73
Current Annual Balance	(£4,432.57)	(£3,807.79)	(£87,242.23)
Forecast Carry Forward	£19,537.35	£15,104.78	£11,296.99
Overall Balance	£15,104.78	£11,296.99	(£75,945.24)

[Document MR20170522.4.1: Gov Budget 201718 Take 2.xlsm; SBM]

[Document MR20170522.4.2: Proposed_Staffing_grid_2017-18_Plan_E.docx; SBM]

[Document MR20170522.4.3: Proposed_Staffing_grid_2017-18_Plan_F.docx; SBM]

[Document MR20170522.4.4: Proposed_Staffing_grid_2017-18_Plan_G.docx; SBM]

[Document MR20170522.4.5: TA Proposal.docx; SBM]

[Document MR20170522.4.6: Toolkit - Managing Change and Staffing Reductions Dec 2016.docx; SBM]

Governance

MR20170522.5: *To confirm dates and times of future meetings*

- ~ There will be another extraordinary committee meeting on 15th June 2017 to look at issues in the 2016/17 accounts. The Clerk will ask committee members about a 5pm start.
- There are no routine meetings scheduled.

Action: Clerk

MR20170522.6: *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 7.11pm

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 June 2017

Glossary:

DHT	Deputy Head Teacher	SBM	School Business Manager
HT	Head Teacher	SEN	Special Educational Needs
NQT	Newly Qualified Teacher	TA	Teaching Assistant

Action summary

Action by	Minute number	Action	Date completed
Clerk	MR20170522.5	Check on a 5pm start for the meeting on 15th June	

Chair's signature:

Date: