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- Present: Katie Blood (HT), Stephen Berry (Chair/Resources Chair),  
Nikki Harper, Fr Ben Eadon
- In attendance: Tom Way - Clerk to Governors
- Apologies: Jane Gray
- Absent: Fr Martin Morgan, Sarah Foster (School Business Manager)
- Quorum: 4 out of 6 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**

[*The Resources Committee was held online via Microsoft Teams*]

Governors acknowledged that JG had given apologies in advance of the meeting, and noted the absence of MM and the SBM.

There were no declarations of interest for this meeting.

## **2. Minutes of Resources committee meeting held on 23.01.20 accuracy / matters arising**

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

The Chair and the HT agreed to review the outstanding actions from previous minutes prior to lockdown and decide upon what should be carried forward for future meetings.

Matters arising, not otherwise on the agenda:

N/A

### **ACTIONS**

**2.1** Clerk to send list of previous outstanding actions to the Chair/HT for review



### **3. Annual Election of Committee Chair**

The Clerk asked if any governors would like to nominate themselves or other governors for the position of Resources Committee Chair.

The Chair (SB) nominated themselves and BE seconded this.

*All governors agreed to SB continuing in the role of Resources Committee Chair.*

The Chair advised that they are looking for someone else to replace them in this role by the end of this academic year.

### **4. Finance**

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

The Clerk confirmed that this had been circulated to governors prior to the meeting and the Chair confirmed that they were happy to sign this off.

#### **Has the school received any information from the LA on potential extra funding?**

The HT advised that they had not heard of any other significant funding that might be incoming, but that Gavin Williams from the LA had suggested that there was the possibility of a small amount of extra funding for Children & Behaviour.

#### **B) Budget predictions**

The HT presented the new outturn format via Microsoft Teams and explained that it is much clearer than the previous format.

The HT advised that the current deficit is £112,692, and that the school's agreed target deficit figure is £70,000. The HT further advised that this current deficit already includes a lot of cutbacks and that it is basically impossible to get the deficit any lower, and that one of the biggest shortfalls is lack of sufficient funding for SEN pupils, and they have made the LA aware of this. There was a discussion around the financial issues and logistics of SEN pupils moving between schools and how this can affect the funding eligibility, and the Chair agreed that there was little else that the school can do in this regard and that the responsibility for providing adequate funding for SEN pupils falls to the LA.

There was a further discussion around pupil funding, and the HT explained that there are not enough pupils enrolled at the school. The HT also advised that budgetary issues have arisen from almost all teaching staff and teaching assistants being on the top band of the pay scale, and the unprecedented extra expenditure required for new cleaning protocols.



There was a further discussion around this and governors agreed that it is very valuable to have experienced long-term staff at the school.

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

The Chair requested that this item be added to the standing items section.

The Clerk confirmed that the statement had not been requested of the SBM in advance of the meeting and agreed to follow this up for future committee meetings. The HT and Chair confirmed that the debit card is still in use and needs to be monitored regularly.

#### **ACTIONS**

**4.1** Clerk to follow up the debit card transactions statement with the SBM

## **5. Policy reviews**

### **A) Terms of Reference/Scheme of Delegation**

Governors confirmed that they had received these in advance of the meeting and were happy to keep these as they are.

The Clerk agreed to update the dates and members on the documents and save in the records.

### **B) Teacher's Pay**

The HT confirmed that this document had been circulated in advance of the meeting and that it is based on the model LA policy.

Governors confirmed that they were happy with this and the Clerk agreed to update the records.

### **C) GB code of conduct + Governors allowances/expenses**

The Clerk and HT advised that they had found model policies for these but that they had not been circulated in time for the meeting, and the Clerk agreed to send these documents out in full to governors to check and agree via email or raise for further discussion if required.

#### **ACTIONS**

**5.1** Clerk to update the Terms of Reference and Scheme of Delegation documents

**5.2** Clerk to update the records with Teacher's Pay policy

**5.3** Clerk to circulate the GB code of conduct and Governors' allowances/expenses policies to governors to check and agree/raise issues before the next committee meeting



## 6. Standing Items

### A) Consistent Financial Reporting

The Chair confirmed that current finance issues have been discussed in item 3 of this meeting, and confirmed that the school is compliant with current reporting standards in its use of the new spreadsheet format.

### B) Info on accidents

The HT confirmed that there are no new accidents to report but advised that they are required to complete incident forms related to positive cases of Covid-19 in adults at the school.

***There was a confidential discussion which has been recorded separately.***

BE commented that it has been a difficult situation for schools and that the HT has handled the situation very well and could not have done anything else. NH commented that the school has been following the procedures well and it is more likely that rising cases can be attributed to activity taking place outside of the school.

## 7. Urgent business not on agenda

N/A

The meeting closed at 6.55pm

Signed .....[Authorised copy kept on school system]..... Chair of Resources Committee

Date.....

The next Resources committee meeting will be on Thursday 21<sup>st</sup> January 2021 at 5.45pm.