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- Present: Katie Blood (HT), Stephen Berry (Chair/Resources Chair),  
Fr Martin Morgan
- In attendance: Sarah Foster (School Business Manager), Tom Way - Clerk to  
Governors
- Apologies: Jane Gray
- Absent: Nikki Harper
- Quorum: 3 out of 5 governors were present. The meeting was quorate (at least  
50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

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## **1. Welcome / apologies for absence and declarations of interest**

Governors acknowledged that JG had given apologies in advance of the meeting and noted that NH was absent from this meeting.

There were no declarations of interest for this meeting.

## **2. Minutes of Resources committee meeting held on 06.06.19 accuracy / matters arising**

The Resources committee agreed that the minutes were an accurate representation of the meeting.

*The following actions have been met:*

- The SBM followed up the Consistent Financial Reporting Report for ratification (*the Chair provided an update at the last FGB meeting on 17.10.19*)
- The Clerk had set a reminder for governors leading on subjects to be followed up in the new SIP in the next school year (*see action 2.4 below*)
- The Chair has written to the LA officially asking them to take over the negotiating package and advising that the school will not be able to pay the back-pay amount (regarding changes to term time support staff annual leave and pay)



Matters arising, not otherwise on the agenda:

N/A

#### **ACTIONS**

- 2.1** SBM to complete annual write-offs report (including previous year) to present at the next FGB meeting on 11.12.19 – **ongoing**
- 2.2** FrMM to proceed with setting up a Charitable Trust
- 2.3** JG to check and give advice on the building sign-off acceptance procedure (*a discussion was had around this topic, deferred to following meeting as JG not present*)
- 2.4** Clerk to add governors leading on SIP subjects' item to next FGB agenda, the Chair to send info regarding this to the Clerk (to then send follow-up reminder to governors)
- 2.5** HT to prepare Lettings policy for review at the next FGB meeting on 11.12.19 - **ongoing**

### **3. Finance**

#### **A) Current Outturn**

Governors acknowledged that they had received copies of the current outturn prior to the meeting.

The Chair advised that they had looked through the outturn and that they were happy with it, and they asked the SBM if they had any further points to add to it. The SBM advised that they were no significant points to add here, and they commented on the three long term absences that have affected the outturn. The HT provided an update on these absences. There was further discussion around the way the water bill billing method has changed, the electricity/gas bill seasonal variations, the ICT hardware payment date, the Sports funding usage and the photocopier usage. The SBM agreed to investigate the process regarding meter readings to present at the next resources committee.

**Is the school's electricity and water utilities usage a project that the pupils could get involved in? i.e. to learn more regarding savings predictions and environmental conscientiousness etc.**

The HT agreed that this is a good idea but advised that it might be difficult for a teacher to find time to prepare this, but that they will bear this in mind. There was a broader discussion around this topic.

All governors agreed that they were happy with the current outturn.

*The Chair signed off the current outturn.*



## **B) Budget predictions**

The SBM advised that they have the budget for the end of September and that in this version there is a deficit of approximately £40,000. The HT advised that the way staff insurance works is good for St Bartholomew's in comparison to other schools but that this is offset by the extra cost required for supply staff (who need to plan their classes). It was acknowledged that the SBM researching the school's utilities will help with the forecast, and the SBM also agreed to contact SupplyDesk for further information about supply teacher rates to help with clarification of the budget predictions.

## **C) Debit Card Transactions statement**

The SBM presented the debit card transactions statement for August (the latest available) and advised that there was only one transaction.

*The Chair signed off the debit card transactions statement.*

The HT requested that all of the outstanding months' statements be presented at the next resources committee (Sept to Jan) and the SBM agreed to this.

## **D) Benchmarking report**

The SBM advised that this had been unable to complete this and they agreed to provide it at the next resources committee. The Chair requested that the report include staffing against buildings/pupils costing in regard to both the local authority and the national average.

### **ACTIONS**

- 3.1** SBM to investigate the process regarding meter readings to present at the next resources committee
- 3.2** SBM to contact SupplyDesk for further information about supply teacher rates
- 3.3** SBM to provide the debit card transactions statements for Sept-Jan at the next resources committee
- 3.4** SBM to provide the benchmarking report at the next resources committee

## **4. Policy reviews**

### **A) Terms of Reference**

The Clerk advised that point 17 regarding the Charging & Remissions policy being reviewed annually conflicts with the school's policy review schedule (which specifies that governors are free to determine and is currently set at every 3 years). Governors agreed to change point 17 in the terms of reference to regularly rather than annually.



Governors confirmed that they had looked through the terms of reference and agreed that there were no required changes otherwise at this point in time as it had been reviewed in good detail the previous year.

### **B) Scheme of Delegation**

Governors agreed that no changes were required to this as it was reviewed in good detail recently. There was a brief discussion around petty cash processing and banking.

### **C) Admissions Arrangements**

The HT advised that they have made some progress with this but that they haven't completed it yet, and they agreed to present this at the next FGB meeting. The HT also advised that they are going to a drop-in meeting with the Diocese regarding this.

### **D) Lettings Policy**

The HT advised that they haven't completed this yet and that they will present it at the next FGB meeting (*see action 2.5 above*)

### **E) Staffing Reviews (*item added to agenda in meeting*)**

The HT advised that teaching staff reviews have taken place and that no adjustments are to be made to salaries as all staff are on the top of their UPS scale, and that this also includes classroom assistants. The HT advised that Amy Charlton has moved into the role of Pupil Services Manager.

## **ACTIONS**

- 4.1** Clerk to update point 17 in the terms of reference and update the document review dates and publish on the school records
- 4.2** HT to prepare the Admissions Arrangements policy for the next FGB meeting on 11.12.19.

## **5. Standing Items**

### **A) Consistent Financial Reporting**

The Chair advised that they will keep monitoring this process and that it is possible for the SBM to provide an interim report if required.

### **B) Info on accidents**

The HT advised that two accident forms have been submitted to the council, both concerning staff, and advised upon the situations regarding these accidents.



**6. Urgent business not on agenda**

The Chair confirmed that the DfE's school governors update for Nov 2019 had been sent out and that it contains nothing definite at this stage.

The HT advised that the school has been awarded an Oasis Reading grant which will be used for bookcases/books for the school library.

There was a broader discussion around general topics.

The meeting closed at 7:18pm

Signed .....[*Signed copy kept in school office*]..... Chair of Resources Committee

Date.....

The next Resources committee meeting will be on Thursday 23<sup>rd</sup> January 2020 at 5.45pm.