



**THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL**  
 Minutes of a meeting of the **Resources Committee** held at the school on  
**TUESDAY 28 JANUARY 2020 AT 4:30 PM**

<b>Membership - Name</b>	<b>Initials</b>	<b>Category</b>	<b>Attendance</b>
Lisa Williams	Head	Headteacher	Present
Ruth Pott-Negrine	RPN	Co-opted	Present
Rosamund Clarke ( Chair)	RC	Co-opted	Present
Sara Phipps	SP	Co-opted	Apologies
Oluwafela Ajeyi	OA	Co-opted	Apologies
Christine Kiwanuka (V/Chair)	CK	Co-opted	Present
<b>Also present</b>			
<b>Michael Grocock</b>	MG	Deputy Head	Present
Miguel Diaz	MD	School Business Manager (SBM)	Present
Michael Garrick	MAG	Clerk	

<b>1.0</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>			
1.1	The Chair opened the meeting by welcoming everyone in particular Miguel Diaz the new School Business Manager (SBM) .			
1.2	Apologies for absence were received and noted from Sara Phipps and Oluwafela Ajeyi. Clarification was sought about the status of apologies. The Clerk advised that apologies were either <b>Noted</b> or <b>Accepted</b> . The latter meaning that the apologies count towards the attendance requirements .			
<b>2.0</b>	<b><u>DISCLOSURES OF INTERESTS</u></b>			
	No declaration of interest was received in any item appearing on the agenda of this meeting.			
<b>3.0</b>	<b><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></b>			
3.1	<b>Minutes:</b> Minutes of the meeting held on 5 November 2019 had been circulated. After consideration, the minutes were <b>AGREED</b> as a true record and was duly signed by the Chair .			
3.2	<b>Matters Arising :</b> There were no matters arising not otherwise covered elsewhere on the agenda.			
3.2.1	<b>Terms of Reference (TOR) :</b> Governors were asked to note that the LA had now changed its Standing Orders so that the responsibility for budget approval now rests with the full governing body. It was therefore necessary to amend the committee TOR ( Finance section second bullet point – remove ‘ approve ’) – the power to delegate approval of the budget to a committee was therefore removed.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A1</b>	TOR – amended to remove delegation to approve the budget – to be reported to the FGB.	Comm Chair & Clerk	Next FGB
<b>4.0</b>	<b><u>FINANCIAL MANAGEMENT</u></b>			

4.1	<p><b>2019-20 Budget:</b> MD circulated the budget monitoring report for the period ending 31 December 20019.The committee noted that MD was the new SBM and that he had recently taken up the post, He advised that it had been necessary to undertake a detailed review of the school budget .</p>
4.1.1	<p>The committee were informed that there a number of errors in the budget that was set and as a result the projected outturn for 2019/20 was a deficit of £312K. Reasons for this deficit were around the omission or lack of provision for some costs in particular staffing. This included the salary of the new Head, under budgeting for supply staff costs and provision for overtime costs for Breakfast Club and After School Club staff.</p>
4.1.2	<p>In addition, there had been charges for supply staff costs ( £56K) arising from 2018/19 that was being charged to the current year. Considering the spend to date and the charges carried forward from last year the projected outturn for Supply Staff cost was approx. £500K compared to a budgeted amount of £348K.</p>
4.1.3	<p>The Chair spoke about challenges made by the committee in respect of the budget information provided in the past year and separate more detailed discussion that had taken place with the previous SBM.</p>
4.1.4	<p>MD took the committee through the budget variances highlighting that the staffing had been budgeted at approx. £2.8 million but the current projection was approx. £3.1 million. There were unbudgeted claims for overtime ( Support Staff) for £106K for staff working in Breakfast Club and After school club. These staff were mainly already working in roles at the school and being paid based on claims via timesheets.</p>
4.1.5	<p>Q Are the overtime claims for extra work in existing substantive roles ? It was stated that the claims were mainly by staff who already work at the school as mid-day meal supervisors. Discussion took place about whether they should be paid additional hours as part of their existing contracts rather than overtime.</p>
4.1.6	<p>The committee also discussed the payments for internal cover and taken through the details of the agency supply overspend ( E26) . Information was also provided about increased income from Pupil Premium and from consulting work undertaken by the previous (interim ) Head.</p>
4.1.7	<p>Building Maintenance : It was noted that the budget for the year was reduced to approx. £42K compared to £82K in the previous year. Due to miscommunication, the premises officer assumed that there had been no change to the budget i.e. that it was the same as in 2018/19 and had so far spent £ 51K ; the projected spend for the year in accordance with commitments was approx.£65K.</p>
4.1.8	<p><i>RPN withdrew from the meeting at 5:00 pm</i></p>
4.1.9	<p>Reference was made to the overspends on learning resources and admin. Supplies. MD stressed that the outturn projection was based on commitments known but that there may be other invoices that have not been recorded.</p>
4.1.10	<p>The committee acknowledged that ambitious budgets had been set in a number of areas but were unaware that the information was not communicated to the relevant people. Reference was made to the long running concerns about the supply costs and the strategy to reduce these costs ( notably by recruiting permanent staff and undertake more cover sickness and internally ) had not resulted in the desired impact.</p>
4.1.11	<p>The Head and MD did not feel that the current situation arises from misappropriation. However, there was a need to rapidly fully document and cost the existing staffing structure. This was being done by MD who hoped to achieve this by half term. Also , move temporary ( agency staff) to permanent contracts – noting that there may be a ‘buy out’</p>

	cost for some of these staff.
4.1.12	Q How much of the £500k spent on supply are 'real jobs' ( substantive roles) ? This was to be clarified as part of the work being done by MD.
4.1.13	Discussion took place about the use of TAs for 1:1 cover for pupils with SEND - whether existing TAs could be deployed to do this work, rather than employing agency staff. The Head advised that TAs were currently providing interventions , using them to also provide 1:1 support would be an overstretch.
4.1.14	The committee noted that the LA will require a plan for recovery of the deficit, and this would most likely need a staffing restructure. Additional actions included – looking at the provision of Breakfast and After School Clubs staffing costs – the staffing ratios and or possible outsourcing the provision to an independent provider .
4.1.15	It was noted that MD was in consultation with the LA about the budget issues , he advised of his intention to move to a 5 year budget planning cycle once there was a clearer picture of the staffing.
4.1.16	Q When did the staff pay rises go through? It was noted that this was between October and November , the December Salary bill was therefore the correct monthly salary bill.
4.1.17	Q Is there any recovery actions in respect of overpayments for overtime ? The Head felt that it was a school error but advised that a change of practice would be implemented from 1 February 2020. It was felt that information about the payment of overtime should be included in the staff pay policy. However, the LA Pay Policy primarily refers to Teaching Staff who are not paid overtime. Advice to be sought from HR at the LA .
4.1.18	<b>Lettings</b> : The committee noted that there were very few lettings and that the current charge did not fully cover the school's costs. Information was provided that it was necessary to stop previous lettings because of problems around site security, damage to school property and management issues. The committee felt that it was necessary to revisit the potential for lettings for purposes of income generation.
4.1.19	The committee noted that , other than paying outstanding invoices, all expenditure had stopped. The Head advised, however, recruitment to the substantive Deputy Head vacancy would continue. The cost of the cost was included in the projected deficit figure .  RPN returned to the meeting at 5:20
4.1.20	The Committee approved/endorsed the revised budget for 2019/20 noting that it will be reported at the next full governing body meeting for formal approval.
4.1.21	A copy of the 3 year plan previously submitted to the LA was circulated. MD spoke about the need to factor in more details of the increase in pupil numbers year on year , also the impact of the budget changes on years 2 and 3. The committee discussed the relative benefits of revisiting the present document having regard to the time needed to address the 2019/2020 budget issues and the forthcoming end of the financial year.
4.1.22	The committee felt that it was better that the school spend the time preparing for the next financial year rather than redoing the 3 year plan. It was noted that the revision in the 2019/20 projections may have an implication on the responses in the SFVS return – in particular that some responses may need to say, 'partly met' and an explanation/ narrative added . The committee AGREED this action.

	<b>Action</b>	<b>Who</b>	<b>When</b>
<b>A2</b>	2019/20 Budget revisions – to be reported to the next full governing body meeting for approval.	Chair and Head	Next FGB

