



Meeting of Resources Committee

2 March 2015

6pm

Library

MINUTES

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| Governor Members Present: | Ken Caplan (Acting Chair), Sam Caughey, Maya Fender, Martyn Giddens, Ruth O'Keeffe, Debbie Ticehurst |
| Associate Members Present: | Carol Ofield |
| Officers Present: | Elaine Butlin (Clerk) |
| In Attendance | Tanya Fitzgerald, Flora Jenkins, Jonathan Sharpe |

| | <u>Agenda Item</u> | <u>Action</u> |
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| 1 | <p>Introductions Sam Caughey and Elaine Butlin were welcomed to their first meeting as newly appointed Governor and Clerk. Flora Jenkins and Jonathan Sharpe were also welcomed to the meeting as observers and introductions were made.</p> <p>a) Apologies for Absence Apologies for absence were received from Ros Toomey and Roy Watkinson.</p> <p>b) Declarations of Interest None.</p> | |
| 2 | <p>Last Meetings - Dated 17th November 2014 and 22nd January 2015</p> <p>a) Acceptance of Minutes The Resources Committee reviewed and approved five pages of minutes from the meeting held on 17th November 2014 subject to the correction of some minor typing errors, following which the Acting Chair signed the minutes as confirmation. The Committee also reviewed and approved three pages of minutes from the extraordinary meeting held on 22nd January 2015, which the Acting Chair signed as confirmation of their accuracy.</p> <p>b) Matters Arising not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • There were no matters arising from the minutes of the meeting held 17th November 2014. • It was noted that the playground alterations under Item 5 of the minutes of the meeting held 22nd January 2015 would be discussed under agenda item 4a) capital expenditure. | |
| 3 | <p>Headteacher/Bursar Report to Committee - Termly Report Governors had received two reports from the school, one being the Headteacher report and the other from the Bursar. Having assumed that all committee members had read the contents of the circulated reports, the following points were highlighted:</p> <ul style="list-style-type: none"> • The Pupil Premium summary showed that most of the £26,000 grant had been used and that the contracted staff member had been well utilised. It was expected that the 2015/16 grant would be in the region of £23,000. • It was expected that around £1,700 would be carried over to the next financial year for PE Funding. • The Devolved Formula Capital (DFC) had been spent on new laptops. • Currently £37,000 of income had been received and after taking into account amounts owed, the income was projected to be close to £50,000 for the After School Clubs. The Bursar noted that the Other Staff Costs would become clearer in next year's budget as Contracts had now been put in place for After School Club staff since 2nd February 2015. | |

Signature.....

RUVWatts

Date.....

11/5/15



Governors queried the contingency figure of £3,681 and requested that all hidden costs e.g. electricity and other overheads were taken into account when computing any potential surplus. Any surplus should then go into the budget share and be spent elsewhere.

ACTION - The potential surplus for the After School Club to be recalculated after taking into account hidden costs.

TF

ACTION - The Bursar to clarify with ESCC finance officers the position of any surplus earned by the school through the After School Club.

TF

- Governors were informed of an estimated carry forward of £38,000 from the budget share to 2015/2016 and were assured that County allow 8% to be carried forward. This surplus is likely to be used in the next year. Further details will be supplied in next year's budget.

Ruth O'Keeffe joined the meeting at 6.15

- The Bursar was working on 2015/16 Budget and it needed to be presented to County by 22nd May. It was therefore crucial it was circulated in plenty of time and reviewed at the next Resources Committee meeting to be held on 11th May 2015. It also would require approval by the Full Governing Body before submission.

AGREEMENT - An Extraordinary Full Governing Body meeting to take place at 7pm immediately after the Resources Committee meeting to be held on 11th May 2015 to approve the 2015/2016 budget.

ACTION - The Chair of the Resources Committee or a delegated governor would support the preparation of the budget to ensure that at least one governor was fully apprised of the budget lines and the budget position.

TF/MG

ACTION - 2015/16 Budget to be updated and circulated after consultation with Chair of Resources Committee.

TF/MG

- Concern was raised by Governors over the increase in sickness absence during the spring term. MG explained this was due to longer term GP signed off sickness rather than odd days off and by an increase in flu bugs amongst staff.
- It was explained that credits for using the ESCC Education, Support, Behaviour and Attendance Service (ESBAS) were brought in as part of the County service. It was noted that the introduction of fines for absence had not worked at Brighton & Hove schools, if this was ever proposed by ESBAS. It was confirmed that the absences were not due to safeguarding issues.
- The Chair noted that the school was in the Ofsted window and that information sheets and case studies had been prepared by the school. Governors noted that there was training and support for preparing for Ofsted inspections was available and in particular one entitled "Good to Outstanding".

ACTION - MF to circulate details of a training course to all governors.

An extraordinary meeting/training session to be held with all governors to prepare for a forthcoming Ofsted inspection.

MF

- Concern was raised by Governors that the school would not have access to additional funding from ESCC for upcoming drainage work and other capital improvements, as it was a Trust School as told to the caretaker by Tony Wilkinson at ESCC. This was not in line with their understanding from Jon Brown who had previously confirmed to Governors that funding would still be available from County despite the change to a Trust School.

ACTION - Access to additional funding to be clarified.

MG

- BACS payments would commence once a card reader had been received.
- The draft 2015 SFVS was not complete and needed to be finalised and approved by 31

Signature..... *RJ Walters* Date..... *11/5/10* 2



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| | <p>March 2015. It was noted that the current School Development Plan does not currently have spending figures and that this was required for the answer to Question 8. The Acting Chair thanked MG and TF for offering to review the document within two days.</p> <p>ACTION - Review document and prepare comments within two days from meeting and submit to Chair of Governors and Chair of Resources Committee for further review.</p> <p>ACTION - Finalised document to be circulated to Full Governing Body by Friday 6 March 2015.</p> <ul style="list-style-type: none"> It was explained the merged School Fund was used for payment of mainly small non VATable items of expenditure and tended to total around £3,000 to £4,000. It is primarily used to collect donations to the school, to administer upfront payments for school trips, etc. However most expenditure was now put through the budget share allowing for VAT to be claimed. The Acting Chair thanked the Bursar for all her work in addressing the recommendations of the Internal Audit Report to ESCC. The Acting Chair hoped that the contents of the Internal Audit Report could soon be shared with the Full Governing Board. Some areas were still outstanding. For example, it was explained that as supplier contracts came up for renewal then contract logs could be updated with information on the different quotes received and the analysis on Value for Money. It was explained that Chyngton School's ICT services had been taken over by ESCC. Currently ESCC were offering three different packages of support which included support for SIMS as well, costing around £10,000 per annum. Governors noted that for such a large item of expenditure, other quotes should be sought but recognised that County is likely to offer the most comprehensive offer. The Bursar reported that in her role as Bursar of Alfriston School such an exercise had been carried out. <p>AGREEMENT - Initiation of discussions with the Trust should start for procurement like the supply of ICT services as part of long term planning. Governors would review quotes obtained with the School for provision of services from May 2015.</p> <p>ACTION: To obtain quotes and information on ICT and other support service provision by ESCC and other companies. Governors to have sight electronically of the Contract before it is signed.</p> | <p>TF/MG</p> <p>KC/RW</p> <p>TF/MG</p> <p>TF/MG</p> |
| <p>4</p> | <p>School Development Items - Financial</p> <p>a) Capital Expenditure Priorities Problems with heating boilers were being experienced. The Headteacher reported that three quotes have been obtained for the development of the playground. MF will be updated on all developments once some remaining information has been received. Need to establish if there would be a requirement for planning permission and the Landscape Officer at ESCC, James Newmarch, should be contacted.</p> <p>ACTION: The School to investigate if Planning Permission is required.</p> <p>The School was reminded that Full Governing Board approval would be required for expenditure over £5,000, as per Scheme of Delegation requirements.</p> <p>b) Car Park - Update It was reported that everything was in place; however the transfer of land still had to go through and until this is effected, contracts cannot be signed with the Car Park management company.</p> <p>c) Appointment of H&S / Safe Guarding Governor It was agreed that Roy Watkinson would continue as Health & Safety Governor, Debbie Ticehurst would continue as Child Protection Governor and Flora Jenkins would be named as Safeguarding Governor.</p> | <p>TF/MG</p> |

