

RESOURCES COMMITTEE MEETING
FRIDAY, 13 DECEMBER 2019 AT 9.30AM

Name	Type	Attendance
Dianne Bluemink	Co-Opted Governor	Apologies
Alison Vaughan	Co-opted Governor	Attended
Simon Green	Local Authority Governor	Attended
Samantha Perkins	Co-opted Governor	Apologies
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	Apologies
Adrian Hall	Headteacher	Apologies

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 Dianne Bluemink, Samantha Perkins, Sally Eustance and Adrian Hall.
- 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 no items of other business raised.

3. Minutes of Last Meeting and Review of Action Log

- 3.1. The minutes of the meeting held on 11 October 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 financial skills matrix had been circulated for completion and Committee members were asked to bring completed matrices to the next meeting on 17 January 2020.

4. Schools' Financial Value Statement (SFVS) 2019/20

- 4.1. The Committee **reviewed** the draft SFVS 2019/20 that had been circulated in advance of the meeting.
- 4.2. The SFVS had been completed using current financial data and would be updated with actual spend for the Committee meeting in March 2020.
- 4.3. The Committee asked **questions** regarding the SFVS dashboard and benchmarking data across a range of comparative areas including staffing spends, pupil ratios and premises costs:

Q: Why do other staffing costs appear to be in the highest 10% against similar schools?

A: These costs include indirect staff expenses e.g. the apprentice levy and recruitment costs; training; staff related insurance; along with staff employed to support extended day provision and holiday clubs – budget code E07 staff. E07 staff included SMSAs and Play Workers.

Due to the additional E07 staff employed, it would therefore be expected that benchmarking/comparative data showed that these were higher than other schools of a similar size/demographic. In addition, the ratios used in the extended day provision were above those as set out by Ofsted to ensure that provision was of the highest quality and provided a safe and secure environment for attendees. It was also important to note that the costs did not include the income generated through the extended day provision (approx. £120k pa) that offset the extra staffing costs, and indeed generated an overall surplus.

Staff training/CPD costs were felt to be reasonable to meet the priorities in the School Development Plan and had not increased since the school became a three-form entry. In addition, some costs of training were offset by hosting and delivering training for other schools. Staff receiving training were required to commit to repaying fees on a sliding scale.

Staff-related insurance was higher than average due to the number of maternity/long-term sickness claims made over the past 3 years.

Q: How are payments made for the nursery and extended day provision/holiday clubs?

A: Payments are made online, with the exception of those using childcare vouchers that can take longer to process. All parents are encouraged to settle balances before the end of each financial year.

Q: Why do premises costs appear to be in the highest 20% of similar schools?

A: These costs include site staff; buildings and grounds maintenance; cleaning and caretaking. An external company were contracted to provide cover for absences, weekends, holidays and lettings; as well as other services such as decorating and general buildings and site maintenance. This option was very good value for money and had saved costs in contrast with using external contractors. In addition, costs were also offset by the income generated via lettings (approx.£30k pa). Premises

costs also included items such as playground equipment that were covered by donations from RAPSA.

Q: Why do average teacher costs appear to be in the highest 20% of similar schools?

A: Some of these costs related to cover for staff sickness and cover. A number of teachers at the school were long-term employees and therefore paid at Upper Pay Range scales. Four Lead Practitioners were also part of SLT due to the school being a National Support School; these costs were also offset by income generated via school to school support. There was expected to be an increase in salary and pension contributions in 2020/21 that would not be fully offset by grant income.

Q: The in-year balance of total income field shows a negative at -1.2%, why is this?

A: The in-year balance of total income field shows closely aligned income and spending is for each financial year, i.e. how much of the income received is spent on pupils for the current academic year. The negative balance shows that more income has been spent than received although this is not surprising given the income generated via lettings, extended day/holiday club provision and the two nurseries.

- 4.4. The Committee **commended** the School Business Manager for ongoing and consistent exemplary financial and budget management and for providing such detailed and comprehensive answers to give context and explanations for the variances in the SFVS dashboard.
- 4.5. Fiona Doyle **agreed** to complete the remainder of the statements in the SFVS before the March meeting where the final version would be presented for approval.