	<b>A3</b>	SFVS : completed document to be provided at the next FGB for approval and sign off for submission to the LA by 14 February	Chair / Head & SBM	Next FGB
<b>5.0</b>	<b><u>AUDIT REPORT</u></b>			
5.1	A copy of the draft Audit Report was circulated. A Satisfactory rating had been achieved following the Audit which took place on 19 and 20 June 2019. The committee were taken through the findings, recommendations, the responses proposed, actions and timescales for implementation. It was noted that there were 14 medium and 3 lower level recommendations made. The committee went through several findings including, the need to adhere to the procurement and purchasing procedures; recording all commitments; a clear system for catering supplies and for tendering arrangements.			
5.2	MD stated that there was a need to review a number of systems and processes in place and to update policies. He highlighted ambiguity around how funds had been accounted for by the previous SBM . Reference was made to tightening of the procedures around payment of petty cash, also , around delivery notes for orders made. It was noted that the responses to the recommendations would be submitted to the Auditor for finalisation of the Report. The Auditor would visit again later in the year to ensure that the recommended changes are implemented			
5.3	MD advised that it will be necessary to review and update the Financial Management Policy . It was AGREED that :- <ul style="list-style-type: none"> <li>• The revised Financial Policy would be considered at the next meeting .</li> <li>• The committee will monitor the implementation of the audit recommendations .</li> </ul>			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A4</b>	Financial Management Policy	SBM	Next Comm
	<b>A5</b>	Audit : Update on the implementation of Audit recommendations.	SBM	Next Comm
<b>6.0</b>	<b><u>SCHOOL FINANCIAL VALUE STANDARDS</u></b>			
6.1	<b>Schools Financial Value Standard and finance audit:</b> Information was provided that the draft SFVS needed to be submitted to the Lewisham local authority by <b>14 February 2020</b> , the final date for submission to the Department for Education being 31 March 2020. The committee agreed the preparation of the submission using the revised budget figures 2019/20. The SFVS to be provided for agreement at the next full governing body meeting.			
<b>7.0</b>	<b><u>PREMISES &amp; HEALTH AND SAFETY</u></b>			
7.1	<b>Premises:</b> No major capital work was taking place. There were no major( recordable) accidents or incidents.			
7.1.1	RPN advised that she researched the school's premises costs on the DFE benchmarking site. The school's premises related costs were higher than that of comparable schools. There was discussion about possible reasons, for example - differences in the nature of the buildings ( Rushey Green has its own kitchen) , it was not clear that all the schools include costs for the same areas and or take into account the condition of the building and frequency of use.			
7.1.2	Q Is there a premises plan? MD advised that he will be looking into this and with a view to preparing a 3 year plan.			
7.2	<b>Health and Safety:</b> There were no issues to report. The building was in good order. It was noted that the Premises Officer would contact Oluwafela Ajayi, Link Governor for Health			

	and Safety , to seek his help with completion of the online self-audit checklist for submission to the LA by the deadline of 30 March 2020. Update at the next meeting			
<b>8.0</b>	<b><u>POLICIES</u></b>			
8.1	The following policies were circulated : - <ul style="list-style-type: none"> <li>▪ Lettings Policy –</li> <li>▪ School Journey /Education Visits Policy</li> <li>▪ Best Value Statement</li> <li>▪ Asset Management Policy</li> </ul>			
8.2	The Committee agreed to review the documents and bring forward any comments to the next meeting.			
8.3	Other policies discussed. <ul style="list-style-type: none"> <li>▪ Health &amp; Safety Policy – Review It was noted that this policy was currently in date and not due again for review until September 2020.</li> <li>▪ Finance Policy &amp; Scheme of Delegation: To be reviewed and presented at the next meeting of this committee for approval ,</li> <li>▪ Governors Allowances Policy : MD to check if the school has a policy</li> <li>▪ Best value statement : MD to check if this is the most recent statement.</li> </ul>			
8.4	RPN spoke of the need to ensure that, where taken from other sources, policies are fully adapted and made specific to the school.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A6</b>	Policies to be considered for approval at the next meeting <ul style="list-style-type: none"> <li>▪ Letting Policy –</li> <li>▪ School Journey /Education Visits Policy</li> <li>▪ Best Value Statement</li> <li>▪ Asset Management Policy</li> </ul>	Committee	Next Comm meeting
	<b>A7</b>	<b>Governors Allowances</b> : To check if there is an existing policy .	<b>SBM</b>	By next Comm
<b>9.0</b>	<b><u>STAFFING ISSUES</u></b>			
	There were no general staffing issues other than those discussed earlier in the meeting.			
<b>10.0</b>	<b><u>MEETING DATES</u></b>			
10.1	Members of the committee advised of difficulties in getting time off to attend meetings starting at 4:30pm.			
10.2	It was AGREED that the next meeting be held on Tuesday 28 April 2020 at <b>6:00 pm</b> .			
<b>11.0</b>	<b><u>ANY OTHER BUSINESS</u></b>			
	There being no further matters to consider this part of the meeting ended at 6:10 pm. MG , D/Head and DM , SBM withdrew .			

**APPROVED FOR SIGNATURE BY THE SUB COMMITTEE CHAIR : 28 April 2020**