



THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL
Minutes of a meeting of the RESOURCES COMMITTEE
held Remotely on Tuesday 9 February 2021 at 4:30 pm

| Membership | Initials | Category | Attendance |
|--------------------------|-----------------|-------------------------------|-------------------|
| Lisa Williams | Head | Headteacher | Present |
| Ruth Pott-Negrine | RPN | Co-opted | Apologies |
| Rosamund Clarke (Chair) | RC | Co-opted | Present |
| Christine Kiwanuka | CK | Co-opted | Not present |
| Sheena Currie | SC | Parent Governor | Present |
| Also Attended | | | |
| Miguel Diaz | MD | School Business Manager (SBM) | Present |
| Mike Garrick | MG | Clerk | Present |

| | |
|------------|--|
| 1.0 | <p><u>APOLOGIES FOR ABSENCE</u></p> <p>The Chair welcomed everyone to the meeting apologies for absence were received and accepted from Ruth Pott-Negrine who could not attend due to work commitment.</p> |
| 2.0 | <p><u>DISCLOSURES OF INTERESTS AND DISPENSATIONS</u></p> <p>No disclosure of interests or dispensations were received in any item appearing on the agenda of this meeting.</p> |
| 3.0 | <p><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></p> <p>3.1 Minutes: The Minutes of the meeting held on 3 November 2020 had been circulated with the agenda papers prior to the meeting. After consideration, the minutes were AGREED as a true record and approved for signature by the Chair.</p> <p>3.2 Matters Arising: There were no matters arising from the previous meeting not included elsewhere on this agenda.</p> |
| 4.0 | <p><u>FINANCE UPDATE 2020/21 (& 3 YEAR PLAN) AND PLANNING FOR 2021/22</u></p> <p>4.1 2020/21 budget and three-year projection: A report on the budget and longer term planning and update report on current budget and details of variances had been circulated to the committee prior to the meeting. The SBM provided an overview, commented and answered questions from the committee. The current projection was for a small in –year budget surplus of approximately £12K. There had been a number of variances in terms of overspend and underspends in areas of the budget.</p> <p>4.1.1 The committee were asked to note that overall, there was an underspend on staff salaries. The planned spending on premises and catering support were however higher than planned due to covid19 mitigations, sickness cover for a member of the premises staff and payments to Club staff, notwithstanding the closure of the provision due covid19.</p> <p>4.1.2 Information was provided on the additional spend on staff training and development, the spend on building and maintenance – this arises from the added spend due to covid19 mitigations and replacement of the front gate. There was also increased costs for waste disposal also arising from Covid19.</p> |

| | |
|------------|--|
| 4.1.3 | The committee were also referred to the variance in administrative supplies due to new HR & Payroll arrangements software, purchase of additional licences for new IT purchases and emergency repair / improve the school Wi-Fi. |
| 4.1.4 | The SBM advised of the income generated by the Head from work being done with other Heads/schools ; also highlighted that the projected outturn for the year included income yet to be received - the next portion of the delegated budget approx. £76K and approx. £100K for SEND. This income was expected before the end of the Spring term. It was noted that an update on the outturn for 2020/1 would be provided at the next full governing body meeting. |
| 4.1.5 | <i>CK jointed the meeting at 4:41 pm</i> |
| 4.1.6 | 3 Year Plan: The SBM screened a copy of the current plan, a breakdown analysis of the budgeting and planning for 2020/21, 2021/22 and 2022/23 compared to 2019/20 year had also been circulated. He highlighted that in each of the 3 years, in year balanced budgets were being forecast. The committee were asked to note in year 2 the changes to the staffing organisation will have full year impact. Comment was made that there may be some additional savings arising from staff movement notably more experience staff leaving and less experienced (and cheaper) staff being recruited. The Head stressed that the school would not jeopardise the quality of teaching, the intention was to achieve the right balance between experience and NQTs. |
| 4.1.7 | The committee were asked to that the school will be looking at further areas in which savings can be made and income and income generated ; reference was made to benchmarking cleaning and premises costs. |
| 4.1.8 | The Head and SBM, drew attention to falling pupil numbers and the impact on finances. It was felt that post lockdown and full re-opening that numbers particularly in Early Years (which was down in terms of numbers compared to last year) will increase. |
| 4.1.9 | Q Is the supply budget being used to cover sickness absence or vacancies? It was explained that the funds had been used to cover a long term sickness absence – the Premises Manager and one for teacher vacancy arising from a resignation. |
| 4.2 | HR Admin and Payroll Migration: Q How is the move to the new HR and Payroll System going? The SBM explained that the school was moving from using the LA 'RM' Management system to a new provider called 'Access' for its HR and Payroll services. Arrangements were being put in place for dummy payroll planned for later in the month. Pension information from the LA was awaited but the target date for going live was 1 April 2021. The committee noted that the school was making a saving of approximately £8K per year compared to the previous arrangements. |
| 4.2.1 | Information was provided that the monitoring and management tools systems within the Access system were earlier to use. It was noted that the school however continues to buy into the LA HR Advise service. |
| 4.2.2 | After consideration, the committee AGREED the Budget and 3 Plan noting that a further update on the outturn would be provided at the next full governing body meeting. |
| 4.3 | Schools Financial Value Standard (SFVS) 2021: A copy of the SFVS documents agreed at the last full governors meeting had been circulated with the agenda papers. It was noted that the submission date to the DFE had been changed, the submission deadline to the LA was now 28 May 2021. It was noted that the document had been completed, signed by the Chair of the governing body and submitted to LA ahead of the deadline. |
| 5.0 | <u>AUDIT REPORT</u> |
| 5.1 | The committee noted that the audit actions and recommendations were now in place; The |

