

RESOURCES COMMITTEE MEETING
FRIDAY, 17 JANUARY 2020 AT 9.00AM

Name	Type	Attendance
Dianne Bluemink	Co-Opted Governor	Attended (until 9.50am)
Alison Vaughan	Co-opted Governor	Attended
Simon Green	Local Authority Governor	Attended
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 (until 9.40am)
Emily Gazzard	Associate Member	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. There were no apologies for absence.
- 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 13 December 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.

4. Financial Skills Matrix

- 4.1. The majority of returns had been submitted. Those outstanding would be provided by the next meeting on 20 March 2020.

5. Budget Monitoring: Month 9

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

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

A: Since September 2019 there are more pupils with SEND at the school. Ten of these are on the SEND register and three have EHCPs. The overspend in salaries is related to the provision of support either via 1:1 or class based. There have also been additional after-school club staff engaged to cover maternity leave and support the increase in pupils using the extended day services.

Q: Will there be an impact on interventions due to the additional pupils with SEND?

A: There isn't likely to be any impact on interventions as pupils with SEND have more complex needs requiring 1:1 and/or more intensive support. The school have seen an increase in the number of parents asking to name Rhodes Avenue on their child's EHCP. The additional number of pupils with SEND has significantly impacted on the budget.

Q: Was the additional operation of the extended schools' provision on 20 December well attended?

A: Yes, 48 pupils attended, and this may be repeated in future years if a similar position arises.

Q: Are parents paying promptly for extended day, nursery and school meals?

A: Overall, yes, payments are made on time. Parents are also regularly reminded about paying.

Q: What is the current take-up for school meals?

A: This is approximately 90%.

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

A: The overspend was expected due to the need to cover staff absence. PPA time has also been allocated to the Forest School teacher.

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

A: Whilst an overspend is expected, this will be offset by staff absence insurance income. Ten days of supply cover have been predicted for the spring term; alongside cover provided for interventions.

Q: What are the current issues with the water supply contract?

A: An account was due to be registered online to allow meter readings to be submitted regularly. At present meters were only read once a year and estimates appear to be higher. The issue had previously been raised with the LA that had recently changed provider. Other options for providing the water contract would also be explored.

Q: What are the charity collections/donations ?

A: These relate to donations raised and made as follows:

- Save the Children: £969
- Shelter: £1,742
- WAVE Muswell Hill: £728

Q: Has there been any premises works since the last meeting?

A: The inventory door entry system has been upgraded and will continue to support good safeguarding practices.

Q: Has the curriculum budget been fully spent?

A: Spending will close at the end of January with any unspent allocations added to the revenue balance to be carried forward.

Q: Have the D&T resources funded by RAPSA been purchased yet?

A: The D&T and dual language resources are yet to be purchased but will be shortly.

Q: Will capital income be carried forward into 2020/21?

A: Yes, it will be carried forward.

Q: What is the current projected carry-forward for year-end 2019/20?

A: The current projected carry-forward is £17,081 (£8,983 revenue, £8,098 capital). This is subject to change.

Q: Has lettings income been included in the budget?

A: Lettings income projections have been made until the end of March 2020 but not all income may be received before April 2020.

Q: Are there any current challenges identified in advance of the 2020/21 budget setting?

A: The 2020/21 budget is likely to be challenging. Reductions have been made to SMSAs to the minimum levels as these staff cost almost the same as an LSA. The school is making the most effective use of resources at lunchtime including sports coaches who were also used to cover PPA.

- 5.3. The Committee **approved** the quarter 3 2019/20 outturn report.
- 5.4. The Committee **agreed** to purchase the NGA learning link subscription at a cost of £120 from the Governor training budget.
- 5.5. The Committee **thanked** the School Business Manager for providing detailed reports and for her hard work in supporting the management of the schools' finances.

6. Headteacher's Items and Staffing

- 6.1. The Headteacher advised that £11k would be allocated in the 2020/21 budget for new carpet in the library.
- 6.2. The Headteacher provided an update on staffing as follows:
 - One teacher was due to return from long-term sickness absence in April 2020;
 - One LSA had been appointed to support a year 3 class and high SEMH and academic needs;
 - One LSA was currently receiving an extended period of unpaid leave for personal family reasons. The role would be kept open until their return;
 - One HLTA was due to retire at the end of January 2020.
- 6.3. One laptop had been sold to an ex-member of staff for £200 following external valuation. The laptop was formatted before being released.

6.4. An update on applications for the nursery would be given at the next meeting in March 2020.

7. Policies/documents for approval

7.1. There were no policies presented for approval.

8. Any Other Business

8.1. There were no items of other business raised.

9. Dates of Future Meetings 2019/20

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

Meeting	Date
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 10.00am

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
17/01/2020	Update on nursery applications	HT	20 March 2020