
Boughton Leigh Junior School

Meeting of the Resources Committee
held at the school on
Thursday 22nd March 2018 at 7.00pm

Minutes

(non-confidential, as signed)

Governors present:

Tim Dedman

Alan Webb (Chair)

Paula Duynstee (also HT)

The meeting was quorate initially (three governors) but suspended before business was complete.

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

The meeting began at 7.07pm

Procedural

MR20180322.1: To approve apologies for absence

Paul Birch, Steph Cowley. **The committee approved** these apologies. Absent: Ian Davis.

MR20180322.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MR20180322.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MR20180322.4: To approve and sign the minutes of 23rd November 2017

The committee approved the minutes of 23rd November 2017. They were signed by the Chair.

MR20180322.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

MR20180322.5a: Invitation to PTA representatives

The SBM will invite PTA representatives to the next Resources Committee meeting.

Action: SBM

MR20180322.5b: Possible governor

The possible governor has declined because of other commitments.

Finance

MR20180322.6: To receive budget monitoring report

- ~ The SBM provided a printout giving almost year-end figures from the school's accounting system.
- **SBM:** 'Other teacher cover' is overspent, but there is underspend on teachers; there has been a significant use of supply teaching because of difficulties recruiting.
 - **SBM:** Figures from the LA for the cleaning and caretaking budget are incorrect.
 - **Govs:** How do they compare with the previous year?
 - **SBM:** This is uncertain; we need to check the LAFO's figures; they appear to be entered incorrectly.

Chair's initials

- *SBM*: The cost of the defibrillator is under H&S, but we received funding towards it from elsewhere, the cost of the access key pad has been offset by increased lettings income.
- *Staff*: Regarding the water, we have had a refund, but have had to guess for next year.
- *Govs*: This is worrying; the supplier might have made a mistake and come back for more later.
- *SBM*: The LAFO is checking; there is £7.5k in the budget for next year.
- *Govs*: Do we keep record of meter readings?
- *SBM*: Yes.
- *Govs*: On which side of the meter is the leak?
- *HT*: It is based on consumption so has gone through a meter.
- *Govs*: Setting the budget properly is the problem.
- The admin figure includes the costs of an exclusion.
- *Staff*: 'Office resources' has crept up; it includes a contribution to the staff appraisal package which will cut down costs, though the initial cost is high; printing costs are lower than expected.
- Accounting for catering is resolved; the new policy where the budget is zero is being followed.
- Some trips balance exactly; some use Pupil Premium.
- *Govs*: Pupil Premium should indeed be used for wider opportunities for children, not just on the curriculum.
- The PE grant was greater than expected.
- *Staff*: A £1 week charge for clubs has really helped; and parents are happy to pay.
- *Staff*: There will be some Pupil Premium carried forward; we are asking the LA how we can ensure we don't lose it.
- *HT*: Forest school funding is ring fenced; training is in place; it has taken longer than planned to get the project up and running.
- Maths is overspent by £2,705; this includes Mathematics and maths mastery from the RAP.
- *Govs*: Budgets should not change during the year, but revised forecasts take changes in to account, showing deviations from the budget; for example, regarding the water a revised forecast will take changes in to account for the end of the year.
- *SBM*: The LA should provide this; but the information is never ready in time for meetings.
- *SBM*: The LA does a termly forecast, but this is where problems arose last year; we cannot rely on them too much.

[Document MR20180322.6.1: Governor Monitoring Report March 2018.pdf; SBM]

[Document MR20180322.6.2(p): Pupil Premium Day Trip Expenditure 2017/18; SBM]

MR20180322.7: To review capital expenditure

~ There has been no capital spend in the 2017/18 financial year; the budget has been allocated to windows next year; the windows and roof are falling apart; the LA is contributing £90k to go with the school's £10k capital; by September there should be new windows, roofing and toilets in Y5 and Y6.

- *Govs*: Will it ever get done? How can it be progressed?
- *Staff*: We are now at the top of the LA's list; the size of the job means waiting to the summer; we have been repeatedly asking the LA to make the school a priority.
- The Clerk will include a report on the building work on the first autumn FGB agenda.

