



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

Minutes of a meeting of the Committee

held by video conferencing on

Tuesday 3 November 2020 at 4:30 pm

Membership - Name	Initials	Category	Attendance
Lisa Williams	Head	Headteacher	Present
Ruth Pott-Negrine	RPN	Co-opted	Present
Rosamund Clarke (Chair)	RC	Co-opted	Present
Christine Kiwanuka	CK	Co-opted	Not present
<i>Vacancy</i>			
Also			
Michael Grocock	MG	Deputy Head	Present
Miguel Diaz	MD	School Business Manager (SBM)	Present
Mike Garrick	MAG	Clerk	Present

1.0	<u>APOLOGIES FOR ABSENCE</u> The Chair opened the meeting by welcoming everyone, no apologies for absence were received.
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</u> Rosamund Clarke (RC) was nominated, she accepted the nomination, and no other was received. After consideration, RC was duly elected Chair of the Committee for the period ending Autumn term 2021.
4.0	<u>REVIEW OF TERMS OF REFERENCE</u> The committee terms of reference had been circulated with the agenda papers prior to the meeting . The committee considered the TOR and AGREED to recommend it to the full governing body for approval with no change.
5.0	<u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u>
5.1	Minutes: The Minutes of the meeting held on 28 April 2020 had been circulated. After consideration , the minutes were AGREED as a true record and approved for signature by the Chair
5.2	Matters Arising: There were no matters arising not covered elsewhere on the agenda of this meeting.
6.0	<u>FINANCE UPDATE 2020/21 (& 3 YEAR PLAN) AND PLANNING FOR 2021/22</u>

6.1	The 2020/21 revised budget and three-year projection had been circulated prior to the meeting. Also circulated was the school's draft debt recovery plan. The SBM took the committee through the documents.
6.2	He highlighted that he had met with the LA Finance Team and spoke about the revision of the salary costs, the fall in pupil numbers including fall in the Nursery numbers. The predicted outturn was therefore not the same as in June. The schools planning priority was to stay within budget year on year, i.e avoid in year deficit and in making changes to avoid destabilising the school.
6.3	Issue raised included the loss of income from Catering due to the COVID19 closure – the original projection was approx. £60K, the revised amount was £25K.
6.4	Q Have the number of meals back to normal since the re-opening? The SBM advised that numbers were slightly down.
6.5	A claim had been made to the DfE for loss of income but there was no certainty that the loss would be recovered. The sum of £26K was claimed for the Summer, the amount agreed was £19K. Information from the LA was that the DfE were considering individual cases and may require more information from the school.
6.6	The SBM advised that overtime savings would be balance out by the year on year increases in staff pay and pension costs.
6.7	It was noted that a surplus outturn was projected for 2020/21. The next task was to look in more detail of how much of the surplus can be used to payback against the deficit but avoid a detrimental impact on teaching and learning. The school had been looking at whether the deficit was a structural or operational. The conclusion was that there was an element of both. Key areas were the spending on agency staff over a long period of time, the staffing structure itself, the overtime claims and the inconsistencies around the support staff contracts. There was now a more robust structure in place – there would still be a need for some agency staff and some overtime, but this would be significantly reduced by the changes to the support staff contracts including recruiting to permanent roles and more in-house cover arrangements for absences.
6.8	The SBM pointed out the proportion of spending on staffing was 87%, the DFE recommended average of 75%. However, the LA template had not been adjusted for the fact that the school employs its own catering and cleaning staff. Reference was also made to the funding for the Resource Base. The committee were taken through some of the benchmark data in the LA Budget Monitoring template. The pupil teacher ratios were in line; the teacher contact time was above the average, average costs of a teacher across the 3 years were set to fall in year 2 and then rise in year 3. The average class size was 23 against a range of 25-30
6.9	Q Are there a lot of experienced teaching staff in situ? The Head advised that over half the staff in place were on the Upper Pay Range. However, the profile was now impacted by having 5 NQTs, in place.
6.10	Deficit Recovery. Details of the saving being budgeted for the current year were detailed in the draft deficit recovery plan which covered agency supply , insurance , leadership costs (part year for D/Head reduction in premises and energy costs, savings on ICT resources and Admin supplies and reduction in catering costs. Clarification was provided that the planning assumptions for catering were flat – to avoid over promising.
6.11	The SBM advised that a fall in pupil numbers was one of the risks to the recovery plan. It was noted that the deficit recovery plan was linked to the reorganisation proposals on which the school was consulting.

