



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

Quorum: 3 out of 4 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 has given apologies in advance.

There were no declarations of interest for this meeting.

2. Minutes of Resources committee meeting held on 24.01.19 accuracy / matters arising

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

The following actions have been met:

- The Chair and the SBM to meet to discuss Charging & Remissions policy [*governors agreed that this action was no longer required*]
- The Clerk has updated records relating to the Resources Chair's term of office
- The HT had checked the statutory requirements regarding residential school journeys and prepared a final version of the Charging & Remissions policy for ratification at the previous FGB meeting
- The Clerk had transferred the consistent financial reporting report item to the previous FGB meeting agenda

Matters arising, not otherwise on the agenda:



It was requested that JG checks and gives advice on the building sign-off acceptance procedure.

ACTIONS

- 2.1** SBM to complete annual write-offs report (including previous year) for the next FGB meeting on 18.07.18 – **ongoing**
- 2.2** FrMM to research setting up a Charitable Trust – **ongoing**
- 2.3** Chair to discuss SIP-resources committee responsibilities with SBM and feedback at next meeting – **ongoing**
- 2.4** SBM to follow up the Consistent Financial Reporting Report for the next Resources committee on 24.01.18 – **ongoing** [meeting to take place on Monday 29.04.19]
- 2.5** HT to look into setting up a parent governor election if required
- 2.6** Chair to check debit card transactions statement for committee meeting 24.01.19 with SBM – **ongoing** [meeting to take place on Monday 29.04.19]
- 2.7** JG to check and give advice on the building sign-off acceptance procedure

3. Finance

a) Current Outturn

The SBM presented the current outturn and advised that this contained February's data and that the data from March is not yet available.

The SBM informed governors that a current underspend of £38,683 had been calculated as of the time of this meeting, and that this correlates with the February underspend figure of £18,000 and the previously ring-fenced amount of £20,000 [approximate figures].

There was a discussion around this and the ring-fenced amount.

Has the underspent money from last year already been committed?

There was a discussion between the SBM and the HT regarding nuances of the current outturn, and governors advised that everything that has been committed/ring-fenced should already be on the current outturn.

Governors agreed that a few edits to the outturn were required to account for variations in the ring-fenced amounts, and the SBM agreed to make the edits on Monday morning for the Chair to approve at their meeting, and the Chair would agree to the outturn now on the principle that these edits will be made.

b) Budget Predictions

Governors agreed that the deficit would be in the region of £45,000.



The HT advised that Reception figures are low; there was a discussion around the school raising its profile in the area and it was requested that this be added as an agenda item to the next FGB meeting.

There was a broader discussion around variations in spending over the last year and how the school has managed its finances securely during this period.

c) Budget approval

All governors agreed to the budget.

d) Debit Card Transactions Statement

The SBM advised that this will be covered with the Chair at their meeting on Monday 29.04.19.

ACTIONS

- 3.1** SBM to make agreed edits to the current outturn prior to their meeting with the Chair on Monday 29.04.19
- 3.2** Clerk to add an agenda item to the next FGB meeting on how to raise the profile of the school in the area
- 3.3** SBM to provide the debit card transactions statement to the Chair at their meeting on Monday 29.04.19

4. Staff Sickness Absence policy review

The HT presented the Staff Sickness Absence and Special Leave of Absence policies for review and confirmed that these had been sent to governors prior to this meeting.

The HT advised that one point in particular to note in the SSA policy is that officially the school is not obliged to pay for staff absence related to their children's sickness, but that the school has discretion to allow for this in some circumstances.

The HT also advised on the current sickness rates and the circumstances around this.

All governors agreed to the Staff Sickness Absence and Special Leave of Absence policies.

ACTIONS

- 4.1** Clerk to add ratification of Staff Sickness Absence and Special Leave of Absence policies as an item to the next FGB meeting



5. Info on accidents

The HT advised that this is now a new standing item as per the Health & Safety policy requirements.

There was a discussion around how governors should receive this information confidentially prior to meetings, and it was agreed that a report omitting personal details would be sent out beforehand by the HT.

ACTIONS

5.1 HT to prepare and send info on accidents report to governors prior to the next resources committee meeting [new standing action]

6. Urgent business not on agenda

n/a

The meeting closed at 6:38pm

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

Date.....

The next Resources committee meeting will be on Thursday 6th June 2019 at 5:45 pm.