

**Coombe Road Primary School**  
**Minutes of the Resources Committee Meeting**

Meeting Date: 14 March 2018

Meeting Time: 3.30-4.50pm

Present: Peter Freeman (PF), Vicky Phillips (VP) – Head Teacher, Ray Williams (RW), Efchari Kapoli (EK), Chris Piper (CP)  
 In attendance: Melanie Arnold (MA) – Clerk, Jean Smith (JS) – School Business Manager  
 Apologies: Mo Marsh (MM), Anne Meadows (AM)  
 Quorum: The meeting was quorate (at least two governors, plus the Head Teacher, or her representative, attending).

Item	Discussion and Decisions	Action
1.	<p><b>Welcome and apologies for absence</b></p> <p>The Chair welcomed Governors to the meeting. Apologies were accepted from MM and AM.</p>	
2.	<p><b>Declaration of interests:</b> There were none for this meeting.</p>	
3.	<p><b>Minutes of the Resources Committee meeting on 22 November 2017 and matters arising</b></p> <p><b>a) Accuracy:</b> The Committee agreed the minutes as an accurate record of the previous meeting.</p> <p><b>b) Matters arising:</b> Actions have progressed as follows:</p> <ul style="list-style-type: none"> <li>• Insurance for support staff: VP reported that Head Teachers had investigated this and found it too expensive.</li> <li>• Health and safety report: see agenda item 11b.</li> <li>• Governor expenses: agreed at the last Full Governing Body.</li> </ul> <p><b>Governors asked about the review of the business contingency plan.</b> VP said that she will be progressing this.</p>	<p><b>VP</b></p>
4.	<p><b>Budget Outturn Report 2017-18</b></p> <p>Governors discussed the report and chart of accounts. <b>They noted the £35,758 carry forward figure and asked how it had been achieved.</b> JS explained that savings on staffing costs, a refund on free school meals and an increase in University funding had contributed to this. Governors accepted the report and thanked the Business Manager for her good money management.</p>	
5.	<p><b>Draft Budget 2018-19 and Three Year Forecast</b></p> <p>JS confirmed that this was a balanced budget. Governors' discussion included:</p>	

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	<ul style="list-style-type: none"> <li>• Carry forward from Outturn Report: <b>Governors asked if this was included in the budget.</b> JS confirmed that it was.</li> <li>• Staffing: <b>Governors asked why the FTE figure for caretakers was 1.31.</b> JS explained that this included the cleaning supervisor.</li> <li>• Apprenticeship levy: <b>Governors wondered if the levy had settled following recent changes.</b> JS confirmed that it had.</li> <li>• Sports budget: <b>Governors asked for clarification of the sports budget carry over figure.</b> The explanation was that this is received for the school academic year, but is reported by financial year. It is paid to the school in two parts.</li> <li>• Pupil numbers: <b>Governors asked what the assumption was on pupil numbers for 2018-19.</b> VP said that Coombe Road was first choice for 22 children, second choice for 29 and third choice for 36. Governors asked how many pupils the school was losing. VP said that 32 year 6 pupils were leaving, with four other pupils moving out of area. She added that there had been several in-year moves to Coombe Road. Based on this, Governors anticipated that overall numbers would not go down.</li> </ul> <p>Governors approved the 2018-19 budget, agreeing that it looked stable, bearing in mind the inclusion of the carry forward figure.</p> <p><b>Governors went on to review the multi-year forecast in detail and asked if the local authority had provided the school with some assumptions to work on.</b> JS confirmed this and said the figures included an extra £5000 for 2018-19 to cover salary increases. <b>Governors asked about the figures for 2020-21 and were informed these were estimates, as the funding formula for that year is unknown at present.</b></p> <p>Governors agreed the draft budget for the following two years, noting that a few changes may be necessary in coming months.</p> <p><b>Services to Schools 2018/19</b></p> <p>Governors compared the charges for services to the school with the previous year's charges. VP said that Head Teachers had voted against paying for PHSE and were awaiting clarification of what is covered under Equality and Anti-bullying. <b>Governors asked about the reduction in Courier and EMAS service costs.</b> This was because the school did not need to make full use of these services. <b>Governors asked if HR payroll and Maternity charges were lower because of the staffing changes at the school.</b> VP confirmed this and pointed out that Maternity had</p>	