Signature..... *RW Watkinson* Date..... *11/5/15* 3



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| | <p>d) Appointment to Resource Committee It was agreed to defer appointment of Jonathan Sharpe to the Appeals Panel until the next Full Governing Board Meeting.</p> <p>e) Accessibility Plan It was thought that details on this would be on cZone.</p> <p>ACTION: Investigate availability of information and report back to next Resources Committee Meeting.</p> | MG/CO |
| 5 | <p>Other Governance & Regular Items</p> <p>a) Central Record of Vetting Checks - Confirmation of Audit Check The Headteacher reported that the annual audit had been completed and it was recorded in a single central register.</p> <p>b) Scheme of Delegation - Review & Confirm The Scheme of Delegation was reviewed. The Headteacher requested that clause 3.15 be adjusted from £2,500 to £5,000. However Governors expressed concerns that having only recently received control back from County of the school budget, Governors were keen to take it one step at a time. It was noted that there was in place a robust email audit trail process for approval by the Chair of Governors and Chair of Resources Committee to deal with urgent authorisation for larger expenditure requests. Ideally the School would advise Governors of major purchase plans in advance through the termly Resources Committee meetings.</p> <p>AGREEMENT - The Resources Committee approved the document as presented.</p> <p>ACTION - The document to be recommended to the Full Governing Board for approval.</p> <p>AGREEMENT - The Resources Committee to review the document at next meeting and to make recommendations to the Full Governing Board in September 2015.</p> <p>c) Local Financial Procedures The document was considered and it was agreed it needed to be updated further.</p> <p>ACTION: To be updated and circulated to the Resources Committee Meeting on 11 May.</p> <p>d) Health & Safety The HT reported that he and a member of staff were completing a four-day course.</p> <p>ACTION: Chair of Resources Committee to be updated once course completed.</p> <p>e) LCLP It was noted a full report would be available at the Full Governing Board meeting on 9 March.</p> <p>f) Asset Register It was noted that this had been completed and forwarded to ESCC Finance and the only outstanding items to be dealt with were disposals and security tags for high value items.</p> <p>g) Single Central Record Audit This had been dealt with under Item 5a.</p> <p>h) Schedule/Timings of Sub-Committee Meetings A brief discussion took place as to availability of Governors and Staff to attend sub-committee meetings not held in the evening.</p> <p>AGREEMENT - The Resources Committee agreed all Governors should be consulted to obtain their availability to attend sub-committee meetings at varying times. A survey was to be sent to all staff to determine their general availability.</p> <p>8.05 - Ruth O'Keeffe left the meeting</p> | <p>EB/RW</p> <p>TF</p> <p>MG</p> <p>EB/KC</p> |