5. Financial Skills Matrix

- 5.1. Committee members were asked to complete the matrix before the next meeting on 17 January 2020.

6. Budget Monitoring: Month 8

- 6.1. The Committee **noted** the Budget vs actuals report November 2019 report that had been circulated in advance of the meeting.
- 6.2. The Committee **reviewed** the report in detail and asked **questions** as follows:

Q: Why is there a forecast overspend against support staff salaries?

A: An additional LSA has been employed to support a pupil with SEND; one additional LSA for year 3 to support interventions and one after-school club playworker due to join in January to cover maternity leave and replace a casual arrangement. The impact of these changes would be reported in quarter 3.

Q: Why is there a forecast overspend against the supply teaching budget?

A: An approximate overspend of £3,700 is forecast against a total budget of £11k due to the inclusion of an additional two days per week of teacher-led interventions in years 3 and 4 from January to April 2020 to provide extra support. These plans had been reviewed in detail by the Curriculum Committee.

Q: is the premises budget on track?

A: Yes, although there appears to have been an underestimation of water charges. These will be offset against utilities that are expected to be under-spent.

Q: What is the current in-year contingency and projected year-end carry-forward?

A: The in-year contingency is currently £51,589 and the projected forecast £93,449. Both figures are subject to change.

Q: What are the changes to the other income budget?

A: A donation of £2k had been received from a parent towards furnishing and resourcing new science pods. RASPA were continuing to support the school via funding I-Pads and trolleys; new design and technology resources including woodwork and electronics; Monster phonics resources; English curriculum resources and bilingual reading books for the library.

Q: What are the new English curriculum resources?

A: A successful pilot was undertaken during the Autumn 2019 term to trial new core texts; planning and assessment resources (NFER) that aligned with both School Development Plan priorities and the re-mapped curriculum.

Q: What are the design and technology projects?

A: There is a diverse range of projects planned, including coding. A new Lead has been appointed and training has been arranged to be delivered by the Design and Technology Association. Maria Panayiotou would also be mentoring the Lead and an action plan was in place.

Q: What are the changes to Local Authority income?

A: The changes are as follows:

- A commitment to provide an additional £1k of resources funding plus £11k for 3 years due to admitting an additional KS2 pupil had been made;
- £3,558.75 has been received in SEND funding
- Out of borough SEND funding had reduced by £7k due to a pupil moving to another school
- SEND top-up funding was likely to increase as two additional pupils with SEND are due to be admitted
- Teachers pay and pension grants were £38.5k above estimates as these had been conservatively estimated.

6.3. The Committee **thanked** the School Business Manager for providing detailed reports and for her hard work in supporting the management of the schools' finances.

7. Headteacher's Items and Staffing

7.1. Maria Panayiotou provided an update on nursery applications in the absence of the Headteacher:

- There had been a total of 68 applications made for nursery places: 45 full-time and 23 part-time, including applications from out of catchment
- There were 60 full-time places available across the two nurseries
- The deadline for applications was in January 2020 and more would be known once this had passed
- Promotion of the school nursery was due to take place before the closing date

7.2. The new leased mini-bus had been delivered and would start to be used from the Spring term.

8. Policies/documents for approval

8.1. The Committee **approved** the Risk Assessments Policy.

- 8.2. The Committee **approved** the First Aid Policy.
- 8.3. The Committee noted that at least 10 members of staff had received paediatric first aid training. Details would be reviewed during the next health and safety walkaround visit and posters were due to be displayed with details of first-aiders.
- 8.4. The three-year policy schedule was due to be circulated by Maria Panayiotou to advise of upcoming policies for consideration.

9. Any Other Business

- 9.1. There were no items of other business raised.

10. Dates of Future Meetings 2019/20

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

Meeting	Date
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 11.00am

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

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
13/12/2019	SFVS to be presented at March meeting	Fiona Doyle	20 March 2020