| | | | | |
|------------|---|---|------------|------------------------|
| 5.2 | <p>SBM took the committee through recommendations making reference in summary to the requirements for 2 references before appointments are made; purchase order and invoice sign off; lettings charges, parent pay tracking and evidencing, register of interest and DBS information, school credit card reconciliation ; the Asset Register- cataloguing of assets had been delayed by Covid19 but were currently being completed. There were no members of staff at the school requiring IR35 registration. The Lettings and Debtor and Finance policies had been reviewed and had been agreed by the governing body.</p> <p>The committee AGREED and noted that the audit recommendations had been implemented successfully.</p> | | | |
| 6.0 | <u>PREMISES AND HEALTH & SAFETY</u> | | | |
| 6.1 | <p>Premises: The SBM advised that the LA self-audit had been postponed due to Covid19. It was understood that when received, that schools will be given a 3 month window to complete and return the document. There were no unresolved matters from the last audit. The SBM advised that going forward a maintenance and improvement plan would be prepared in discussion with the Head. There was work needed to repair the roof on the new extension – there were leaks, there were plumbing and issues with some toilets.</p> | | | |
| 6.1.1 | <p>Q Had there been any progress with the school’s efforts to get additional toilets in the area used by Year 1? The Head advised that the school had been included on the LA minor works list but this was not a commitment that the work will be done. An update to be provided at the next meeting of the committee.</p> | | | |
| 6.1.2 | <p>Q What has happened in respect of the fire curtain/shutter for the lift? It was noted that there had been an issue with the shutter not coming completely down when the fire alarm is triggered. The committee were reminded that the interim Head had arranged for the defect to be repaired.</p> | | | |
| 6.2 | <p>Health and Safety: There were no additional H & S matters, details had been provided to the full governing about the Covid19 mitigations and risks assessments in place.</p> | | | |
| | | Action | Who | When |
| | A 1 | Update on minor works – additional toilets | Head | Next committee meeting |
| 7.0 | <u>POLICIES</u> | | | |
| | Policies reviewed by the committee: - | | | |
| 7.1 | <p>Asset Management Policy and Review of Asset Register: The policy had been circulated. After consideration the Policy was AGREED by the committee.</p> | | | |
| 7.2 | <p>Whistleblowing Policy: The Policy had been circulated to the committee prior to the meeting. After consideration and discussion the Policy was AGREED by the committee.</p> | | | |
| 7.3 | <p>Teachers Pay Policy: It was noted that the school continues to follow the LA policy. After consideration and discussion the Policy was AGREED by the committee for recommendation to the full governing body.</p> | | | |
| 7.4 | <p>Best Value Statement: The Policy had been circulated, after consideration, the Policy was AGREED by the committee.</p> | | | |
| 7.5 | <p>Education Visits /School Journey Policy: The policy had been circulated with the agenda papers prior to the meeting. After consideration, the Policy was AGREED by the committee.</p> | | | |
| | | Action | Who | When |
| | A 2 | Teacher Pay Policy to be approved at the next FGB | Clerk | Next FGB |

| | | | | |
|---|---|--|--|--|
| | | | | |
| <p>8.0</p> <p>8.1</p> <p>8.2</p> | <p><u>STAFFING ISSUES</u></p> <p>New Payroll & HR Arrangements.</p> <p>Q Noting that the Payroll and HR will be undertaken by the school - is there sufficient capacity? The Head advised that the school had recruited a new part time Admin role which would provide additional capacity, in addition, the new systems were more efficient, leading to less problems and time saving.</p> | | | |
| <p>9.0</p> <p>9.1</p> <p>9.2</p> | <p><u>DATE & TIME OF NEXT MEETING</u></p> <p>It was noted that the next meeting of the committee was scheduled for Tuesday 18 May 2021 at 4:30 pm.</p> <p>Clarification was provided that there was currently 2 meetings of the FGB in the Summer at which were 26 April and 16 June, the latter being the deadline for submission of the 2021/22 budget to the LA.</p> | | | |
| <p>10.0</p> | <p><u>OTHER BUSINESS</u></p> <p>There was no other business or Confidential matters to consider, the meeting ended at 5:15 pm.</p> | | | |