Signature..... *R. W. Walters* Date..... *11/5/15*



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| | <p>i) Business Planner This was not discussed as covered by item 7a).</p> | |
| 6 | <p>Reports from Governors/ Governor Visits</p> <p>a) Health and Safety - Report from Link Governor Item carried over to next meeting as the Link Governor was not present.</p> | |
| 7 | <p>Other Policies and Documents for Review</p> <p>a) Policy Review Schedule - Consider and Agreed Dates for Reviews The annual business planner was not discussed. The Clerk reported that the Health & Safety Policy was up for review as date of last approval was 27 February 2012.</p> <p>ACTION: Health & Safety Policy review to be on Resources Committee Meeting on 11 May</p> <p>b) Staff Leave Policy 2014/15 The Headteacher reported that the Policy had not been circulated to the Resources Committee. It was noted that once it had been circulated and approved by the Resources Committee it would be recommended to the Full Governing Board for approval.</p> <p>ACTION: To be circulated for the Resource Committee Meeting on 11 May.</p> <p>c) Charging and Admissions Policy (Lettings) The Headteacher reported he had made the minor amendments and corrections to typing errors as discussed and approved at the Resources Committee meeting held 17th November.</p> <p>ACTION - Circulate revised agreed Lettings Policy for proposed approval by the Full Governing Board meeting to be held 9 March.</p> <p>8.05 Tanya Fitzgerald left the meeting</p> | <p>EB/RW</p> <p>MG</p> <p>MG</p> |
| 8 | <p>Any Other Business</p> <p>a) School Playground Opening Times Governors were apprised of a complaint raised by a parent about the closing of the playground at 3:45. Governors fully supported the times already agreed for the playground opening times. Governors welcomed the proposal that the opening times should be put on the Centenary Sign that would be installed later in the year. Governors also supported the proposal for putting out equipment e.g. picnic tables in the field for parents and children to enjoy.</p> <p>ACTION: Chair to circulate to Resource Committee members the email exchange with the parent.</p> <p>ACTION: Further discussions on provision of equipment in the school field to take place.</p> <p>Meeting ended at 8.18pm Date of next meeting - 11th May 2015</p> | <p>KC</p> <p>MG</p> |

Signature.....

Ru Walsh

Date.....

11/5/15



Actions Arising from Resources Committee Meeting - 2nd March 2015

| Actions Agreed | By Who | By When |
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| Recalculation of potential surplus for After School Clubs after taking into account hidden costs. | TF | Next Committee Meeting |
| The bursar to clarify with ESCC finance officers the position of any surplus earned by the school through the After School Club | TF | Next Committee Meeting |
| The Chair of the Resources Committee or a delegated governor would support the preparation of the budget to ensure that at least one governor was fully apprised of the budget lines and the budget position. | TF/MG | Next Committee Meeting |
| 2015/16 Budget to be updated and circulated after consultation with Chair of Resources Committee. | TF/MG | Next Committee Meeting |
| MF to circulate details of 'Good to Outstanding' course to be held on 22 nd July to Governors. | MF | 31 st March 2015 |
| Access to additional funding for upcoming drainage work to be clarified. | MG | Next Committee Meeting |
| Review and update 2015 SFVS before submission to Chair of Governors and Chair of Committee for review. | TF/MG | 5 March 2015 |
| Finalised 2015 SFVS to be circulated to Full Governing Body for approval. | KC/RW | 6 March 2015 |
| Obtain quotes and information on ICT and other support service provision by ESCC and other companies. Governors to have sight of the Contract before it is signed. | TF/MG | Contact is signed |
| School to investigate if planning permission is required to move trees on the mound as part of the playground refurbishment. Email trail would be required. | MG/TF | Prior to submission of plans / quotes to Resources Committee for playground refurbishment. |
| Investigate availability of information on Accessibility Plan and report back to the Resources Committee. | MG/CO | Next Committee Meeting |
| Scheme of Delegation to be recommended to Full Governing Body for approval. | EB/RW | Next FGB Meeting |
| Local Financial Procedures document to be updated before submission to the Resources Committee for review. | TF | Next Committee Meeting |
| Chair of Resources Committee to be updated on Health & Safety Course undertaken by Staff | MG | Next Committee Meeting |
| Consult all Governors on availability to attend sub-committee meetings at varying times throughout the day | EB/KC | Next Committee Meeting |
| Health & Safety Policy to be reviewed at next Resource Committee meeting | EB/RW | Next Committee Meeting |
| Staff Leave Policy 2014/15 to be recommended to Full Governing Body for approval. | MG | Next Committee Meeting |
| Finalised Letting Policy to be recommended to Full Governing Body for approval. | MG | Next FGB Meeting |
| Acting Chair to circulate to resources Committee the email exchange with the parent. | KC | Next Committee Meeting |
| Further discussions on provision of equipment in the school field to take place | MG | Next Committee Meeting |

Signature..... *W. Walls* Date..... *11/5/15* 6