6.12	Q Redundancy costs – will the LA help? The Head advised that she would be discussing this with the LA.			
6.13.	Q What is the standard position in terms of responsibility for these costs? It was understood that this was dealt with on a case-by-case basis – there was an LA panel to whom the school can make a case for help.			
6.14	The Head and SBM advised of their dissatisfaction with the service being provided by the LA payroll service. An alternative provider, used by other schools in the borough, was being trialled for two weeks. Subject to the trial, the Head proposed that the school move to this new provider (take out an SLA) in the new financial year.			
6.15	After discussion, the committee AGREED the revised 2020/21 budget and 3-year plan for recommendation to the full governing body.			
	Schools Financial Value Standard: The SBM agreed to prepare a draft in time for the next committee meeting .It was noted that deadline for submission to the Local Authority was 14 February 2021.			
		Action	Who	When
	A1	2020/21 Revised budget and 3 Year Plan – Agreed for recommendation for approval to the full governing body.	Head & SBM	Next FGB
	A2	SFVS – Draft to be provided at the next committee meeting	SBM	Next Comm
7.0	<u>AUDIT REPORT</u>			
7.1	The SBM advised that the Management Response had been submitted to the auditors. The recommendations were currently being implemented this included the revision of the Lettings, Asset Management and Financial Management policies.			
7.2	Update to confirm that all recommendations are in place to be provided at the next meeting.			
		Action	Who	When
	A3	Audit Report : Conformation of recommendation from the last audit	SBM & Head	Next Comm
8.0	<u>PREMISES & HEALTH AND SAFETY</u>			
8.1	Health and Safety: It was reported that since the Audit, recommendations were being undertaken, MG had attended training and training was being sought for an H &S lead. Information was provided about the risk assessments undertaken and the COVID19 mitigations that had been put in place. The Head and MG regularly review the risk assessments and measures in place and access to PPE. Access to the school building was being restricted to other professional such as speech and language therapists and to others by appointment only.			
8.2	Premises: The SBM that he was putting together a premises plan, it was evident that within the next 2 years the boilers will need to be replaced.			
8.2.1	Q Why do they need to be replaced? It was stated that this was on the grounds of age.			
8.2.2	The committee noted that a bid was also being made to the LA for additional toilets there were insufficient in Reception – 2 toilets for 90 children.			

9.0	<u>POLICIES</u>			
9.1	The committee noted the position on the following policies : -			
9.2	Asset Management Policy: This policy was in the process of review - to be considered at the next committee meeting.			
9.3	Whistleblowing: It was noted that the school follows the LA model.			
9.4	Teachers Pay Policy – The Head advised that she will be looking at /cross referencing with the teaching and learning policy and report back to the next meeting .			
9.5	Performance Management: It was noted that the school follows the LA Model. There had been no changes notified. The Policy was AGREED			
9.6	Best Value Statement – There is a statement in place in need of review – to be considered at the next meeting.			
9.7	Education Visits/ School Journey Policy: To be considered at the next meeting.			
		Action	Who	When
	A4	Policies to be considered at the next meeting : Assessment Management, Teachers Pay , Best Value and Education Visits and School Journey Policy	Head and SBM	Next Comm
10.0	<u>STAFFING ISSUES</u>			
10.1	The Head reported the resignation of a member of staff, the vacancy had been advertised, A member of the premises staff was long term sick with a serious illness since March .			
10.2	Q Has there been cover? It was stated that temporary cover was in place.			
10.3	Information was provided that the Restructure Plan had been issued to staff and the staff unions for consultation, no feedback had so far been received. The committee were reminded that the feedback would be considered by a sub-committee of governors.			
11.0	<u>DATE & TIME OF NEXT MEETING</u>			
	<ul style="list-style-type: none"> • Tues 9 Feb 2021 at 4:30 pm • Tues 18 May 2021 at 4:30 pm 			
12.0	<u>PART 2 MINUTES OF THE MEETING MATTERS ARISING</u>			
12.1	Minutes: The Confidential Part 2 Minutes of the meeting held on 28 April 2020 had been circulated prior to the meeting. After consideration, the minutes were AGREED as a true record and approved for signature by the Chair.			
12 2	Matters Arising: There were no matters arising not already covered elsewhere on the agenda of this meeting.			
13.0	<u>ANY OTHER BUSINESS</u>			
	There was no other business to consider , the meeting ended at 5:30 pm			