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# Boughton Leigh Junior School

Extraordinary meeting of the Resources Committee  
held at the school on  
Tuesday 17th April 2018 at 5.15pm

## 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 5.21pm

### Procedural

MR20180417.1: *To approve apologies for absence*

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No apologies were received. Absent: Paul Birch.

MR20180417.2: *To receive notice of any additional business notified to the Chair*

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There was no additional business.

MR20180417.3: *To record any declarations of interest specific to this meeting*

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There were no declarations of interest.

### Finance

MR20180417.4: *To agree budget for 2018/19 onwards*

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- ~ The SBM explained the budget summary which had been distributed; the carry forward will cover the deficit.
- Govs: The deficit in the third year is only £692.
- Govs: What are the assumptions about SEN funding?
- SBM: It should be self-funding – in and out.
- Govs: So it is not in next year's budget at this stage.
- SBM: Not until we know what is happening.
- Govs: Is the drop in expenditure in 2019/20 principally the result of losing staff? Yes.
- Govs: Has it been decided who is going?
- Staff: It has been achieved informally by voluntary redundancy
- Govs: Are increases in staff costs due to wage drift.
- Staff: Yes, including the minimum living wage.
- Govs: We will be overspent by £700 by 2021
- SBM: Yes; there could be more natural wastage; also savings from recruiting new staff at lower salary points than departing staff.
- Govs: Are redundancy costs included?
- SBM: Yes; this shows we have done what we had to.
- Govs: Has everything in the RAP been costed and included?
- Staff: Yes; for example the £7000 under English to provide books at an appropriate level for pupils to build on Power of Reading.
- Govs: Are books not available in the library?
- HT: This is more so that teachers can see progression through reading bands.
- Govs: Are there any areas where the budget is jeopardising the education of pupils?

Chair's initials

- *HT*: Maths is a large expenditure because we have bought in to Maths Mastery; the other big expenditure is buying NFER tests for assessment because they are more in line with books and teaching.
- *Govs*: Is everything included, can we achieve it with staffing levels? Yes.
- *Govs*: Line 183 – £15k for bought-in IT – seems high.
- *SBM*: That is the Anomaly in the playground; it seems high because we are tied in for a time but after that the cost will be negligible.
- *SBM*: We have shown trips income and expenditure as balancing out; it would be undesirable to allocate any subsidy for this.
- *Govs*: We will expect all staff to be aware of the budget and think sensibly about spending.
- *Staff*: There have been discussions, and all understand.
- *Govs*: What is the state of Jolly Brollies fees?
- *HT*: It is an improved picture; there are a small number of cases where there have been no payments received for two terms; we need a system which flags debt within the same term before the next invoice is due.
- *Govs*: What communications will the debtors have had since the autumn.
- *SBM*: There is an invoice every term and reminders sent out; Jolly Brollies takes care of its own invoicing but perhaps it should be taken back under school control.

*Ian Davis left the meeting briefly (5:45pm)*

- *Govs*: The building maintenance is £73k!
- *SBM*: The LA is funding toilets, roof, and windows, and we contributing.
- *Govs*: Using revenue for capital is acceptable; it is sad that proper capital projects cannot be funded.
- **The budget was proposed by Tim Dedman, seconded by Steph Cowley, and approved by the committee:**

	2018/19	2019/20	2020/21
Revised Formula Budget Forecast	£1,741,943	£1,766,770	£1,772,055
Other Income	£247,048	£242,048	£242,048
Total Income	£1,988,992	£2,008,818	£2,014,103
Total Expenditure	£2,047,316	£1,986,250	£2,038,551
Current Annual Balance	(£58,324)	£22,568	(£24,448)
Forecast Carry Forward	£59,512	£1,187	£23,755
Overall Balance	£1,187	£23,755	(£692)
Proposed Action Plan	£0	£0	£0
Final Balance	£1,187	£23,755	(£692)

## Governance

*MR20180417.5: To confirm dates and times of future meetings*

The next meeting will be on Monday 2nd July 2018 at 6pm. The meeting on 1st May 2018 is cancelled.

*MR20180417.6: 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 5.54pm

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  
8th June 2018

Chair's initials
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*Glossary:*

HT Head Teacher  
NFER National Foundation for  
Educational Research

RAP Raising Achievement Plan  
SBM School Business Manager  
SEN Special Educational Needs

*Action summary*

No actions arose from this meeting.

Chair's signature:

Date: