

**Minutes of the meeting of St. Giles Governing Body  
Resources Committee held on Tuesday 20<sup>th</sup> March 2018 at 6.00 p.m.**

**Part A Minutes**

**PRESENT:**

Michael Swadling – Committee Chair, Virginia Marshall - Head Teacher, Neal Fraser, Caroline Horgan, Paul Pearce, Kathleen Shields

**ALSO PRESENT:**

Lisa Negus –School Business Manager (SBM)      Colin Milsom – Clerk

**ABSENT:**

Naledi McCarthy-Ocansey, Callton Young, Ken Morcombe

**1. Apologies and welcome**

Apologies for absence were received from all absent committee members. The meeting was quorate.

**2. Membership**

The committee noted the membership of the committee.

**3. Pecuniary Interests**

There were no declarations of pecuniary interest in relation to any of the agenda items, and no new declarations from members of the committee.

**4. Minutes**

The minutes of the Resources Committee meeting held on the 19<sup>th</sup> October 2017 were agreed as a correct record of those meeting and signed by the committee chair.

**5. Matters Arising and referred items**

There were no matters arising from the minutes which were not covered by agenda items, or other matters referred for consideration by the committee.

**6. Staffing & Personnel**

The current staffing structure was circulated and several posts were highlighted. These related to actual or proposed staffing changes. One teacher would be leaving at Easter and another member of staff would be acting up for the summer term to cover the post.

Interviews were being held for staff appointments and 3 candidates would be seen. One member of staff who had been on maternity leave would be returning part time and another would be going on maternity leave at the end of June. One TA would be leaving to undertake teacher training.

**Q. How practical is it for the school to employ a teacher on a part time basis and have another support staff member act up for the rest of the week?**

**A.** It is a matter of time requirements not pay and if a staff member only worked a 3 or 4 day week there would still be records and paperwork to be maintained as well as planning. While it might work on a temporary or emergency basis it would not be a long term solution.

**GDPR** – The committee had received a written report from the SBM on actions

being taken by the schools cluster group to address the wide range of issues arising from the new regulations. Much of the information held by schools was in the public interest but there was still a need to gain specific consents and to carry out an audit of the data held and organisations that it was provided to as well as how they used it. Much of the retention of data in the school was based on the guidance provided by the Records Management Society, of DfE in relation to specific school records. The school would need to appoint a Data Protection Officer. Openair had offered to carry out an audit of the schools data systems and it was estimated that this would take 4 days at a cost of £2,640. The committee discussed its options as it currently used Octavo for its IT support, not Openair but Octavo were not offering any GDPR related services.

The committee approved Openair as the company to carry out the audit and the allocation of £2,360 to meet the cost of the work.

**Q. What sort of material would require approvals?**

**A.** Some data might be used for marketing purposes so there needed to be a limit to the degree of identification of individuals which included photographs and names.

Governor with responsibility for GDPR – It was agreed that Michael Swadling be recommended to the board as the member with responsibility for GDPR. Kathleen Shields also agreed to follow up some of the areas of GDPR.

The school had appointed a new caretaker.

Performance Pay Reviews – Interim assessment and lesson observations had been carried out and all staff were on track.

There were no other staffing matters to report.

## **7. Financial Reports**

The School Business Manager had provided all governors with a written report covering all areas of the funding and premises related matters.

Update on funding for 2017/2018 - The school had received additional PE funding which was shown on the Q3 budget report. This was ring-fence to specific activities within the school. No other additional external funding had been received.

Q3 financial reports – These had been signed off by the chair of the board to meet the deadline of the 31<sup>st</sup> January. The SBM report provided an explanation of the variations on individual budget heads and the impact of some of these on the budget to date. At that stage the projected revenue balance to carry forward was £165,417. The committee had no questions on the reports which were agreed.

Estimated Q4 and year end position – It was estimated that at the year end the school would carry forward a revenue and capital surplus but most of this would be needed to meet the additional cost of running the school in the next year as the revenue funding did not match the current level of expenditure.

Factors affecting the budget and funding levels 2018/2019 including SEND Banding – The school had been advised that there would be no change in the funding levels for the next year but that as the school was taking pupils over its agreed number, the school would receive additional place funding of £10,000 per place. The initial expectation was that the school population would be 103 but might reduce to 102.

School Capital & Revenue Budget 2018/2019 – The committee was provided with two possible budget plans with slight variation in the proposed financial projections.

At the present time the school was using a 2% teacher pay award projection and the NJC range being negotiated for non-teaching staff which varied between 2% and 9% for the lowest paid staff. The impact of this recommendation would be to take all school staff out of the LLW band.

**Q. What impact there might be if the school used fixed term contracts for TA's?**

**A.** While this might work in some instances it would not necessarily attract the best qualified staff. There would be an element of staff turnover and natural wastage and the school always reviewed its staffing when there were resignations.

Given the current concerns with funding levels the committee felt that the school should use the most conservative projections which projected an in year revenue deficit for 2018/2019 of £56,600 rather than the more optimistic budget projecting a lower deficit of £31,700. It was agreed that as there were several factors such as pay awards, pupil numbers and carry forward balances which were still to be determined, it was better to use the worst case scenario and this could be revised as the other financial information was provided through the year. The final accounts for the current year would be available at the Strategy meeting at the start of the new term when an initial view of the yearend balance and its impact on the new budget could be assessed. It was hope that by the end of Q1 the school would have clear information on pay award recommendations and autumn pupil numbers.

The committee recommended a budget to the full board which projected an in year deficit of £56, 588 for 2018/2019.

Service Level Agreements and service contracts – The SBM report listed the proposed SLA's for the next financial year and the committee was advised that there had not been any changes made. These were the minimum requirements for the school. The committee recommended their approval to the board.

Bench Marking – Teaching Staff costs (Reward levels) – An initial exercise had been carried out comparing posts with other schools in the local cluster and the data was comparable. The committee asked if this work could be extended to see if any schools had adopted personalised pay scales rather than adopting the government/LA agreed scales. Given the unique nature of the school it was difficult to find any other school in the country let alone the London area or Croydon which was comparable and therefor suitable to use for benchmarking purposes.

Procurement Card Report – The committee noted the report on the use of the card and this was agreed.

School Inventory and asset disposal – The committee chair would be carrying out a review of the Inventory and would carry out some specific inspections.

External funding streams for projects

L A Capital works – New hoists had been installed in two locations and the LA would be paying for these. The SBM would be following this up to ensure funding was received as soon as possible.

Other funding was noted.

Friends and School Fund Accounts had been finalised and had been audited. The committee noted that this had been completed.

The school had received some very generous donations and it was planned to use £40,000 to refurbish and upgrade the Ladybird and sensory areas. The committee discussed how local businesses might be approached to contribute towards specific elements of the planned upgrades.

It was noted that in addition to the donations already received, there were also some planned events which could be providing additional funding to the school.

The SBM was thanked for her comprehensive report.

## **8. Estate & Health and Safety**

The report School Business Manager listed a range of property related matters. The committee went through the main areas.

**Capital works** – The completed works were noted.

There was an issue with the flooring in one classroom where there had been a water leak which had resulted in the rubberised flooring lifting and this would require repair. This work was agreed as a health and Safety issue.

It was agreed that Neal Fraser would review the quotations for the work to the male staff toilets and that this work be funded from the Community Funding Income. The work was agreed in principle

The board Chair had asked if the school minibus could be relocated to another part of the car part to provide an additional bus bay on site but this would result in a loss of other parking spaces and the actual space it occupied was quite small and would be difficult for bus access. The school was already managing the on street bus, minibus and taxi parking on the street and this continued to improve. The committee felt that the funds would be better used to meet the required internal works, given the general shortage of funds.

Proposed LA Funded works – The SBM had read in a forum document that the LA was planning a range of work and surveys at the school, which included some major electrical works, and a survey of the school roof. The SBM would keep the board informed of the surveys and any planned works.

### **Contracts**

**Energy Supply** Electricity – Numerous quotations had been received and the committee agreed that The school should use Black Sheep Utilities OPUS on a 36 month contract at an estimated annual cost of £19,442. Staff would be encouraged to be more energy efficient in order to continue to reduce energy costs. \*

Other contracts which had been negotiated were Air freshener which would result in a financial saving and the disposal of hazardous waste, both with Greenworks Solutions.

Accidents – The report was noted.

## **9. Other Financial Matters**

Pay award projections had been covered as part of the budget discussions.

**Saturday Club** – A formal contractual arrangement was being sought for this which was currently run by the school so that if necessary it could go out to tender next

year, although the school could still be run on the school premises.

**10. Whole School Development Plan and Governor Monitoring 2017/2018/2019**

The WSDP would be discussed in detail at the board meeting next week. The committee discussed how future monitoring should be carried out and linked to the SDP areas. The draft plan for 2018/2019 identified 3 areas for the Resources committee to review, and the board would be asked to agree the new plan for implementation in the summer term.

**11. School Policy Review**

The following policies had been reviewed:  
Finance Policy and Procedure Document  
Scheme of Delegation  
Charging & Remissions Policy  
School Meal Debt Policy  
Inventory of stock / write off / disposal policy

The policies were formally approved.

No other policies were presented for approval or noting at the meeting.

**12. SFVS**

The report had been circulated to all governors. All governors had also been requested to complete the SFVS competency review and the chair would summarise the areas which required further development. The main one appeared to be stakeholder links and engagement but some of this could be improved by governors being in attendance on parent's evenings or some of the social events such as the school fete. This would be a matter for further discussion.

**13. Any Other Business**

There was no other business.

**14. Confidentiality**

As there were no matters of a confidential nature contained in the Part A Minutes it was agreed that the Part A Minutes could be published after they had been agreed by the chair.

**15. Date of next meeting**

The following date was confirmed for the next meeting of the committee, commencing at 6.00 p.m.:  
19<sup>th</sup> July 2018

As there was no other business the meeting closed at 9.00 p.m.

Date ..... Chairman .....

- **Note:** After the meeting the board was notified that the Opus price had been withdrawn but that the same price had been negotiated with Pozitive Energy and governor agreed this.