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	<p>been recalculated based on recent trends.</p> <p>Governors agreed the package. They noted that the charges were approximately £18,000 less than last year. They agreed that it was a healthy picture overall and praised the work of the school in managing this.</p>	
6.	<p><b>Scheme of Delegation</b></p> <p>The Scheme of Delegation had been amended because the Council had replaced the debit card with a 'purchasing card' and changed some financial control limits. Governors reviewed and agreed the changes. The amended document will be submitted for agreement at the next Full Governing Body (FGB) meeting.</p>	
7.	<p><b>Schools financial value standard (SFVS)</b></p> <p>Governors reviewed the draft and agreed the following amendments:</p> <ul style="list-style-type: none"> <li>• Item 5: add a note to explain that each staff member completes a declaration of interest every year, which is reviewed by the Chair and Head Teacher.</li> <li>• Item 17: Change the answer to 'in part'.</li> <li>• Item 18: Change 'bursar' to 'School Business Manager'.</li> <li>• Item 19: Governors asked if there were more recent examples. VP and JS said that fuel costs were less due to heating improvements. They will let Governors know of other examples.</li> <li>• Item 24: Change the answer to 'Yes' and add 'The accounts will be audited at financial year end.'</li> </ul> <p>MA will make the changes and circulate to the FGB for discussion at their next meeting.</p>	<p><b>VP, JS</b></p> <p><b>MA</b></p>
8.	<p><b>Pupil Premium (Disadvantaged pupils)</b></p> <p>Governors noted that the most recent report and plan had been published on the school website. They asked whether there was anything extra to report. VP reported that the number of children involved had gone up to 104 out of 189, representing 55% of pupils. Governors were concerned that the school does not receive Pupil Premium for children that start in-year. It is paid in the following year, but only if the children are still at the school. <b>Governors asked if the number of children entitled to free school meals had reduced significantly.</b> There had been a reduction and Governors wondered if Universal Credit had had an impact.</p>	

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9.	<p><b>Staffing (other than Pay Committee matters)</b></p> <p>VP updated Governors on recent staffing developments. <b>Governors asked how the school would cover the work of staff who had left, were absent or were resigning.</b> VP satisfied them that she had been able to rearrange work responsibilities so that the school did not need to employ replacement staff. The exception was that a new Buddies Club Supervisor would be recruited when the current post-holder leaves. <b>Governors sought assurance that arrangements to cover the welfare/safeguarding role were effective.</b> VP said that this works currently, but will be kept under review.</p> <p>Midday cover has been extended by two staff. One of these has football responsibilities and is funded from the Sports Budget.</p> <p>Governors accepted these arrangements and congratulated VP on ensuring cover at minimum cost.</p>	
10.	<p><b>General Data Protection Regulations (GDPR)</b></p> <p>Governors discussed the requirements under the GDPR. <b>They asked whether the school had received news of a central data protection role.</b> The school had not heard anything, but GDPR will be discussed at the next Unity Partnership meeting.</p> <p><b>Governors asked what actions the school should take regarding GDPR.</b> VP said that tasks included revisiting parents' consents, revising SIMS and updating handbooks. Governors noted the large amount of work involved in implementing the regulations.</p> <p>VP described the 'School Bus' online system, which provides access to policy templates and updates. She said this is now in use at Coldean. <b>Governors asked about the cost and which school policies were covered.</b> VP thought the subscription was c£800. All policies, including those related to GDPR, are covered.</p> <p>Governors reviewed the recommendations in the Information Security Healthcheck Report that had been commissioned by the school. <b>They acknowledged the positive aspects and were assured that action is being taken as required. They asked for confirmation that policies on Disposal of Information and Document Retention were in hand.</b> VP said she will prepare these.</p>	VP
11.	<p><b>Buildings</b></p> <p><b>a) Premises:</b> VP gave an oral report. Discussion included:</p>	

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	<ul style="list-style-type: none"> <li>• Alarm system: There had been several callouts due to minor faults with the system. <b>Governors asked if the system was now working properly and VP confirmed this.</b></li> <li>• Bid report: This had been received. An item of concern had been cracked panes in the corridor roof, with asbestos in the seals. <b>Governors felt that the asbestos work was the responsibility of the Council and were assured that VP is taking it up with them.</b></li> <li>• Tiles in Red Class: Governors noted that the Council will take care of the asbestos during the Easter holiday.</li> <li>• Toilets: There has been an ongoing problem with a hole in a cistern. Governors were pleased that the Council has employed a new set of plumbers to deal with this.</li> <li>• Boilers: The Junior boiler has been fixed, but the Infant boiler needs a major overhaul, which has been allowed for in the budget. <b>Governors asked if this explained the increase in the buildings budget.</b> JS confirmed this.</li> <li>• PTA: Part of the money raised will fund an outside classroom. Governors were impressed by the success of the PTA in raising sufficient funds for this.</li> <li>• Electrical survey: This has been completed and paid for. The school is waiting for the report.</li> </ul> <p>b) <b>Health and Safety:</b> VP and RW will report to the Committee once they have met to review the Health and Safety audit.</p>	<p><b>VP, RW</b></p>
12.	<p><b>Any other business:</b> There was none.</p> <p>The meeting ended at 4.50pm.</p>	
13.	<p><b>Date of next meeting:</b> Tuesday 26 June 2018 – 3.30pm</p>	

Signed .....

(Committee Chair)

Date .....