

Barley Lane School Resources Committee Meeting 1 (Part 1 Minutes)

DRAFT

Date / Time:	16 th March 2016 at 09.30	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Mark Dye	MD	FOU
Kevin Goodey	KG	COO

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH
Jacqui Dye	JD	PAR

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Anne Hannaford	AH	Associate Member

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
1/1.1	<p>Apologies No apologies were received and no business interests were declared.</p>		
1/1.2	<p>Election of Chair As this was the first meeting of the Resources Committee, KF opened the meeting by asking for any nominations to stand as Chair. JD wished to nominate MD for the role and this was seconded by MM. MD was happy to take on the role of Chair and this was unanimously approved by the Committee.</p>		
1/2.1	<p>Minutes of the GPC 04/11/2015 The minutes were agreed as a correct record and signed accordingly by the Chair. No actions were remaining.</p>		
1/3.1	<p>Monitor Budget AH advised that DCC Finance had sent an email explaining their concerns regarding the schools £94,000 deficit this year. Suzette had asked the school to be cautious with spending several months ago as the school has been dipping into the overall under spend for some time. The year end monitor has allowed the school to claw back some funds from other budget lines and the total deficit for this financial year will be £39,000. There is an overall under send of £170,681. MM explained that the school currently have a number of high risk children at Key Stage 4 who benefit from work placements/college work but this is expensive. MM noted that it is better value for DCC to allow BL to train these pupils rather than sending them to schools outside of the County. As it is an obligation for DCC to provide these pupils with an education, MM had spent the money to provide these pupils with what they need. MM had contacted the 0-25 team and alerted them to this work and the associated costs and they had agreed it was good value. JD asked what the 0-25 team do. MM explained it this was previously CSET who look after the needs of all children with special educational needs. MM met with the 0-25 team to discuss the schools approach and SR later met with them and an agreement was made for some of the money to be recovered. This money will go back into the budget. MM also pointed out that BL currently have a number of staff on temporary and fixed term contracts at an additional cost and this could be removed in the future in order to make savings. MD asked if the school could provide DCC with an explanatory note as to why the expenditure currently outweighed the income. AH advised that she has already sent a response with a detailed explanation. MM explained that some staff are on part time contracts and the school are using them to tutor/mentor pupils and this can be quite expensive. They are, however, much more cost effective than getting providers from outside the school. MM noted that pupil numbers have dropped which has also affected the budget. MM</p>		

	<p>explained that he has had to decline some admissions due to the nature of those pupils' risk. AH highlighted that the school have not formally been told what their budget is yet for 2016/17.</p> <p>The following questions were raised:</p> <ul style="list-style-type: none"> • JD asked why there were changes to National Insurance. AH advised that there were changes to the minimum wage which impacted the budget and adjustments had to be made to National Insurance due to government changes which were not budgeted for. • JD asked why Pupil Premium expenditure will be under spent by £24,500. AH explained that it was difficult to allocate all spend to the correct budget lines so she has now borrowed a format from another school in order to itemise what is spent on each pupil premium child so that it can allocated better to the budget. MM advised that the Pupil Premium Statement had now gone on the website to describe that the bulk of the money is spent on additional staffing in order to benefit all pupils. It would be helpful for SR and AH to get together to make sure that the spreadsheet includes those items described in the statement. AH noted that some of the pupil premium was moved to the staffing budget line for this reason. MM noted that he, SR and AH will meet to look at the budget for next year in order to sustain the pupil premium spend. AH noted that children in care also get an additional income and this would be part of pupil premium. MM noted that SR wanted to keep that money separate. MD understood the concerns around pupil premium but there is little justification on the budget notes to say where the money is being spent. This needs to be more specific. JD believed that this may also lead on to answer some of the other questions around the breakdown on costs on secondary rewards which is over spent by £2000 but potentially some of this should be allocated to pupil premium. MM agreed that was correct. MD asked that some remedial work is done and a plan put together to identify more granularly where the money is being spent. MM wanted to highlight that the principle aim of the money is provide additional staffing. AH also mentioned that it was sometimes difficult to allocate pupil premium spend because staff do not always advise her of which pupils are going on trips/activities. MD thought that forward planning was essential and that staff need to have more rigorous systems. • JD noted that catering costs had an over spend of £1160 but in the notes it said there had been a £1000 reduction to commitments. AH advised that an amount is allocated at to each budget line at the beginning of each financial year based on the previous years spend. Each time an invoice is received this budget line reduces. This year the costs have been greater. • JD asked why photocopy expenses had increased this year. MM explained that increased reporting has meant this has overspent. AH noted that she has just done a new deal with the photocopy provider which will bring down the cost per copy. MD asked if the rental cost could be split out from the copying so that it is easier to clarify the actual costs. <p>The following decisions were made:</p> <ul style="list-style-type: none"> • Once a system is in place for reporting on pupil premium please could this be shared with the GB at the next FGB. • Could each department share their practices in regards to trips and outings in order for there to be a basic practice within the school. • Staff need to take more responsibility for their budgets. MD asked that staff in charge of budgets are made aware that they have responsibility for that budget and the GB needs to know what communication is going between AH and those leads as this is currently missing. MD asked that a monthly report is provided by budget holders to AH to show where money is being spent. JD thought this would perhaps be better on a termly basis. KG asked if a quarterly statement could be sent to each budget holder so they know what funds they have remaining. AH advised that she already does this each half term. JD noted that money needs to be requested from the budget holder and not spent before authorisation. MD clarified that AH must have the final say on whether the money can be spent. Governors agreed the action should be for all budget holders to take more ownership for their own money and authorisation needs to be gained from each budget holder before money is 	<p>MM/SR/AH</p> <p>MM/SR/AH</p> <p>AH</p> <p>AH/MM</p>	<p>27/04/16</p> <p>27/04/16</p> <p>27/04/16</p> <p>06/07/16</p>
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	spent. MD asked that a clear set of instructions is distributed to all staff which will be backed by the Governing Body as a set policy. If this is not adhered to then no money will be reimbursed.	AH	06/07/16
1/3.2	<p>Prepare New Draft Budget</p> <p>MM had provided AH with 2 different staffing scenarios in order to prepare the draft budget for 2016/17. The first scenario is with the current staffing structure and the second is with what MM would like in the future. JD pointed out that scenario one with the existing staffing is predicting a deficit year on year for the next 5 years with scenario 2 being an even bigger deficit. AH explained that this would mean BL are spending more than their income for the next 5 years at least. JD asked how the GB could set a budget that is predicting to over spend each year. JD thought this was extremely worrying and did not believe DCC could possibly approve this kind of spending. Unfortunately MM had left the meeting to meet with a parent but he had said earlier in the meeting that money could be clawed back from temporary and fixed term staffing but JD highlighted that scenario 2 (MM's preferred staffing structure) the budget would be even worse than the current structure. JD asked KG if his budget for building, maintenance and improvement was based on predictions he had put together for this financial year. KG confirmed he had put together the costs for 2016/17. The prediction for next year is based on a percentage increase and then the cost remains at a flat rate. JD asked whether this forecast rise of an extra £13,000 spend would be required next year. KG did not think it would be that much more. JD believed there are a number of issues that need addressing on the current budget projection. JD will meet with AH prior to Suzette coming in on 20th April in order to put together a list of queries which they will then raise at that meeting. The Committee felt unable to recommend the draft budget to the FGB in its current state. A report will come to the next FGB meeting where the budget will need to be signed off for approval.</p>	AH/JD	27/04/16
1/3.3	<p>Buyback Services</p> <p>AH provided the Committee with the proposal for HR arrangements with Michelmores which could be used instead of HR ONE in the future. AH explained that MM would like the school to stay with HR ONE for the next financial year and consider changing to Michelmores next year. MD agreed to go away and look at the proposal and compare the costs in order to make a decision for the future. MD will report back his findings at the next meeting.</p> <p>The Com had also received the buyback costs for all outside agencies. AH advised that one adjustment would be needed for SCOMIS whose quote had now risen to £4160, however KG noted that he will try and do the encryption for the school in order to reduce this cost. The Committee were happy with the all the other buyback services.</p>	MD	06/07/16
1/3.4	<p>Review Staffing Structure</p> <p>MM had provided scenario 2 which is his preferred staffing structure. This information will need to be taken into account and discussed with MM when AH and JD meet to go over budget.</p>		
1/3.5	<p>Staffing Report</p> <p>As MM had to leave the meeting due to another engagement, it was decided to carry this forward to the next meeting of the Resources Committee.</p>	MM	06/07/16
1/3.6	<p>Identify Building Maintenance & Improvement Needs</p> <p>KG advised that his allocated budget for the next financial year will cover all aspects of his work except for the following:</p> <ul style="list-style-type: none"> • Fencing for safeguarding the roof which will cost approximately £15,000 • Resurfacing of the tennis court at a cost of approximately £11,000. <p>MD asked that JD and AH look at this when going through the draft budget for the next financial year before the Committee make any agreements. This can then be decided at the next resources meeting.</p> <p>KG noted that the tree removal has already been approved and will be carried out during the Easter holidays and the CCTV has now been updated.</p> <p>AH noted that the staff would like reception revamped in order to make sure information is kept private as currently anyone entering the office can see papers that have been left on the desk. MD thought this could be easily dealt with by being more careful with what is left on display but again costs need to be confirmed and decided upon when looking at the budget.</p>	AH/JD	06/07/16
1/3.7	<p>Annual Fire Risk Assessment</p> <p>KG advised that the risk assessment has been updated and submitted.</p>		
1/4.1	Governor Financial Competencies		

	All Resources Governors believe they had already completed these forms. KF will check the Governor records folder and get back to them before the next meeting.	KF	06/07/16
1/4.2	Finance Policy AH had made some changes to the policy and JD was happy to recommend it for approval. The Committee agreed to adopt the policy. AH asked that the Committee consider changing the sign off on invoices to include the assistant head as MM is not always available. JD will discuss with MM and a decision will be made at FGB.	JD/MM	27/04/16
1/4.3	Best Value Statement JD was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
1/4.4	Statement of Internal Control AH had made a minor adjustment to the policy to change the date of the last audit. JD was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
1/4.5	Nutritional Standards KG had seen the policy and was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
1/4.6	Health & Safety Policy KG advised that some changes had been made to the policy in order to bring it up to date. Judith will be taking on the role of Health & Safety Officer once she has done the training. KG was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
1/4.7	DCC Redundancy Policy MD had seen the policy and was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
1/4.8	DCC Recruitment & Selection Policy MD had seen the policy and was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
1/4.9	DCC Whistleblowing Policy MD had seen the policy and was happy to recommend the policy for approval. The Committee agreed to adopt the policy.		
1/AOB	MD noted that at the last FGB he had agreed to undertake the Governor HR training but after looking more closely at the course he had realised the items covered had already fallen under training he had previously taken through his work. KF asked MD if he could obtain a list of the courses he had attended as these could be recorded on his Governor training record.	MD	06/07/16
	Meeting Closed: 11.00		

Next Meeting:			
Date / Time:	06 th July 2016 at 09.30	Location:	Barley Lane School