

Present: Tom Cripps (TC, Chair), Linda White (LW)), Duncan Priestley (DP, Head), Tom Hollis (TH)

In attendance: Pauline Cleasby (Small Schools Business Manager – PC, SSBM)

Apologies: Debbie McCall (DMcC)

Meeting start: 1554hrs. The meeting was undertaken by videoconference

Meeting end: 1755hrs

INTRODUCTORY

Conflict of Interest declarations in addition to annual declaration.

TH stated that his wife is employed periodically by the School

Proposed format of meetings (TC)

This was noted by the committee.

MAIN BUSINESS

1.Minutes of previous meeting (20 Jan 2020)

These have been approved by members of the Resources Committee and subsequently by the Full Governing Body (in March2020).

2. Decisions made by Committee outside formal meetings

This item was suggested by TC to ensure a proper record of electronic / videoconference decisions relating to the Resources Committee. LW noted that previously these decisions were noted as points in the minutes.

3. Matters arising from Minutes:

A. Custody of documents relating to Appraisal etc. TC reported that he was still investigating this and would report back to the next meeting. **Action TC**

D.Replacement of Business Manager. Pauline Cleasby is now in post.

E. (a) Boiler replacement / Heating. This work was completed within budget and has been signed off. There is a great improvement to the warmth in school, and over time we hope to see a cost saving.

(b) Redecorating school (see agenda item 6)

F. Health and safety audit. This has been delayed by the Covid response. DMcC had advised that it should take place this term and DP is expecting this to be towards the end of October.

J. Policy Updates:

Missing Child Procedures – this policy has been located by DP

Governor Allowances Policy—DP has investigated the possibility of becoming a “cheque book school” but it transpires that the added complications this would entail outweigh any potential advantage. The committee agreed that if the need arises a solution will be explored at the time.

4. FINANCE:

• Month 5 Reconciled Budget

(In addition to the document circulated with the minutes, PC had circulated an updated version just before the meeting, which took account of known pay progression and proposed staffing changes. The committee noted this, but considered that they had not enough time to study it in depth.)

The Committee noted the new format for this report and this was broadly welcomed; the addition of variance was considered very useful. PC was thanked for her time and effort creating the new format. It was suggested that an aide memoire indicating which costs go into each category on the report would be useful – **Action PC**.

Specific points relating to Month 5 Reconciled budget:

- *An extra £10411.46 was paid by County in error and this will be subtracted in due course.*
- *Pupil "catch up payment":* DP reports that £1760 should appear in the budget (split over three 'tranches') over the coming year.
- *Coronavirus related costs including PPE.* The Head and SSBM advised that to date these (which included extra preparation time for lessons during lockdown) are not very significant.
- The cost of IT advice to the school appears to have not been budgeted. See also note under contracts.
- *Income from school meals.* The Head and SSBM advised that it was too early in the year to provide meaningful information about this. An example of how losses have been reduced at a nearby school by taking catering in house was provided for illustrative purposes. Further information will be made available for future meetings. **ACTION – DP; PC**
- *Other issues arising from report.* Overall the budgetary situation was considered to be very healthy with the potential for additional expenditure over the year. DP noted that in addition to the staffing proposals (below) he had identified an important potential project in the School Grounds (*see 7 below*).

- **Proposal by head to increase non-contact management time**

The head proposed that he should use Friday afternoons for non-contact management time. This means a replacement teacher would be needed to work on Friday afternoons in school, planning & delivering material to one of the two classes (sometimes some whole school activity may be more appropriate). Kate Nye and Lin Ball will continue to be employed as Teaching Assistants. The SSBM has costed this proposal at £1810 for the remainder of the Financial year. LW noted that in the past the Full Governing Body had approved this proposal in principle but at that time there were inadequate funds; the current budgetary situation means that funds are available. The committee supported this proposal and recommended that initially this is achieved through temporary contracts (or timesheets) and that a decision must be made later in the year as to whether this can become permanent. **Actions: Recommendation to FGB; DP to employ teacher; further review at next meeting.**

- **Three year budget update:**

- The County have accepted our 3 year budget plan after correcting an error in the annual carry over of funds. They request that all schools who recognise their budget has since been impacted by the COVID epidemic should present an updated plan by the end of October. As

part of her induction into her new role, Pauline will work on an updated budget, although is not necessarily obliged to submit to county. **Action SSBM.**

- The head reported that two more children may join the roll later in this term and that they should arrive in time to be included in next year's budget. A further two children may also join the school at a later date.

- **Staff Performance Management & Pay Review; Financial implications**

- Following performance review of the two teaching assistants, it is proposed to increase their time input by a (cumulative) total of 2.75 hours. The SSBM has costed these proposals and included them in the updated Month 5 report. The committee supported this proposal.
Action: Recommend to FGB.
- The Chair (TC) had requested that the committee is advised on whether annual pay rises / performance reviews for the remainder of staff have been carried out and the budgetary consequences. *It was confirmed that all anticipated pay rises and hours adjustments have been assimilated into the budgetary reports.*
- *Arrangements for and potential budgetary consequences of Headteacher's appraisal.* The appraisal is due in December. The SSBM confirmed that the impact of expected pay progression has been included in the updated Month 5 budget.

- **Schools Financial Values Statement (SFVS)**

The SFVS is a statutory report required to be submitted with approval of the Governing Body by February. The process for this is imminent and initially requires for the spreadsheet to be populated with relevant budgetary information. The SSBM has agreed to do this. Thereafter it is the responsibility of the Governors to complete the fields; discussion and approval will need to be undertaken electronically outwith the scheduled meetings because of the timings thereof.

Action: Chair/SSBM.

- **School nursery update**

It is understood that there is no change in the numbers and no known new arrivals for 2021.

- **Wraparound care update (Breakfast and after-school clubs)**

It is not yet clear how these will develop this term. The head noted that the Sports Budget was available to support After School Club activities.

- **Service agreements**
- A new internet contract has been negotiated making a saving compared to the previous one. The SSBM has pointed out that the cost of IT advice to the school appears to not be budgeted. The overall effect is understood to be more or less cost neutral. **Action – SSBM to check that IT advice is included in future budgets.**
- Catering is now “in house”
- Cleaning remains on contract with Orian. A new cleaner needs to be appointed but this is the responsibility of Orian.
- HR contract due for renewal in October

- **Review and audit of School Asset Register**

It is understood that this is usually undertaken annually and fits in well with electrical safety checks. A mechanism is required for the Resources Committee to “approve” this annually. **Action: Head/SSBM/Chair devise a mechanism and present to next meeting**

- **Review and audit of School Single Central Register (SSCR)**

It is understood that the SSCR is a spreadsheet detailing that appropriate vetting takes place of all adults who have access to the children through school. This is audited externally by our H&S advisors at least biennially. It was agreed that formal evidence of this audit, along with the school's OFSTED outcome in February of this year is accepted by the Resources Committee as approval. **Action: SSBM/DP**

5. STAFFING

- **Catering**– replacement for Monday lunchtime supervisor hours appointed
- **Cleaning** – see above (service agreements)
- **Business Manager/School Administrator** – new SSBM is in post

6. BUILDINGS (Head to report)

- **Heating and oil tank**– the heating and oil tank works complete and signed off within budget. DP noted that in addition some asbestos associated with the old oil tank has been encased.
- **Redecorating school** – DP reported that redecorating, particularly including replacement of blinds is required and he will consider this further during the coming year. It appears that this may now be possible without external funds. **Action DP** to report at next meeting.
- **Any other issues** –none reported

7. SCHOOL GROUNDS–

- Tree survey required – scheduled to be completed by February 2021 by the local authority.
- Other issues – DP reported that there was a need to extend the outdoors sheltering for the EYFS and this may require a considerable proportion of any potential budgetary surplus. **Action: DP to bring proposals to future meeting**

8. Health & Safety

GDPR – Neil McCall has completed this policy and sent it on to DP. At the time of the meeting DP was still reviewing the document. **Action DP.** [Note added after meeting: DP reported on 29/9/20 that he has completed the review and would be happy to submit to FGB for approval.]

H&S –DMcC has reported that both the policy and addendum are under consideration by DP.
Action DP

H&S inspection and review – rescheduled for October.

9. Friends Update- Nothing to report

10. Trustees Update - Nothing to report

11. Benchmarking - to be discussed after this year's SFVS completion **Action: TC**

12. Policy Updates-

- **Policy schedule** – The committee discussed the Policy (review) schedule and it was agreed that this needed to be addressed at Full Governing Body level. **Action: Head and LW (as Chair of Governors.)**
- **Data Protection**- Neil McCall - in progress (*see item 8 above.*)
- **Health and safety** – Debbie McCall – in progress (*see item 8 above.*)
- **Financial Delegation**–It was recommended by the previous Business Manager that this policy is reviewed annually. LW advised that it was reviewed last year and adopted by the FGB in October 2019. The policy was considered satisfactory by Ofsted in February. A few clarifications / updates were proposed by LW, and the **SSBM** will update the document accordingly so it can be submitted to the FGB for approval.
Out of School Club Policies and Procedures–DP to report at next meeting.

13. Any other business

14. Date of next meetings:

Spring term: Monday, 25 January 2021 at 1545hrs

Summer term: Monday, 10 May 2021 at 1545hrs

It is assumed that all future meetings will be via videoconference

T Cripps 06 Oct 2020