



- 
- 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, 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**.

---

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

Governors acknowledged that JG and NH had given apologies in advance of the meeting.

There were no declarations of interest for this meeting.

## **2. Minutes of Resources committee meeting held on 14.11.19 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 has completed the annual write-offs report (including previous year) and presented this at the FGB meeting on 11.12.19
- The Clerk added governors leading on SIP subjects' item to the FGB agenda 11.12.19, and the Chair/Clerk sent preparation info regarding this to governors in advance
- The HT has prepared the Lettings policy for review [see item 4 below]
- The SBM has contacted SupplyDesk for further information about supply teacher rates
- The SBM has provided the debit card transactions statements for Sept-Jan at this resources committee [see item 3c below]



- The SBM has provided the benchmarking report at this resources committee [see *item 3d below*]
- The Clerk has updated point 17 in the terms of reference and the document review dates and published on the school records
- The HT prepared the Admissions Arrangements policy for the FGB meeting on 11.12.19

Matters arising, not otherwise on the agenda:

The Clerk agreed to email JG confirming that there would be a council Health & Safety audit on 04.03.20 and requesting if a Health & Safety inspection could be conducted beforehand in mid-February.

There was a brief discussion about finding new governors.

#### **ACTIONS**

**2.1** FrMM to proceed with setting up a Charitable Trust – **ongoing**

**2.2** 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*) – **ongoing**

**2.3** HT to make initial enquiry about the NNC building regulations booklet

**2.4** SBM to investigate the process regarding meter readings to present at the next resources committee – **ongoing [update provided 23.01.20 - finalise on 23.04.20]**

**2.5** Clerk to email JG requesting if a Health & Safety inspection can be conducted in mid-February

### **3. Finance**

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

The SBM presented the current outturn. The Chair requested that the outturn be provided a week in advance going forwards.

#### **What are the current concerns?**

The SBM advised that the estimated water bill figures were a concern and that this relates to the issue with the meter readings that is currently being investigated.

The SBM advised that during a deficit meeting with Deb Golding in the council finance department they discussed the school ringfencing the Sports fund money, and that Deb Golding disagreed with this. She advised that it would make the deficit look healthier if this wasn't ringfenced and therefore assumed spent. The HT and the SBM advised that they had agreed not to include this as spent, if it is not spent before the March 31<sup>st</sup>, therefore making the deficit smaller.



The SBM advised that some building maintenance is required such as taps being replaced etc. The Chair advised to put the order through and that the money will be reserved for this.

There was a general discussion around the coding of costs and the layout of the outturn. The HT advised that the school clubs are making the school a little extra money. It was confirmed that the original council water bill estimate for the year was approximately £2,500 and that the school is now currently up to approximately £3,600. There was a discussion around the council's estimates being incorrect and related to the issues with the meter readings.

The HT advised that they would need to provide notification to the council soon regarding whether they would be continuing with the current services to schools' package or not. The HT confirmed that the advisory service provided by Linda MacMillan is useful and that they would like to continue with this for another academic year. There was further discussion around this.

### **How are the sickness levels in the current outturn?**

The SBM advised that the school has spent approx. £28,500 on long-term sickness. There was a discussion around the possibility of the school hiring a Higher-Level Teaching Assistant (HLTA) in the future to help cover sickness, and that there would be lots of positive aspects to this i.e. having a known adult in the school covering classes and saving money on agency staff. Governors agreed that this would be a good idea and there was further discussion around this.

### **How is the Pupil Premium spending?**

The SBM and HT confirmed that this is largely spent on staffing. The HT advised that the infants have been doing well with the school trips and there was a brief discussion around parents' contributions towards these.

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 the current budget prediction is similar to the outturn figure and that a figure will be finalised by the end of February, and that it is approx. £36,000 deficit. There was further discussion around this.



### **C) Debit Card Transactions statement (Sept-Jan)**

The SBM presented the debit card transactions statement for Sept 19 - Jan 20. Governors checked through this and all agreed that it was okay.

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

There was a brief discussion around unpermitted car park usage.

### **D) Benchmarking report**

The SBM presented the Schools Financial Value Standard (SFVS) report and explained that this is a new type of report that covers benchmarking, and the SBM also explained what the format differences are and how data is collated.

There was a discussion around the teaching/contact time highlights in the report and the implication that there is currently too much of this. The HT advised that they will investigate this further and check the guidelines around the data entry on the report, and advised that this may be related to the constitution of the Senior Leadership Team (SLT).

#### **ACTIONS**

**3.1** SBM to provide the outturn a week in advance of future committee meetings

## **4. Policy reviews**

### **Lettings Policy**

The HT confirmed that they had forwarded this policy to governors in advance of the meeting and asked if any issues had been identified. The SBM asked if there was a section in the policy that covered car parking regulations, and the HT advised that there isn't but that this is covered in the hire agreement document. FrMM suggested that there should be a meeting between the school and the church soon regarding premises, agreements etc. There was a broader discussion around this.

*All governors agreed to the Lettings policy.*

#### **ACTIONS**

**4.1** Clerk to update the records with the Lettings policy



## 5. Standing Items

### A) Consistent Financial Reporting

The Chair confirmed that there were no issues to report.

### B) Info on accidents

The HT confirmed that there had been no accidents since the last meeting.

## 6. Urgent business not on agenda

FrMM advised that twice they have found children at the school gates early in the morning unsupervised, and there was a discussion around this. The HT advised that it is the parents' prerogative to leave their child at the school early even if they know they will be unsupervised, but the HT advised that they will do spot checks and raise this further if it is a recurrent issue. The HT advised that parents are always contacted if pupils are left at school so early in the morning.

There was a broader discussion around the next SIAMS inspection.

The meeting closed at 7:25pm

Signed ...*[authorised electronically by Stephen Berry]*..... Chair of Resources Committee

Date.....

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