Action: Clerk

[Document MR20180322.7.1: Capital Report March 2018.pdf; SBM]

MR20180322.8: To review spending and impact of Pupil Premium

~ The HT had provided a RAG-rated review of progress, updated as far as possible; it shows what is working well, and what is being refined; the school is looking at what is done by other schools, such as accelerated reading.

- *Govs*: What was the impact last year? It is very hard to tell how we are doing this year.
- *HT*: This is on the website; we have to publish barriers, data at end of the year, and how much the fund is.
- *Govs*: We have moved forward in how to spend the money; it is difficult to see current impact unless we include data on spend; we should have the most recent data available on the spend profile.

Chair's initials

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- *HT*: It could be continuous but a term in arrears.

[Document MR20180322.8.1: Pupil Premium Summary Report_2017-18_Spring_1_review.docx; SBM]

MR20180322.9: To review spending and impact of sports grant

- ~ The HT provides a RAG-rated summary each term, so it is against current data.
- *HT*: I have asked the PE lead about the increase in uptake by disadvantaged children.
- *Govs*: How much is the grant?
- *SBM*: £20k, of which £17,352 has been spent.
- *Govs*: We should be ensuring the funding is spent on appropriate things; we need a full report to go out with committee agendas.

MR20180322.10: To receive update on Jolly Brollies

- ~ *SBM*: Staffing is overspent, subsidised by the school; staff are not being replaced as they go; the charge to parents was increased from September, and the finances are far more under control; parents are chased for fees but see it as school-run activity, not a business.
- *Govs*: What is the size of bad debt?
- *SBM*: It is never huge; staff chase and send reminders.
- *Govs*: Do we allow pupils to come if payment is a term behind?
- *SBM*: Yes, but we risk never getting the money; it is embarrassing for staff who suffer rude behaviour by parents.
- *Govs*: We should take the money on enrolment; this is a commercial activity; people are taking liberties.
- *SBM*: Parents pay in many different ways.
- *Govs*: If a parent is not paying for the service, sadly we should not accept the child; if the school is subsidising, money is being taken from elsewhere; there should be a letter from the governing body that children will not be taken if there is a debt from the previous term.
- **The committee agreed** the SBM should draft a letter to parents for the committee Chair or Chair of the governing body to sign.

Action: SBM

[Document MR20180322.10.1: Jolly Brollies Report March 2018.pdf; SBM]

MR20180322.11: To review the budget for 2018/19 onwards

- ~ *SBM*: The LA has not yet provided a spreadsheet; I have used the BPS forecast software to prepare a hand-out.
- *SBM*: TA costs have been reduced; there was no need for a formal route to redundancies because of natural wastage plus volunteers.
- *Govs*: This will have kept staff morale while making the necessary savings.
- *SBM*: The budget includes redundancies costs.
- The committee briefly discussed several budget headings, but ran out of time to consider the whole budget adequately.
- *Govs*: When must the budget be signed off?
- *SBM*: 1st May 2018.
- *Govs*: We need solid figures; when will they be finalised?
- *SBM*: Over the Easter holiday.
- **The Clerk will convene an extraordinary meeting of the Resources Committee** before the extraordinary FGB meeting on 17th April 2018.

Action: Clerk

[Document MR20180322.1.1(p):TE008 Budget; SBM]

[Document MR20180322.1.2(p):Untitled budget summary; SBM]

MR20180322.12: 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

Tim Dedman left the meeting, and as it was now inquorate all remaining business was deferred to the next meeting.

Chair's initials

The meeting closed at 8.45pm

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
1st May 2018

Glossary:

FGB	Full Governing Body	PTA	Parent-Teacher Association
HT	Head Teacher	RAG	Red Amber Green
LA	Local Authority (Warwickshire County Council)	SBM	School Business Manager
LAFO	Local Authority Finance Officer	TA	Teaching Assistant

Action summary

Action by	Minute number	Action	Date completed
SBM	MR20180322.5a	Invite PTA representatives to the next Resources Committee meeting	
Clerk	MR20180322.7	Include a report on the building work on the first autumn FGB agenda.	
SBM	MR20180322.10	Prepare letter about Jolly Brollies	
Clerk	MR20180322.11	Convene extraordinary Resources Committee meeting on 17th April 2018	

Chair's signature:

Date: