
Boughton Leigh Junior School

Meeting of the Resources Committee
held at the school on
Thursday 23rd November 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Steph Cowley
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 6.03pm

Procedural

MR20171123.1: To approve apologies for absence

Paul Birch, Ian Davis. **The committee approved** these apologies. Absent: No one.

MR20171123.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MR20171123.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MR20171123.4: To approve and sign the minutes of 10th July 2017

The committee approved the minutes of 10th July 2017. They were signed by the Chair.

MR20171123.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

MR20171123.5a: Invitation to PTA representatives

Representative of the PTA were unable to come to this meeting; the SBM will invite them to the next meeting.

Action: SBM

Finance

MR20171123.6: To receive budget monitoring report

- ~ Printouts showing the budget, spend and balance were distributed to the committee members.
- 'Teachers other cover' is overspent due to unexpected bills left over from last year when financial controls fell short; the forecast budget has been updated; there is the extra cost of agency staff to cover a number of vacancies; however the overall teachers' salaries will go down; maternity cover income will be £40k.
- **Govs: Will there be a shortfall by the end of year?**
- **SBM: The overall budget is about the same.**
- **HT: We are currently trying to get in staff apart from agencies; we have advertised but without much response; four maternity leaves is a challenge to manage.**
- Spend on 'Clerk to the governing body' is over budget because of significant extra one-off work this year.
- The cost of caretakers and cleaners was under-estimated; the caretaker is leaving the school.
- **Govs: Is he being replaced?**

Chair's initials

- *SBM*: Yes, but at a lower grade and for fewer hours.
- Staffing costs in next year's budget will be checked.
- *Govs*: It is disappointing that expenditure from last year is an on-going problem, will it be put in the right year using accruals?
- *SBM*: We must be getting to the end of these issues.
- *SBM*: On training, Aspire is expensive; we have considered withdrawing but are still committed to paying.
- *Govs*: Is Aspire worth doing?
- *HT*: The school bought in prior to my appointment as HT; with the school leadership being new I wanted to stay with it this year; you have to give lot of notice to withdraw.
- *Govs*: When a break point comes, make a decision then.
- *HT*: It may be worth coming out in the summer; we have probably got what we need; we will check the notice required.
- *Govs*: Are payments in 2018/19 forecast?
- *SBM*: Yes
- *HT*: The expectation is that all the leadership team is involved; there is the cost of cover on top.
- *SBM*: SEN top-up funding mostly offset by TA pay.
- *SBM*: A new flexible access system on the main door will allow lettings to use a code to get access; the increase from lettings means this will pay for itself.
- *SBM*: The overpayment for water has been refunded; the budget may be overestimated because of the leak.
- *Govs*: The problem with catering was managing parents' payments, but we are now of top of that.
- *SBM*: Sports grant funding will contribute to swimming.
- *Govs*: Do we have a percentage figure for how much is recovered?
- *SBM*: It use to be 90–95%; now it is about 80%; there is some Pupil Premium funding to go against it; a contingency is built in.
- *Govs*: Some costs, such as rates are paid early in the year, skewing the expected percentage spend now.
- *SBM*: And some resources have been purchased for the year.
- *Govs*: How confident are you?
- *SBM*: I am confident we can balance the budget.
- *Govs*: There is a much higher level of control than before; we are more assured than this time last year.
- *Govs*: How do staff feel about making economies?
- *SBM*: They understand about being in difficult times.
- The SBM and governor Steph Cowley will continue to work together.
- *Govs*: Recent capability-based recruitment has meant getting skills which have made a quantum change in the governing body's level of control.

[Document MR20171123.6.1(p): Governor Report 17/18; SBM]

MR20171123.7: *To clarify salary figure in report to Pay Committee*

The figure of £116,272 in the report to the Pay Committee should have been £875k, the annual salary cost for contracted teachers.

MR20171123.8: *To review capital expenditure*

- There is £9,208 capital; a quote to replace three windows in the top corridor is £10,700; the LA has agreed to fund the balance.
- **The committee approved** the expenditure.

MR20171123.9: *To review the budget for 2017/18 onwards*

- ~ The SBM had met recently with the LA finance officer.
- *Govs*: What is the timetable for next year's budget?
- *SBM*: It can be brought to the February Resources Committee meeting.
- *SBM*: Currently the carry forward from 2017/18 will be a surplus £13,895, from 2018/19 will be a surplus £3430, from 2019/20 a deficit of £98,975; however, it does look might the school might benefit from the NFF.
- *Govs*: The third year has always been challenging, but this time will it be different?
- *HT*: The days of saying it will catch up, are gone.

Chair's initials

- Govs: For next meeting the rolling budget view must be clear, with the beginnings of a plan.
- The Clerk reminded the committee of the plan to form a working party to look at options for reducing the budget.
- Govs: We need a robust plan, which we hope not have to be implemented.
- The SBM will convene the working party for 2.30pm on Friday 19th January 2018.
- HT: Some budget headings just haven't got the capacity to meet the need; we must think carefully about where funding is really needed.

Action: SBM

MR20171123.10: *To review spending and impact of Pupil Premium*

- ~ HT: With the exception of PPP, all projects and interventions have started, but the funding has not yet all been allocated.
- The hope is to run PPP in collaboration with Boughton Leigh Infant school from January 2018.
- Govs: Is the minibus funded from Pupil Premium?
- HT: The initial purchase was in summer 2014 but now everyone uses it.
- Govs: Is it owned or leased? Does it provide value?
- SBM: It is leased but this is not funded by Pupil Premium; it is not used quite as much as we could; we have tried hiring it out; do we need such a big van?
- HT: The Anomaly is also leased; staff are being trained on how to use it; we are trying to move it to a better location.

MR20171123.11: *To review spending and impact of sports grant*

- ~ A full report is on the school website.
- PE lead Angela Marsay is meeting with Ian Smart from the Harris School partnership to discuss an action plan.
- HT: Funding has almost doubled, and we want to be sharper in how we use it; the governing body should appoint a governor to monitor the sports grant and a governor to monitor Pupil Premium.

MR20171123.12: *To receive update on Jolly Brollies*

- ~ A finance summary report was distributed to the committee members.
- SBM: Staffing is overspent; a member of staff who has resigned is not being fully replacement.
- SBM: Invoices have just gone out for autumn 2; the income is not included in this report.
- Govs: The governing body has responsibility for Jolly Brollies funding; this now feels under control; does the governing body have responsibility for the quality for provision?
- HT: Now they have themes such as cooking and leaf rubbings; we are working on further improvements.
- Govs: Would it be appropriate to have one-page report or talk twice a year to the governing body; it would be a demonstration of some level of oversight.
- HT: The grid showing activity could go on the website.

Action: Clerk

[Document MR20171123.12.1(p): Jolly Brollies; SBM]

MR20171123.13: *To consider purchase of Kindles*

- ~ The Clerk reminded the committee that the suggestion of buying Kindles arose at the March 2017 FGB meeting.
- HT: We now have the David Hicks library.
- Govs: Old iPads could be repurposed as Kindles for the library.

Premises

MR20171123.14: *To receive report on premises*

- ~ Replacement windows were reported under capital (see minute MR20171123.8).
- Govs: What would be the next thing?
- HT: The boys toilets; there is one toilet for 120 boys resulting in queues; we are in discussion with the LA about options for rearranging installations to fit more in.
- Govs: There is no H&S governor – is there anything we should know?

Chair's initials

- *HT*: We have been asking the LA for 15 months about a fire door; a partition is needed in a corridor; we need an additional exit from the hall.
- *HT*: A external survey on fire safety is being done; we will get a report.
- *SBM*: It is a landlord responsibility.

MR20171123.15: *To review health & safety*

The Clerk will make contact with the parent who has express interest in joining the governing body and who has H&S experience.

Action: Clerk

Personnel

MR20171123.16: *To receive report on staffing*

- ~ Cover is obtained throughout agencies, and the school is trying to recruit.
- An interim caretaker is in place until Christmas.
- *Govs*: Are there any resources implications?
- *HT*: Only the cost of agency cover, which is in the budget.

Governance

MR20171123.17: *To review policies and documents*

MR20171123.17a: *Premises management documents*

- ~ The was deferred to the next Resources Committee meeting to allow time for compiling the relevant documents.

MR20171123.17b: *Statement of procedures for dealing with allegations of abuse against staff*

- ~ The was deferred to the next Resources Committee meeting.

MR20171123.17c: *Data protection policy*

- ~ This is reviewed every two years by the Resources Committee.
 - **The committee approved** the policy.
- [Document MR20171123.17c.1: *Data Protection Policy.pdf*; SBM]

MR20171123.17d: *Governor Allowances Policy*

- ~ This is reviewed every three years by the Resources Committee.
 - **The committee approved** the policy.
- [Document MR20171123.17d.1: *Governor Allowances Policy.docx*; SBM]

MR20171123.17e: *Charging and remissions policies*

- ~ This is reviewed every three years by the Resources Committee.
 - **The committee approved** the policy.
- [Document MR20171123.17e.1: *Charging Policy.pdf*; SBM]

MR20171123.17f: *Accessibility plan*

- ~ This is reviewed every three years by the Resources Committee.
 - **The committee approved** the policy.
- [Document MR20171123.17f.1: *Accessibility Plan 2016 - 2019.pdf*; SBM]

MR20171123.18: *To confirm dates and times of future meetings*

Wednesday 28/2/2018 at 6pm
Tuesday 1/5/2018 at 6pm

MR20171123.19: *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 7.35pm

Chair's initials

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
13th December 2017

Glossary:

FGB	Full Governing Body	PPP	Positive Parenting Program
HT	Head Teacher	PTA	Parent-Teacher Association
LA	Local Authority (Warwickshire County Council)	SBM	School Business Manager
NFF	National Funding Formula	TA	Teaching Assistant

Action summary

Action by	Minute number	Action	Date completed
SBM	MR20171123.5a	Invite PTA representative to the next Resources Committee meeting	
SBM	MR20171123.9	Convene budget working party	
Clerk	MR20171123.12	Include reports from Jolly Brollies on future agendas	
Clerk	MR20171123.15	Contact possible governor	
Clerk	MR20171123.15	Update policy database	

Chair's signature:

Date: