

RESOURCES COMMITTEE MEETING**FRIDAY, 11 OCTOBER 2019 AT 9.15AM**

Name	Type	Attendance
Dianne Bluemink	Co-Opted Governor	Attended
Alison Vaughan	Co-opted Governor	Attended
Simon Green	Local Authority Governor	Apologies
Samantha Perkins	Co-opted Governor	Attended
Fiona Doyle	Committee Chair Co-opted Governor	Attended
Katy Jackson	Parent Governor	Attended
Helen Walsh	Parent Governor	Attended
Maria Panayiotou	Associate Member	Attended
Sally Eustance	Staff Governor	Attended
Adrian Hall	Headteacher	Attended

Also in attendance:

Tracy Graham – School Business Manager
Hannah Cleary – Clerk

Part I Minutes

(For the action log, see Appendix 1 attached to the minutes)

1. Apologies for Absence and Declarations of Interest

- 1.1. The Chair welcomed all attendees.
- 1.2. Apologies for absence were received and accepted from Simon Green.
- 1.3. There were no new declarations of interest. Forms had been completed by Governors at the Full Governing Body meeting on 24 September 2019.

2. Any Other Urgent Business

- 2.1. There were three items of other business raised: see item 9.

3. Minutes of Last Meeting and Review of Action Log

- 3.1. The minutes of the meeting held on 12 July 2019 were **approved** as a true record and signed by the Chair.

- 3.2. The actions on the action log were reviewed and updated accordingly; the items requiring approval by the Full Governing Body had been agreed at its' last meeting on 24 September 2019.

4. Resources Committee Terms of Reference and Scheme of Delegation 2019/20

- 4.1. The Committee **approved** the Terms of Reference and Scheme of Delegation 2019/20. There were no substantial changes made to delegated levels of budgetary approval.
- 4.2. Feedback had been given to the Local Authority regarding the £5k limit for seeking quotes and whether this would be reviewed for uplift in the future.

5. Pay Policy 2019/20

- 5.1. The Committee **approved** an inflationary increase of 2.75% across all salary scales and allowances, backdated to 1 September 2019.
- 5.2. The inflationary uplift of 2.75% had been included in the re-profiled budget.
- 5.3. The Committee **approved** the Pay Policy 2019/20. The Pay Policy would be ratified by the FGB at its' next meeting on 12 November 2019.

6. Budget Update 2019/20: Month 6 and Quarterly Return 2

- 6.1. The Committee **noted** the following reports that had been circulated in advance of the meeting:
- Budget vs actuals report September 2019
 - Quarter 2 2019/20 summary report
 - Quarter 2 2019/20 projected return
 - Re-profiled budget 2019/20 (September 2019)
 - Three-year 2019-2022 report
- 6.2. The Committee **approved** the quarter 2 2019/20 outturn report, and this was **signed** by the Chair.
- 6.3. The Committee **approved** the re-profiled budget 2019/20.
- 6.4. The Committee **reviewed** the reports in detail and asked **questions** as follows:

Q: Why has the budget been re-profiled?

A: There have been a number of significant changes since the beginning of September that have made it necessary to re-profile the budget. These changes are as follows:

Second full-time nursery

The second full-time nursery had opened in September 2019 and was fully resourced. To ensure that facilities were equitable and comparable with the first provision, climbing equipment had been ordered and was due to be installed before the end of October 2019.

Capital and Asset Works

All capital and asset planned maintenance works over the summer and since the beginning of term had been completed. A detailed update was provided at the Premises and Health and Safety Committee meeting on 11 October 2019. These included improvements to Woodpecker; painting the canteen, corridor, performance hall, curved wall and other internal areas; completion of the new pedestrian entrance and railings; zebra crossing; planted areas; CCTV installation; new glass doors for

the library; and improvements to the spinney. All works had positively impacted the appearance, buildings and grounds of the school. The changes made to security across the school site had led to changes being made to the pick-up for after-school club to allow parents an additional 15 minutes to walk around the outside of the grounds and fence.

Support Staff Salaries: increased cost of £14,342 in comparison with previous budget

- Cleaners & Kitchen staff: increase of 50p per hour to offset any potential salary increases relating to the London Living Wage. There were expected to be three staff impacted at a cost of approximately £360
- Teaching Assistants: new staff for SEN class support
- Nursery Nurse: additional staff for second full time nursery
- Child Specific TAs: new staff to support additional children
- Additional SMSAs to cater for increased roll
- One SMSA for lunchtime sport to be allocated to PE budget

Teaching Staff Salaries: increased cost of £30,757 in comparison with previous budget

- Inclusion of potential increments following performance management for teaching staff
- Inclusion of 2.75% inflationary uplift to all teachers in line with STPCD
- Inclusion of additional 6.42% pension costs
- Two SLT roles not replaced
- FTE Teacher covering absence budgeted until August 2020. Some costs offset by insurance income

Supply teachers: no change in comparison with previous budget

Recruitment and Employee expenses: Savings of £4,378 in comparison with previous budget

- Quote received for alternative staff absence insurance provider at a reduced cost for a similar package but with stress related absences included.

Premises increased cost of £904 in comparison with previous budget

- Small increase in cost of rates
- New allocation for repairs to site house

Catering: increased cost of £500 in comparison with previous budget

- The commercial dishwasher in the kitchen needs to be replaced. The cost is £6997. We are liaising with Accent Catering to purchase this from the investment fund allocated within the new contract. To date they have invested £2000 for the school benches in KS2, £700 for a new fridge and £1700 on marketing.
- Small kitchen sundries budget allocation

Extended day expenditure

The breakfast, afterschool and holiday clubs are being used by more parents this year. Approximately 372 breakfast club and 500 after-school sessions are being booked each week across the school. All additional costs (£14,579) of running the extended day provision are offset by income generated.

- Playworkers: staff have been recruited to meet the needs of the provision
- Holiday Staff: to cover increased numbers

Projected surplus estimated as follows:

Holiday clubs £45,444

B/C & ASC £68,376

As the Autumn term ends on a Thursday, a one-off extra provision to support parents would be offered on Friday 20/12/19, which will consist of games and sports activities. Staff would be paid and receive one day as Time Off in Lieu.

Actual surpluses will be provided before year-end 2019/20.

Supplies and Services: no change in comparison with previous budgetCapitation/ICT/Capital Spending: increased costs of £37,400 in comparison with previous budget

Increases in budget allocations have been made in the following areas to support the curriculum and School Development Plan priorities:

- Art – increased allocation £1000
- Early Years additional nursery set up costs – increased allocation £2500
- Early Years additional class resources – increased allocation £1000
- Maths – purchase of Power Maths books offset by income – increased allocation £500
- RAPSA funded expenditure - £33,000 includes £3k hardship fund, climbing equipment £8735, D&T and outdoor Science lab resources linked to Geography and the Forest School, equipment, furniture. Grant funding for the Science Lab was also being explored
- PE and Sports Grant: offset by income
- Performances: new microphone system also offset by some income
- Educational visits: includes PGL offset by income
- Minibus expected delivery in October lease cost for 2019/20 reduced.
- ICT licences increased allocation £1000

SLAS/Contracts: increased costs of £4,543 in comparison with previous budget

The following SLAs have been amended to reflect actual costs:

- Swimming increased allocation for KS2 non-swimmers £2293
- PPA cover – dance class for class cover 15 weeks - £2250

Contingency:

- The in-year overspend now stands at £51,588.
- The carry forward currently stands at £49,960 (£41,861 + £8,099 capital)

Both these figures are subject to change.

Other income: additional actual/projected projected income £35,570

The following increases have been made to reflect changes/realistic projections:

Item	Original budget	Change	Reason
NLE Leaders	£3600	-£2400	DfE amended
S2S support	£3450	+£1450	Sendco support local school
HEP support	£20810	+£9490	Headteacher/English/Maths
Charity income	£3805	+£3805	Offset by charity donations
Full time nursery income	£78,690	+£1140	Above previous estimate
Extended day nursery	£229653	+£1615	Above previous estimate
CPD income	£0	-£2000	Inset days not suitable
Accent catering	£2000	+£2000	New contract investment
School meals income	£115895	+£5895	Above previous estimate
Teacher absence	£23,305	+£15825	Increased claim Sept to Feb
NLC funding	£750	+£750	Claim for training in October

Local Authority Income: actual/projected income £44,850

Income totals have been amended in the following areas, following Local Authority revisions/estimated changes to income:

Budget item	Budget
Early Years 15/30 hours funding	£293,065
Growth Fund – additional Y2 pupil	£32,800
Teachers Pay Grant	£61,128
SEN Top up	£111,181
SEN Contingency	£24,600
Pupil Premium	£53,660
PE Sports Grant	£20,000

The Local Authority had made an error in relation to school admissions, resulting in an additional year 1 pupil being admitted, resulting in additional funding of £10k for the next two financial years.

