
Boughton Leigh Junior School

Extraordinary meeting of the Resources Committee
held at the school on
Monday 10th July 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Steph Cowley
Ian Davis
Tim Dedman

Paula Duynstee (also HT)
Alan Webb (Chair)

The meeting was quorate throughout (three governors)

Also present: Roddie Grant (Clerk), Deb O'Dell (SBM)

The meeting began at 6.05pm

Procedural

MR20170710.1: To approve apologies for absence

Paul Birch, Claire Edwards. **The committee approved** these apologies. Absent: No one.

MR20170710.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MR20170710.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MR20170710.4: To approve and sign the minutes of 2nd and 22nd May 2017

The committee approved the minutes of 2nd and 22nd May 2017. They were signed by the Chair.

MR20170710.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

There were no matters arising

Finance

MR20170710.6: To review issues with the 2016/17 accounts

- ~ Governor Steph Cowley (a chartered accountant) had spent time with the SBM and reported to the meeting on key issues.
- **Govs:** We took control of the account at local level when Deb O'Dell was previously SBM but didn't adequately manage the transfer when she left; it is preferable not to rely on the LA as long as SBM has the skills.
- **Govs:** Is there any concern about fraud last year?
- **SBM:** No; I have been through the account thoroughly twice; there is now clear segregation of duties; this is easier now there are more members of staff.
- **Govs:** Are we confident that the accounts are under control now, including Pupil Premium?
- **Staff:** Everything has been budgeted; different cost centres have been set up; funds are transferred and fully accounted for; termly meeting with the LAFO will continue, but we are managing accounts in-house.
- **Govs:** Our thanks to Deb O'Dell and Steph Cowley for getting to bottom of this and restoring confidence.

- **Govs:** How would we know same thing won't happen again?
- **Steph Cowley will meet with the SBM in advance of Resources Committee meetings;** the SBM is more able to manage the accounts than her predecessor.
- **Govs:** A rigorous pre-meeting would do a lot for our confidence.
- ~ **Govs:** The funding for trips must be agreed in advance; this needs to be scheduled at the right point in the meeting cycle.
- **Govs:** The Performance and Standards Committee might agree to subsidise a particular trip from the school budget but that would be a matter of policy, and would be in the forecast.
- **Govs:** Subsidies have to be driven by the pupils' needs, not as a way of avoiding getting parents to pay.
- The meeting discussed some of the practicalities around the funding of trips.
 - For curriculum-related trips the school can ask for – not require – a contribution.
 - Cancelling trips because enough contributions have not been received can be difficult if facilities have already been paid for.
 - Pupil Premium funding can be used as a subsidy for some pupils; such subsidies are not always consistent between trips, because the different elements of funding a trip are hard to forecast accurately.
 - The HT has some discretion on decisions.
 - For two planned trips there is a shortfall of £400–£500 each; as part of a good learning experience this might be acceptable but larger shortfalls would not.
- **Govs:** We need a policy so everyone knows the arrangements; it is a matter of common sense which just needs to be put into a framework.
- **HT:** Year heads are taking on the planning of trips, looking at the costs compared to the real educational value; also, pupils are fundraising for trips.
- ~ The meeting discussed funds received from the PTA; the HT thought money was being raised for a roof for the quadrangle but it has been donated for other things.
- **Govs:** It needs to be put on formal basis, sending the message that it is serious and important; all requests for funding by the PTA must come through the HT.
- **Govs:** Representatives of the PTA should be involved in Resources Committee meetings to be aware of the big picture.
- **The SBM will invite two representative of the PTA to the Resources Committee meeting on 14th November 2017.**

Action: SC, SBM

Action: SBM

[Document MR20170710.6.1: Diff between Feb and March 2017.xlsx; SBM]

[Document MR20170710.6.2: Review of Financial Year 2016/17; Steph Cowley]

[Document MR20170710.6.3(p): Printout of variance from predictions; Steph Cowley]

MR20170710.7: To agree budget for 2017/18 onwards

- ~ **Govs:** The first year (2017/18) has been signed off; noting the difficulties of forecasting that far ahead, the committee must look at options to break even in year 3 (currently an overall deficit of ~£76k), assuming funding policy remains the same.
- **Govs:** We have to change our thinking; year 3 will not be OK as in the past; we have to have done the thinking in advance.
- **SBM:** We are working hard on in-year savings that do not adversely affect pupils.
- **HT:** Some staff resignations have reduced the pressure.
- **Govs:** Care is needed about the impact on the school of delaying recruitment.
- **Govs:** Redundancies would be a last resort; once discussion ceases to be abstract, staff members whose jobs could be at risk must be notified; we need to ask HR for a timeline for redundancies.
- **The committee agreed** to form a working party of Steph Cowley, Alan Webb, Jon Baxter (as Chair of the Performance and Standards Committee), and the SBM; HR advice will be sought from LA as necessary.
- **The SBM will convene a meeting of the working party early in September ready to report to the Resources Committee meeting on 14th November.**
- ~ The committee noted that future recruitment of governors should seek someone with HR skills.

Action: SBM

[Document MR20170710.7.1: Gov Monitoring May.pdf; SBM]

[Document MR20170710.7.2: Pupil Premium 12-06-2017.pdf; SBM]

MR20170710.8: To review capital expenditure

- ~ **Staff:** We are awaiting a response from the LA about various projects.

Chair's initials

- **Govs:** Why is there current work on the roof?
- **SBM:** Following a condition survey report, the LA is making repairs as the landlord; the LA is also funding work on the kitchen.

MR20170710.9: To receive update on Jolly Brollies

- ~ A summary of accounts from Jolly Brollies was available on GovernorHub on 6th July 2017
- **SBM:** The summary is up to date; income and staff costs are on track.
- **Govs:** This report has far more granularity than in the past; this builds trust.
- **Govs:** The school changes rent to Jolly Brollies but it is not shown as paid in instalments; it should be paid monthly.
- **SBM:** This will be done, but it would have to be refunded if Jolly Brollies does not break even

[Document MR20170710.9.1: Jolly Brollies May.pdf; SBM]

[Document MR20170710.9.2(p): Jolly Brollies to 10/7/17; SBM]

MR20170710.10: To receive update on progress with asset register

- ~ The register has been updated.
- The meeting discussed insurance and budgeting for replacement.
- The register will be update annually and tabled at the Resources Committee spring term meetings.

Action: Clerk

[Document MR20170710.10.1: Copy of Asset Register February 2016.xlsx; SBM]

Governance

MR20170710.11: To review governor training and CPD

This was deferred to the autumn term.

MR20170710.12: To agree policy on provision of school meals

- ~ **SBM:** Since September 2016 the office staff have been diligent in chasing dinner money debt; what happened previously is less clear which makes pressing for payment difficult.
- **Govs:** The draft policy is fine but in should record that pupils will always receive at least a basic meal.
- The HT will circulate revised wording to make this clear; failure by parents to provide for a child is neglect, and the school will always take action.
- **Govs:** The letters sent to parents about non-payment should look hard hitting, to emphasise that the recipient must take action.
- **The committee approved** the policy

Action: Clerk

[Document MR20170710.12.1: BLJS_Debt_Policy_2017-2020.docx; HT]

MR20170710.13: To confirm dates and times of future meetings

Tuesday 14/11/2017 at 6pm
 Wednesday 28/2/2018 at 6pm
 Tuesday 1/5/2018 at 6pm

MR20170710.14: 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 7.53pm

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

Chair's initials

Roddie Grant
Clerk to the Governing Body
14th July 2017

Glossary:

CPD Continuing Professional
Development
HT Head Teacher

LA Local Authority (Warwickshire
County Council)
PTA Parent-Teacher Association
SBM School Business Manager

Action summary

Action by	Minute number	Action	Date completed
Steph Cowley, SBM	MR20170710.6	Meet in advance of Resources Committee meetings	
SBM	MR20170710.6	Invite PTA representatives to the Resources Committee meeting on 14th November 2017	
SBM	MR20170710.7	Convene working party	
Clerk	MR20170710.10	Include asset register on Resources Committee meetings spring term agendas	
Clerk	MR20170710.12	Update policy database	

Chair's signature:

Date: