

**Minutes of the meeting of St. Giles Governing Body  
Resources Committee held on Tuesday 19<sup>th</sup> March 2019 at 6.00 p.m.**

**PRESENT:**

Michael Swadling - MS (Chair), Virginia Marshall - VM, Neal Fraser - NF, Caroline Horgan - CH,

**ALSO PRESENT:** Lisa Negus –School Business Manager (SBM) Colin Milsom – Clerk

**1. Apologies and welcome**

Callton Young, Paul Pearce, Kathleen Shields, Curlita Campbell and Ken Morcombe sent apologies. The meeting was quorate.

**2. Membership**

The committee noted the membership of the committee and it was agreed that it needed to be reviewed at the next board meeting.

**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 15<sup>th</sup> October 2018 were agreed as a correct record of those meeting, and signed by the committee chair.

**5. Matters Arising and referred items**

There were no identified matters arising but the committee received updates on the following:

Car Park Gate signage – This had been amended and in general gates were being closed during the working day

Flu Injections – Given the vulnerability of the pupils at the school, these had been provided for staff who were not eligible for free injections and it was agreed that this should be provided again next autumn.

Unqualified teaching staff – It was being proposed that the current member of staff would provide part time cover for a teacher returning from maternity leave in September but the regulations regarding the length of time that an unqualified teacher could be employed would be clarified. **Action1: VM**

The individual concerned could be undertaking teaching qualifications if they achieved the necessary entry qualifications and this would fit with a part time appointment.

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

**6. Staffing & Personnel**

Teaching & Learning Responsibility (TLR) Allowances – A member of staff on maternity currently received a TLR2a for Computing but it had been agreed that given the significance of this subject across the school for all pupils it would be more appropriate if it was held by a full time teaching employee. The committee

agreed. A revised job description would be prepared and the post advertised to staff in the school.

Speech and Language and Occupational Therapy provision - The current provision only met health or medical requirement and was not necessarily sufficient to provide the additional support required to meet educational needs. In addition the current Health Authority provision only met the needs of Croydon pupils, not those of the out borough pupils and as a result the school had commissioned the services to meet the needs of the out borough pupils although this cost had not been built into the fee structure. In the current year this had cost £6,600. In addition the Visually Impaired service only dealt with Croydon pupils but they had insufficient time to take on any additional work.

**Q. Could the other boroughs be surcharged for the OT & SL provision that the school has purchased?**

**A.** The OB fees were increased by 3% last year but it could be looked at when fees are reviewed.

It was agreed that staff should look at the current level of service and identify where there might be a shortfall for both in and out borough pupils and that the cost be assessed so that the matter could be raised with Croydon, or where appropriate discussed, and provided, as a rechargeable commissioned service for out borough pupils. It was noted that by commissioning the service there were appropriate levels of supervision.

There were no other staffing matters.

## **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.

**Q3** – The report had been sent to all board members. This had been formally signed off by the Strategy Committee but resources looked at the details. It was noted that the LA had not changed the pupil funding levels but that the government had provided additional funding to cover the cost of the teachers' pay award in September 2018 and a nominal additional capital allocation which for the school amounted to £12,822. The committee discussed how this might be used and it was noted that there was a need for some additional work to the IT infrastructure in the school. There had also been some additional funding as part of the PE grant. The school population had been 102 pupils which had generated some additional income. The report showed that there had been additional costs arising from the covering of staff absences, heating and associated maintenance work to the boilers, and repairs arising from roof leaks. Additional cleaning costs related to the need for a higher level of hygiene because of the nature of some of the pupils and their susceptibility to infection.

Although the school had been advised that they should not make any commitments from their reserves, some essential work was required and the school did need to replace some items within the school. At the present time the committee agreed that until the result of the feasibility study on the site, premises and possibility of a new build had been completed it would not be appropriate to commit the reserves to the range of works which had been identified as necessary to maintain the building in a good state of repair. Once the result was known then the board would be in a position to approve appropriate works or the purchase of fixed equipment. The committee was advised that the school had sent its response to the study but that a decision would not be known until at least May 2019. The roof was now an

ongoing problem and there would be continual maintenance work to deal with the aftermath of leaks. Even if the plan was to build a new school there would be a need to make some minor remodelling of at least 2 class rooms so that they were ready for the autumn term and it was agreed that this work should be undertaken, although the LA should be advised of the estimated costs as appropriate.

Some of the primary class equipment was no longer suitable and it was agreed that this should be replaced as, even if the school was to relocate to new premises, the furniture could move to a new site.

The committee was also advised that there were several Wi-Fi dead spots in the school and it was agreed that even if it was only for a limited time, these needed to be addressed as they had an impact on access to learning.

The committee agreed that the current reserves should be allocated to a range of work and equipment although given the feasibility study some should be put on hold. Given the long term funding and expenditure projections, the board had agreed that the current level of reserves would be needed to meet running costs within a three year period when there would be an overall funding deficit, hence the need to plan for but not necessarily execute some proposed expenditure.

The committee agreed that the following works should be undertaken as a charge to the reserves:

- Class refurbishment and primary class furniture
- ICT installations and necessary hardware replacement
- Speech and Language and OT support as appropriate

The following were identified as works that were necessary but since they related to site work should be put on hold for the time being:

- Toilet refurbishment
- Car park and improved site security with electronic gates
- Roof and internal lighting/electrical works (hall)

The head teacher was also requested to identify any other possible areas and to submit a list to the board for approval.

### **Capital & revenue budget 2019/2020**

It was noted that at the present time there were no changes to the proposed banding levels for pupils at the school.

Identified changes which were stated in the Business Managers report included the fact that the Saturday club would cease to operate from the end of July 2019. The teachers' pay award would be funded again this year but there was no commitment from the government for future funding. This would also be the second year of a non-teaching pay award but this was not funded and at the present time there was a significant unfunded increase in the employers' pension contributions for teachers. The full impact of this would be felt from 20/21 onwards. The building maintenance budget had been virtually doubled because of the need to carry out continuous maintenance and repairs to the fabric of the building.

The committee noted the cost of the apprentice levy and it was hoped that this might be used to fund the training of TA staff as well as accounting training for the Business Manager. There would be some release time implications. The heating system was reaching the end of its life and also needed constant maintenance. To this end the school had taken out specific contracts. Other service level agreements were listed in the report. The budget sheet included a three year projection. The committee noted that there was a significant increase in the overall expenditure and requested a comparative analysis between the revised budget for 2018/19 and the

proposed budget for 2019/20. It was anticipated that the bulk of this would related to additional staffing and maintenance costs but the committee sought clarity.

Based on the information currently available the committee agreed that draft budgets and would recommend them to the full board for approval.

**Bench Marking Report** – This had been provided and covered a wide range of areas using similar school for comparison as well as the most up to date financial information. This showed that the school was in general in the middle band for a large number of the areas identified. Total staff costs were at the top of the range but at 83% this was still not an excessively high percentage of an overall school budget. When broken down by staff type teachers were below average and non-teaching support staff just above average but given the needs of the pupils this was to be expected. The only other area was energy which was at the top of the range. Factors affecting this were that the schools heating system was old, the age of building meant that it was not energy efficient and there was pool. This result was not surprising. The bench marking report was approved. The head teacher had attended a meeting with the borough where there had been an indication that the school was very expensive however it was likely that not only were the comparative schools not appropriate, but also the financial data was not necessarily the most up to date.

**Procurement Card Report** – This was received and the report agreed. There had been an agreed change of signatory with a change of office staff.

**Inventories** – The committee noted that this work was being undertaken and a report would be made to the next meeting.

**External Funding** – The school had been very fortunate to receive significant grants and fundraising contributions and plans were in place for using this money. The HSBC funding would be used to improve the sensory facilities but where possible there would be a degree of portability just in case the school moved site. The Peter McDonnell funding had initially been identified for the sensory garden but other charitable funding had been sued to complete this work so it had been agreed that this could be used for a PA system for the hall and some sensory lighting which could be attached to the existing lighting rigs, although there might need to be some associated electrical works to accommodate this.

**Friends and School Funds Accounts** – The report showed the current balances, funds received and transfers to the school account to cover work undertaken. These were agreed.

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

The report School Business Manager listed a range of property related matters. The committee went through the main areas. The Health and Safety Committee Report would be dealt with by the full board.

In addition to the areas already covered, the Business Managers report included planned capital works, some of which were being deferred for the time being, as well as completed works and where appropriate the funding source if not from the school budget.

The additional fencing work approved by the board at the front of the building was now with planning. Heating had been discussed earlier but the report contained a

comprehensive analysis of the issues and work undertaken to resolve them as well as plans to minimise the impact of future system failures.

The committee noted that the gas supply contract was due to be renewed in the autumn and quotes would be submitted in the summer.

Accident Report – The report was noted.

**9. Other Financial Matters**

The committee was provided with a schedule which showed the assimilation of the non-teaching pay scales which had been discussed with staff. It was noted that although performance objectives were still set for this category of staff their incremental pay increases were no longer linked to performance.

Other pay awards and costs had been discussed earlier as part of the budget setting process.

The SBM was thanked for her comprehensive report.

**10. Whole School Development Plan**

Copy of the updated development plan was circulated and the areas relevant to the committee and completed had been highlighted. Work would commence of the new plan but given the changes to headship and the feasibility study, it was agreed that this would be an outline document which would be subject to change during the year. There was nothing further to report at this stage.

**11. School Policy Review**

The following policies had been circulated to all board members:

Finance Policy and Procedure Document, including Scheme of Delegation (updated)

Charging & Remissions Policy

School Meal Debt Policy

Inventory of stock / write off / disposal policy

These were agreed.

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

**12. SFVS for March 2019**

The draft FVS documentation had been circulated to board members and it was noted that there were 2 areas where action was being taken. It was agreed to recommend approval of the document to the full board.

The 3 year budget plan had been discussed and agreed earlier.

**13. Any Other Business**

There was no other business.

**14. Confidentiality**

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

**15. Date of next meeting**

These would be discussed and agreed with the full board at the meeting which followed the committee meeting.

As there was no other business the meeting closed at 8.10 p.m.

Date .....

Chairman .....