



Fen Ditton C. P. School

Minutes of the Meeting of the Resources Committee of the Governing Body
Monday 11th June at 5.30pm
Version Final

Present;

Rob King	Co-opted Governor
Stuart Wood	Co-opted Governor
Bryn Garrod	Co-opted Governor (Chair)
Claire Hawkins	Clerk
Mark Askew	Headteacher
Prue Raynor	Executive Head AL Primaries
Rebecca Walsh	COO AL MAT

Supporting Documentation:

- [1] Budget 2018/2019
- [2] Staff Wellbeing Report
- [3] Staffing Updates
- [4] Sports Premium Funding Report
- [5] Capital Spending Plans

1. Meeting Attendance

Tom Barden was absent.

2. Register of Pecuniary Interests

No interests were declared for the meeting.

3. Minutes from Resources meeting held on 23rd April 2018

The minutes were agreed as a true record of the meeting and signed by BG.

4. Matters Arising

Benchmarking data – SW has not had time to collate data. RW suggested benchmarking within the Primary Hub. PR recommended finding data on the ‘Compare School Performance’ website. SW

will communicate with RW, and bring benchmarking data/report to the next meeting. **ACTION SW**

3. Budget 2018/19 [supporting document 1]

MA reported that since this budget was produced, some staffing reductions have occurred, therefore there is a little more flexibility than previously on this very lean budget.

A governor asked why several lines (indirect staff costs/curriculum and capitation/curriculum indirect costs) are not equal to double the previous 1/2 year totals?

RW replied that the differences are down to how the Trust pays for some items (ie HR) while the school pays for others (ie payroll). RW also highlighted that the Trust are providing tailored staff training.

Governors discussed that CPD costs are less than the previous year, due to SENDCO and NPQH training being completed. Less is being spent on Maths and English resources this year, as there was a big investment in the previous years.

RW informed governors that the catering contract cost is currently unknown, a procurement company (Litmus) is sourcing estimates at the moment.

Some budget areas have had to take concessions in order to achieve the Trust management fee, and this is a very lean budget with no scope for sudden extras. Any extra financial pressures (maternity/sick/premises costs) will be dealt with as and when they arise.

A governor asked if RW, PR and MA are confident this budget will work?

They replied yes, working through previous figures and knowing where the risk areas are (premises/wear and tear/IT contracts), they are as confident as possible in the budget.

A governor asked how capital projects are financed now?

RW explained that our reserves were available for funding capital projects. The ring-fenced reserve funds are 5% of total annual funding, plus a proportion of the reserves pots of all schools. Taking into account the £15k deficit from the interim period, our available reserves are £78k.

The Trust will not have the capital funding formula plan for the next year until Spring 2019. This comes from the Education Standards Funding Agency.

RW reported that the Trust are using PCH Associates to carry out appraisals on all school sites, in order to forward plan capital asset maintenance. They are focusing on safe learning environments and internal resources.

For spends of up to £5k, no Trust approval is needed. For spends of £5k-£20k, approval is required from PR and the LGB. Spends of over £20k require approval from the Trust Finance committee.

RW reported that a 5-year finance plan is being prepared, with the knowledge that pension contributions will rise in 2019 by possibly 5%, salaries rise by 2% and inflation is likely to be 1%. However, capital funding figures will not be available until Spring 2019.

A governor asked if there are any MAT-wide plans for arranging site/property maintenance and procuring competitive quotes?

Yes, the Trust has an estates manager who will pick this up. However, some Headteachers may like to remain more 'hands-on' with quote procurement, but the estates manager can deal with this if required. The Health and Safety/Maintenance reporting system 'EVERY' is also Trust wide, so patterns of maintenance can be picked up, and savings made.

A governor asked if two concurrent projects were underway, both costing just less than £20k, can we proceed without Trust Finance Committee approval?

Technically yes, as the LGB has the discretion to support localised spending, but is also responsible for risk assessment and protecting the reserves of the school. Therefore the recommendation is to consider all expenses, and keep an open dialogue with the Trust.

Sarah Hinton can bring updated budgets to subsequent meetings. SW will look at the more detailed budget with SH before the LGB meeting on 25th June.

SW asked that we have access to the five-year detail as soon as possible. RW confirmed this should be ready by the end of term, and approved in the Autumn term. **ACTION 5 YR PLAN FOR NEXT MEETING**

After consideration, Governors **agreed to recommend** this budget to the LGB for approval at the next meeting on 25th June.

Governors thanked RW and PR for their time, and also thanked Sarah Hinton for her time and effort on producing the budget.

RW and PR left the meeting at 7.20pm

4. Staff Wellbeing Report [supporting document 2]

A governor asked if the strategies mentioned in the report are working?

MA replied that his aim to protect middle-leader time has been affected by current staffing situation. At present, he cannot commit to increasing teacher preparation time, but is exploring other alternatives.

Governors asked MA to report on progress on these strategies at a meeting in the Autumn 2 term.

ACTION CLERK agenda item for Autumn 2 Staff Wellbeing strategies update

5. Staffing Updates [supporting document 3]

Governors agreed that the spending on CPD for Mr Richardson on Pupil Premium was useful.

6. PP and Sports Premium Funding

There was nothing new to report on Pupil Premium spending, and MA shared the PE and Sport Premium Funding Report [supporting document 4]. We will carry forward £2k of this funding to the next year.

A governor asked how the 'golden mile' run was progressing?

MA reported that it is going well, and anecdotal evidence of increasing stamina in children. MA's ambition is to increase the occurrence of this event, but there are concerns about the effect of winter conditions.

7. Capital Spending Plans [supporting document 5]

MA reported that the EYFS canopy is not required, two more whiteboards are still required, and quotes for the external woodwork/doors are being sought. The cost is likely to be around £10k and will need LGB approval.

A large project to replace the outdoor surface and trim-trail is being planned.

The Perse school may help with funding for some new shed storage. A governor suggested a shipping container for storage rather than sheds, as they are more secure and last longer.

The swimming pool may need significant investment in one year's time.

Governors asked for capital spending planning to be more prominent on the agenda for the next meeting, in order to discuss in more detail. **ACTION CLERK Capital Spending on next agenda.**

8. Travel Plan

RK reported that Travel Plan surveys took place this week for pupils and staff.

Street improvement works are due to start in the summer holidays, we must keep an eye on progress and inform parents that there will be no parking at the school in September.

8. Health and Safety

MA reported that there is nothing to report.

A governors asked if the MAT will arrange for an annual Health and Safety check of the school, or will Paul Dunn rely on staff completing the 'EVERY' online tool?

MA needs to clarify this point with the MAT. Governors' concern is that staff are not trained to spot potential hazards, and without an external advisor physically doing an annual check, potential hazards could go unreported. **ACTION MA**

9. AOB

MA reported that all Y4 children will learn a brass instrument next year, through a Perse/Cambs music scheme. This will lead to a performance at the end of each term. The Perse may also be able to fund continuing music lessons for some children. This scheme will continue with the next year's Y4 cohort, with a different family of instruments, and the aim is to have a school orchestra in 3 years time.

There being no other business, the meeting closed at 8.15pm