

**THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL
RESOURCES COMMITTEE**

Minutes of a meeting of the Committee held at the school on
Tuesday 5 November 2019 at 4:30 pm

Membership (Name)	Initials	Category	Attendance
Lisa Williams	Head	Interim Headteacher	Present
Ruth Pott-Negrine	RPN	Co-opted	Present
Rosamund Clarke	RC	Co-opted	Apologies
Sara Phipps	SP	Co-opted	Present
Oluwafela Ajeyi	OA	Co-opted	Not present
Christine Kiwanuka	CK	Co-opted	Not present
Also Attended			
Mr H Hawes	HH	School Business Manager (SBM)	Present
Mr M Garrick	MG	Clerk	Present

1.0	<u>APOLOGIES FOR ABSENCE</u>		
1.1	An apology for absence was received from Rosamund Clarke; her non-attendance was due to an unforeseen and urgent family matter. After consideration, the apology was accepted. The committee agreed that the meeting be Chaired by Ruth Pott-Negrine.		
1.2	There was discussion about attendance. It was AGREED that the matter be raised at the next full governing body meeting with a view to changing the days and times if either or both were barriers to members' attendance.		
	Action	Who	When
	A 1 Committee meeting dates and times : To be reviewed	Chair	Next FGB
2.0	<u>DISCLOSURES OF INTERESTS AND DISPENSATIONS</u>		
	No declaration of interest was received in any item appearing on the agenda of this meeting.		
3.0	<u>ELECTION OF COMMITTEE CHAIR AND VICE CHAIR</u>		
3.1	Election of Committee Chair: Rosamund Clarke (RC) was nominated as Chair in her absence. No other nomination was received. RC was duly elected as committee Chair.		
3.2	Election of Vice Chair: Christine Kiwanuka (CK) was nominated as Vice in her absence. No other nomination was received. CK was duly elected as Vice Chair.		
3.3	The committee were advised that the decisions above were subject to the governors concerned accepting the positions.		
4.0	<u>TERMS OF REFERENCE</u>		
	Terms of Reference (TOR): The TOR had been circulated, after consideration the TOR was AGREED for recommendation to the full governing body without any changes.		
	Action	Who	When
	A2 TOR to be recommended to the next FGB	Chair	Next FGB

<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></p> <p>Minutes: The Minutes of the meeting held on 23 April 2019 had been circulated. After consideration, the Minutes were AGREED as a true record and was duly signed by the Chair of the meeting.</p> <p>Matters Arising: There were no matters arising from the previous meeting not included elsewhere on this agenda.</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p><u>FINANCIAL MANAGEMENT</u></p> <p>The committee were asked to note that the Local Authority (LA) had made changes to the Budget planning and monitoring arrangements. Schools were required to provide revised budget plans to be submitted to the LA by 30 November. The submission of the approved budget plan for 2020/21 (and onwards) was now being deferred until mid-June. An extract from the Governors Information Pack (GIP) explaining the changes had been circulated to the committee for information.</p> <p>2019-20 Budget: The following were circulated</p> <ul style="list-style-type: none"> ▪ A summary report from the SBM ▪ Budget Plan 19/20 Revenue summary ▪ School Budget Monitoring as at 30.9.19 ▪ Budget Plan 2019/20 – Capital Summary ▪ Schools Finance Budget Plan Template 2019/20 ▪ School and Pupil Information <p>The SBM provided the committee with an update. The committee were reminded that the school was carrying forward a deficit from the previous year. The plan was to recover the deficit (£48K) by in year savings. The SBM advised that the current projection for year-end was a £9K surplus. It was noted that the budget includes a contingency (£38K) to support any funding changes during the year. The committee advised that the costs were being reduced due to internal changes to the cover arrangements for staff absences.</p> <p>Information was provided about visits from the LA finance team to provide advice and guidance on the budget management and planning. The committee were referred to the budget-monitoring document and the stated variances. Staffing costs were on target as planned apart from a one off settlement payment. Reference was made to savings from the bulk buying of paper; monitoring the energy use (regular checking of the solar panels to ensure that they are working efficiently) receipt of Pupil Premium Grant, which was more than estimated, underspend on advertising and the fall in Nursery numbers</p> <p>The Committee were taken through the new format budget plan , it was noted that the form needed to adjust to include the fact that the school employs its own Catering and cleaning staff The SBM asked the committee to also note the data captured in the new form would feed into the new format School Financial Value Standard return.</p> <p>There was a question (Q) How likely is the budget to remain on target? The SBM felt that it was too early to say. He referred to the new payroll process and payment of pay awards and application of DFE grants towards the pay rises. After consideration, the Budget Update 2019/20 was AGREED.</p> <p>Personnel Update: Reference was made to the staff due to leave at the end of term. The committee noted that this included the SBM – Howard Hawes. The committee thanked Howard for his service, contribution and support provided for the committee.</p>

6.8	Best Value Summary: The Best Value Statement was provided, and examples given of the best value and value for money actions in respect of the supply of goods and services.		
6.9	Audit (Finance) Report : The SBM reminded that the Audit took place in June. The final report was awaited. The SBM AGREED to follow up with the Auditors to get the report. .		
	Action	Who	When
	A3 Budget Update 2019/20 : Agreed	SBM & Head	Immediate
	A4 Audit Report : To be considered at the next committee meeting.	SBM & Head	Next Comm
7.0	<u>SCHOOL FINANCIAL VALUE STANDARDS</u>		
7.1	Schools Financial Value Standard (SFVS): The SBM advised that the DFE had changed the format of the SFVS. He advised that data from the new LA Budget Form would include some of the data required by the DFE. The deadline for submission of the SFV to the LA was 28 February 2020; the final date for submission to the Department for Education being 31 March 2020.		
7.2	It was AGREED that the draft SFVS submission would be presented to the committee for consideration at the next meeting of this committee.		
	Action	Who	When
	A5 Draft SFVS submission to be presented at the next committee meeting.	SBM & Chair	Next Comm meeting
8.0	<u>PREMISES & HEALTH AND SAFETY</u>		
	The committee were advised that there had been no changes to the information provided at the last full governing body meeting.		
9.0	<u>POLICIES</u>		
9.1	A Support Staff Appraisal Policy Consultation document was circulated. The Head advised that document had been sent to all members of the support staff and their union representatives. The consultations period was 5 to 19 November at the end of which it was proposed that comments be presented for governor consideration, subject to which a recommendation be made for the Appraisal Policy for support staff be adopted. There was discussion around the timescales for implementation.		
9.2	After consideration, the committee AGREED the Support Staff Appraisal Policy in principle. In addition, to delegate liaison to address any concerns, comments and or response to questions to the Head and Chair of the governing body.		
9.3	Equality Objectives: The Head spoke about the work being done including that by the RGSA to provide ESOL classes for parents ; also the intention to further develop engagement with parents ; improve awareness of different faiths and festivals and to narrow the gaps in attainment in Maths (in KS2) to bring girls in line with boys.		
9.3.1	Q How will progress against the objectives be monitored? The committee felt that this should be done as part of the work of the Behaviour and Inclusion Committee.		
	Action	Who	When

	A5	Support Staff Appraisal Consultation agreed in principle. Head and Chair to liaise in respect of feedback on any comments in response to any responses to the consultation	Head & Chair	As and when
	A6	Equalities Objectives : Monitoring to be referred to the Behaviour and Inclusion Committee	RPN	As and when
10.0	<u>STAFFING ISSUES</u>			
	A report on staffing was provided earlier in the meeting.			
11.0	<u>MEETING DATES</u>			
	<ul style="list-style-type: none"> ▪ Tues 28 January 2020 at 4:30 pm ▪ Tuesday 28 April 2020 at 4:30 pm 			
12.0	<u>Urgent Business</u>			
	There was no urgent (non-confidential) business to consider, this part of the meeting ended at 5:20 pm. The SBM and Sara Phipps left the meeting			