

RIVERSIDE PRIMARY SCHOOL
DRAFT MINUTES OF RESOURCES COMMITTEE MEETING
HELD ON FRIDAY 23 OCTOBER 2015
AT 10:00am

Present: Committee members: Terry O'Regan (Chair), Trish Burr, Jacob Bell, Kim Williams (Headteacher)

Also present: Helen Maxwell (Governor), Nichol Gordon (Finance Officer), Cheryl Baxter (Clerk - Medway Clerking Service)

Item	Main Discussions	Action by/when
1.	Welcome and apologies Apologies were received and accepted from Hilary Sanders, Katie Sloman and Andrew Mortimore. Governors expressed concern about the number of members unable to attend Resources Committee meetings and referred this issue to FGB.	TO to raise at FGB.
2.	Declaration of Business Interests No interests were declared additional to those previously registered. There had been feedback from the people that run the websites, complimenting on the quality of information on the Governors' page as one of the best they have seen.	
3.	Notification of any other urgent business Covered in item 10.	
4.	Minutes of previous meeting	
	4.1 Approval for accuracy The minutes were agreed as a true record and were signed by the Chair. The Governors requested that future minutes are to include the year as well as the day and month of the meetings.	Clerk
	4.2 Confidentiality – None discussed	
	4.3 Matters Arising not already on the agenda The boiler works are still in hand. A quote has been received and a survey carried out but no further works have been carried out and there was a leak this week. This item to be on the agenda for update at the next FGB on 10 Nov. Since the last Resources meeting a H&S visit took place on 16 th June (report on GovernorHub) and an introductory meeting was held between the Chair, Finance Officer and new Accountants on the 19 th October.	KW to progress before 10 Nov Clerk
5.	Budget Monitoring The Finance Officer tabled a financial pack covering projections only for the school, capital and children's centre 2015-2016 as no funding forecast has yet been agreed by the Government. These supplementary documents are filed with these minutes.	

	<p>Budget 2015-2016</p> <p>The Finance Officer and Head Teacher took the Governors through the projected budget explaining in very clear understandable terms the reasoning for potential overspends and where savings had been made. The Governors indicated they understood that changes in some staff working hours had had an impact on staffing spend, but that the long term savings far outweighed the additional expenditure.</p> <p>There had been an unexpected problem with the wireless network, causing problems with pupil connectivity. Work is planned for this year to rectify this problem when a third quote is received.</p> <p>Governors studied the budget in great detail and noted that the school had a surplus in Revenue, Capital and Children's Centre budgets at this point. The Finance Officer had discovered an error made by the LA school finance department and as a result there is a funding protection of £7000 for next year. The estimated Revenue roll over is £84,309.</p> <p>Governors further noted that significant income is expected in the next 2 years due to pupil numbers increasing.</p>	
	<p>Capital</p> <p>Governors noted that there are no planned capital projects for the next 2 years as yet, but will be part of the budget planning process. The estimated capital roll over for the year is £23,406.</p>	
	<p>Children's Centre</p> <p>There had been a saving on admin costs due to the post of School Business Manager being replaced by an Office Manager and as a result the Governors noted and agreed that the Office Manager's costs to Children's Centre will be reduced from (previous SBM's) 20% to 10%. The Finance Manager will remain at 20%.</p> <p>The estimated roll over is £9160.</p>	
	<p>It was made known to the Governors that following an external monitoring visit by Williams Giles (Accountants) they had stated in their invoice that the actions taken by the school and explanations were 'reasonable' and they suggested some actions regarding the Children's Centre budget, going forward, to limit potential clawback.</p> <p>Governors thanked the Finance Officer for the clear and effective manner in which she delivers the budget monitoring reports.</p>	
6.	<p>Staffing update</p> <p>A member of staff is currently still sick and to protect the learning of their pupils, two other teachers are covering classes, one who is part time has agreed to work full time. A timetable is in place that can be used to support the member of staff when they return to work.</p>	
7.	<p>Annual Health & Safety Report</p> <p>An audit was carried out, relating to the Annual H&S report tabled at</p>	

	July's FGB. The result was a working action plan prepared by the Caretaker to monitor and report progress going forward. When the report is completed for the year, it will be published on the GovernorHub.	
8.	<p>Environment & Buildings</p> <p>The Headteacher advised there had been a water leak and quotes were in hand, but stressed the importance of implementing a rolling programme of works for the school due to its age.</p> <p>Following the incident with the wasps and inspection of the sensory garden, concerns over the pond have also been addressed and the area will have restricted access long term, with a padlocked entry gate.</p> <p>The Headteacher is waiting quotes for a gate and fencing. HM suggested the possibility of bidding for project funding and agreed to explore this option.</p>	HM
9.	<p>Governor Visits & Monitoring</p> <p>Governors discussed and agreed that all visits will be arranged through the Headteacher. A Finance monitoring visit will be arranged for November and a Health & Safety visit will take place in December, once the Office Manager is in post.</p> <p>The Headteacher agreed to send the Chair some dates for these visits.</p>	KW
10.	Confidential staff related issues	
11.	Any Other Business - none	
12.	To confirm date and time of next meeting FGB – 10 November @ 3.45pm	
	Meeting closed at 11:45am	

Actions
KW to chase up the boiler company for report to FGB on 10 Nov.
KW to provide Chair with dates for H&S visit in December and Finance monitoring in Nov.
Admin costs to Children's Centre – Agenda item for FGB: Finance Office
TO to raise membership of Resources Committee- AoB at FGB