



## MEETING OF THE RESOURCES COMMITTEE ON MARCH 21ST 2019 AT 8.30AM IN THE SCHOOL

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

**IN ATTENDANCE:** Debbie Horton (Clerk), Sandie Lovell (SL),  
Business Manager

### Minutes

<b>1</b>	<b>Welcome &amp; Apologies for Absence</b> There were no apologies.
<b>2</b>	<b>Attendance &amp; Declaration of Interest</b> The governors signed the attendance form. There were no conflicts of interest.
<b>3</b>	<b>Part 1 and Part 2 minutes of last meeting on 4<sup>th</sup> March 2019</b> They were agreed as a correct record.
<b>3.1</b>	<b>Matters arising from last minutes for this meeting</b>
	<b>4.1 RH and SL to review catering costs</b> SL reported that catering was now in surplus, rather than in deficit, as the previous figures had indicated. This was because the school had now received some late payments from Devon County which had not been included previously. The Committee <b>agreed</b> that a review early next term should still go ahead, as a deficit was predicted for the following year.
	<b>7. IS to provide SL with template for gifts and hospitality register</b> SL had found a template and reported that the gifts and hospitality register was now up and running and staff had been informed.
	<b>8. SL to update SFVS</b> This had been completed. The Committee had received the final version with the agenda and it was <b>agreed</b> .
	<b>9. The facilities group to attend to the outstanding repair and maintenance issues and report back to the Resources committee</b> This would be brought to the next Resources meeting.
	<b>10. Clerk to send Finance policy examples to RH, MW and HP</b> This had been completed and edits and additions had been made to the draft policy. The policy had been circulated with the agenda. The amendments were: <ul style="list-style-type: none"> <li>• The addition of sections 12-16. Section 12 was cross referenced to the Data Protection Policy.</li> <li>• The addition of section 17 (gifts and hospitality register).</li> <li>• The Head's write-off amount for assets was raised from £200 to £500.</li> <li>• References to unnecessary DCC links were deleted.</li> </ul> The committee <b>agreed to recommend</b> the policy, with the amendments above, to the FGB at its meeting on March 28 <sup>th</sup> 2019.
	<b>11. Resources Committee to look into other sources of income generation, in particular through lettings</b> To be dealt with at the next Resources meeting.
	<b>11. SL to obtain quotes for energy supply to the school.</b> SL informed the committee that the current contract with Laser runs out on 30 <sup>th</sup> September 2019 and comparison sites weren't offering quotes until nearer that time. She said that Laser, which is run by Kent County Council, does appear to be competitive and that most Devon Schools had decided to continue their contracts. Laser are requesting that schools sign up now, at a good price, which is likely to rise if the decision is left until later. The committee agreed to renew the contract with Laser, but decided to obtain other quotes before the end of the current contract, which might result in this decision being revisited before September 30 <sup>th</sup> . <b>Action: SL to obtain quotes from energy suppliers before September 30<sup>th</sup> 2019.</b> <b>Action: RH and SL to review catering costs in the summer term.</b>

<b>4</b>	<p><b>Budget 2019-20</b> SL reported that the carry-forward had increased to c£62, 000, as a result of a number of final adjustments, including a change to national insurance costs and the supply budget, which had not been spent. RH noted that cost control had been impressive. Nevertheless, future years were still a concern because of the rise in pension costs to the school. SL reported that some of the carry-forward had been ringfenced, for example, c£402 for forest school.</p> <p>The committee <b>agreed to recommend</b> the 2019-20 budget to the FGB at its meeting on March 28<sup>th</sup> 2019.</p> <p><b>4.1 Bought-in services</b> The committee had received a list of the proposed services and went through each in turn.</p> <p><b>Q: MW asked why HRone costs had risen significantly.</b> <b>A: SL said that this cost was based on staff numbers, which had increased.</b></p> <p><b>Q: RH asked for the school's public liability insurance to be checked to see if it covered events on the school site.</b> <b>A: SL said she would do this.</b></p> <p>The committee had received a breakdown of the costs of the three options available under the current mutual fund. The pros and cons of not buying into the mutual fund for a second year were discussed. The Committee <b>agreed</b> not to buy in, as there was doubt as to whether a mutual fund was the best way to provide insurance for covering staff absence costs. Instead, the committee agreed to ringfence the £8000 (which would have been used as the mutual fund premium) and include it in the supply budget whilst researching other insurance options. LP said that she would approach Townergate, who insures the Devon Association of Primary Headteachers.</p> <p>The proposed bought-in services were <b>approved</b>. <b>Action: LP to contact Townergate insurance</b></p>
<b>5</b>	<p><b>SFVS</b> <b>Agreed</b>, see 3.1</p>
<b>6</b>	<p><b>Finance Policy</b> <b>Agreed to recommend</b> the policy to the FGB at its next meeting, see 3.1</p>
<b>7</b>	<p><b>Business brought forward by the Chair</b> There was none.</p>
<b>8</b>	<p><b>Date &amp; time of next meetings</b> Resources Committee Monday 9<sup>th</sup> May at 8.30am</p>

The meeting ended at 9.30am

#### Summary of Actions Table

Item	To do	By whom	By when
3.1	Resources Committee to look into other sources of income generation, in particular through lettings	All	For next Resources meeting
3.1	SL to obtain quotes from energy suppliers before September 30 <sup>th</sup> 2019.	SL	For next Resources meeting or July FGB meeting
3.1	RH and SL to review catering costs	SL/RH	By summer half term
3.1	The facilities group to attend to the outstanding repair and maintenance issues and report back to the Resources committee.	Facilities group	For next scheduled meeting
4.1	LP to contact Townergate insurance	LP	For next Resources meeting