6.5. Governors asked a number of **questions** as follows:

Q: What is included within the employee expenses budget line?

A: This includes incurred costs such as DBS checks, occupational health and counselling services.

Q: Why is there an overspend against curriculum resources?

A: This was due to opening and resourcing the second full-time nursery.

Q: What is included within the licence fees budget line?

A: This includes a range of licences including educational, curriculum and office software applications e.g. times tables rock stars; purple mash; tapestry; parent pay; capita and Athletics.

Q: Has all of the Sports Premium Grant been received for 2019/20?

A: Not all funding has yet been received the second payment was expected in November 2019.

Q: What is the current percentage of income spent on staffing?

A: The percentage of the delegated budget spent on staffing is 93%; this reduces to 77% when the income generated by the school is included. The current levels of expenditure were within good practice limits.

Q: Has there been any announcement regarding future national funding settlements?

A: There would be an increase in per pupil funding from 2021; and an increase in delegated income for 2020/21. The impacts of these changes would require the three-year budget forecast to be re-profiled.

6.6. The Committee **thanked** the School Business Manager for providing detailed year-end information and for her hard work in supporting the management of the schools' finances.

7. Headteacher's Items and Staffing

7.1. The Headteacher provided an update on staffing:

7.2. One teacher remained on long-term sickness absence. Cover was in place.

7.3. Adverts were currently out to recruit two playworkers.

7.4. Two LSAs had recently been recruited to provide 1:1 support for pupils with SEND.

7.5. The school was fully staffed with the exception of the two playworker roles being advertised. There was no impact on provision as pupil to adult ratios were generous.

7.6. The second nursery had increased place capacity by 33%. The following places were currently available:

Nursery 1: 30 full time places

Nursery 2: 20 full time places and 20 part time places

7.7. There were also nursery places available at the breakfast (15-20 places) and after-school clubs (28 places).

7.8. A Nursery Nurse was currently in place until 4pm; coupled with an increase in EYFS staff until 6pm each day. One LSA was also training to become a qualified Nursery Nurse.

7.9. Some changes had been made to lunch and breaktimes to ensure that the correct ratios were in place. Staff had managed the changes connected with the opening of the second nursery flexibly and positively and communication mechanisms were in place to ensure continuity between the nursery and extended day provisions.

7.10. Governors were encouraged to visit the EYFS and Nursery provisions to see them during the day whilst in operation.

8. Policies/documents for approval

8.1. The Committee **approved** the Pay Policy 2019/20.

9. Any Other Business

- 9.1. There were three items of other business raised.
- 9.2. BACs signatories: The Committee **approved** the removal of Shane Claridge as a BACs signatory and the addition of Emily Gazzard. The Committee **approved** the addition of a second signatory for signing cheques and charge-card control checking activities.
- 9.3. Financial skills matrix: this would be circulated for completion in advance of the next Resources Committee meeting on 13 December 2019; to support preparation of the Schools Financial Value Statement (SFVS) 2019/20.
- 9.4. SFVS: The Committee noted the changes in requirements in relation to the SFVS 2019/20. The meeting on 13 December 2019 would focus on the completion of the SFVS and evidence required for compliance with all requirements.

10. Dates of Future Meetings 2019/20

10.1. The Committee **noted** the dates of future meetings:

Meeting	Date
Resources Committee	Friday, 13 December 2019 at 9.30am
Resources/Premises and Health and Safety Committees	Friday, 17 January 2020 from 8.30am
Resources/Premises and Health and Safety Committees	Friday, 20 March 2020 from 8.30am
Resources/Premises and Health and Safety Committees	Friday, 24 April 2020 from 8.30am
Resources/Premises and Health and Safety Committees	Friday, 10 July 2020 from 8.30am

The meeting concluded at 10.30am

Signed..... Date.....

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
11/10/2019	Clerk to circulate financial skills matrix for completion by 13 December 2019	Clerk/Committee	Complete