



VIRTUAL MEETING OF THE RESOURCES COMMITTEE ON NOVEMBER 10TH 2020 AT 8.30AM

PRESENT: Hilary Priest (HP), Rob Hill (Chair) (RH), Ian Stewart (IS), Mike Waterson (MW), Laura Partridge (LP)

IN ATTENDANCE: Debbie Horton (Clerk), Sandie Lovell, Business Manager (SL), for item 5.

Minutes

1	Welcome & apologies for absence Claire Jones and Ceri Goddard sent their apologies.
2	Attendance & declaration of interest The clerk noted attendance. There were no conflicts of interest.
3	Election of Chair and Vice-Chair Rob Hill was elected Chair and Laura Partridge was elected Vice-Chair for a term of one year.
4	Minutes of last meeting on 10th March 2020 The minutes were agreed as a correct record.
4.1	Matters arising from last minutes for this meeting 4. Separate part 2 minutes and send routine to RH for signing and then to Clerk for storage-done 5. Amend budget to take into account these decisions and necessary last-minute adjustments, ready for distribution to all governors for approval at FGB meeting - done 7. Distribute Head's report for this term – delayed (Covid) 9. Arrange safeguarding visit - done 10. H&S report – done 12. Review and agree Charging and Remissions (done at June FGB), Lettings (see item 10) and Capability, Maternity and Adoption Support (both done at June FGB)
5	<p>Budget Sandie Lovell joined the meeting at 8.40am. The governors had received a report from SL and the FRS monitor. HP reported that the budget was healthy and going to plan overall. Changes in staff had occurred, and the TA budget had been overspent. This had been offset by using Covid catch-up funds and SEN income, to fund an extra day for the SENco for example. Plans to introduce 2 TLR posts, one to look into blended learning, were in progress. A Covid catch-up payment of £9000 has been received out of a total pledged of £24, 000. The carry forward is £87, 0000.</p> <p>Q: MW asked how much the TA cost centre had been overspent by. A: SL said by nearly £40000. Some of this overspend was the result of overtime, which had increased as a result of Covid. SEN and catch-up income will cover the deficit.</p> <p>Q: MW asked if catch-up money could be used to cover Covid cleaning and safety costs. A: SL said that it couldn't be as these were costs which the school budget had to cover. Government help had been available for these costs but the school hadn't been eligible because the budget was too healthy.</p> <p>Q: MW asked how Covid catch-up income was being spent. A HP said on catch-up staff for each age group and on TA overtime to cover PPA. Karen Jarvis, who had covered PPA, now did Maths catch-up for Years 3 and 4.</p> <p>Q: RH noted a £32000 loss in the year and asked if that was okay. A: SL said that it was at this stage as some cost centres hadn't been spent as anticipated. The loss in school meals was tricky as they were down considerably, particularly at Key Stage 2. The loss here is £6,000.</p>

	<p>Q: RH asked if the spend on resources and from capital, agreed in March 2020 had gone ahead. A: HP said that this had been paused during the first lockdown but was now ongoing. The spend on the new front door, from the capital budget, had been paused.</p> <p>The photocopier contract with Concorde had come up for renewal. SL had sent around information about the terms of that contract. She recommended that it was renewed, as the terms and costs were good and the school had been happy with the servicing of the copiers. The cost was covered in the budget.</p> <p>Q: LP asked why Concorde wanted the school to sign up to a new contract so early (it expires next Summer) and whether there was a break clause in the contract. A: SL said that in her experience renewals were always offered early to secure business, often with more favourable terms for the school. She will see if there is a break clause.</p> <p>The committee moved to discussing the Finance policy whilst SL was present. Comments on the policy made by MW had been circulated before the meeting. MW had noticed that the LMS weblink didn't work and SL was looking into that. It was agreed that since there were some small differences between the latest Babcock model and the school's policy, RH and SL should go through the policy in detail, and prepare a final draft for the FGB meeting in December. SL left the meeting at 9.05am.</p> <p>ACTION: SL and RH to prepare Finance Policy for December FGB meeting.</p>
6	<p>Pupil numbers Implications HP reported that the school had one space in Reception and two in Year 2, but other than that the school is full and oversubscribed in other years. There are 30 children per class in Key Stage 1 and 32 in Key Stage 2. In Year 3 the school has been directed to accept one more child, bringing the number to 33 in one class. Whilst there is a limit on Key Stage 1 class sizes, there isn't on Key Stage 2. Attendance is good and most absences are Covid related. Two children are off long term and they are being educated at home.</p> <p>Q: RH asked if any teachers were self-isolating. A: Not at the moment. Cover is potentially a problem, but so far this had worked out.</p>
7	<p>Safeguarding To monitor MW, Claire Jones and HP had held a safeguarding Zoom meeting recently. MW reported that there hadn't been any referrals, and there wasn't anything out of the ordinary to report. He informed governors that the safeguarding audit is due this term (which CJ, MW and HP will do) and the single central record needs to be checked. MW will send round the report from the meeting to the committee. Safeguarding training for governors is due. The clerk will organise a day and time (7pm was requested) and HP will organise.</p> <p>ACTION: Clerk to arrange time for governors' safeguarding training.</p>
8	<p>Facilities and Health and Safety, including Covid measures To monitor IS had a Health & Safety walk around with SL in September. There were no major issues to report. IS and SL had a Facilities meeting last week. There is a leaking flat roof and a leak in the hall, which are being attended to. Some play equipment needs refreshing and the PTA is being asked if it would consider contributing to this. HP left the meeting at 9.20am</p>
9	<p>Governor visits Visits from this committee These are on pause, with the exclusion of fortnightly Chair and Head meetings, and Zoom Safeguarding and SEN meetings. RH suggested that next term visits should re-start and thought there should be a discussion at the next FGB meeting about how this could happen.</p>
10	<p>Policies for review Lettings: IS had updated this with the Covid appendix. It was reviewed and agreed. Employee's Code of Conduct: MW had looked this over with no recommendations for change and it was agreed. Gifts and Hospitality Policy: (no gifts had been declared last year). MW had looked this over with no</p>

	recommendations for change. It will go to the FGB for approval in December. Finance: see above at 5.
11	Business brought forward by the Chair The clerk informed governors that new guidance now required financial information to go onto the school website from September 2020. LP said that this was designed to bring maintained schools in line with Academies, which are required to do this. ACTION: Clerk to contact SL to see if the school is compliant with this new guidance.
12	Date & time of next meeting Resources Committee meeting February 9 th 2021

The meeting ended at 9.30am.

Summary of actions

Item	To do	By whom	By when
5	Prepare Finance Policy for approval	SL and RH	For November 27th, to be sent out for December 8th FGB meeting
7	Arrange governor safeguarding training time	Clerk	Before end of term
11	Check with SL school's compliance with new guidance re financial information on website	Clerk	By end of week