

THE GOVERNING BODY OF RIVERSIDE PRIMARY SCHOOL

DRAFT MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON  
22 JANUARY 2016 AT 10.00am

**PRESENT:** Jacob Bell, Trish Burr, Helen Maxwell, Terry O'Regan (Chair), Kim Williams (HT)

**IN ATTENDANCE:** Nichol Gordon (Finance Officer), Hilary Sanders (Chair of Governing Body)

**CLERK:** Klare Gregory (Medway Clerking Services)

Item	Main discussions and agreed actions	Action by
1	<p><b>Apologies for Absence (accepted/not accepted)</b> Apologies received and accepted from Katie Sloman, for this committee meeting. Katie's non-attendance at previous meetings was noted with concern, and Hilary Sanders <b>agreed to contact her at an appropriate time to discuss this matter.</b></p>	HS
2	<p><b>Declaration of Business Interests</b> No business interests were declared.</p>	
3	<p><b>Notification of Any Other Urgent Business</b></p> <ul style="list-style-type: none"> <li>• Nursery</li> <li>• Complaints and Behaviour Policy</li> <li>• Staffing (confidential)</li> <li>• Children's Centre (confidential)</li> </ul>	
4	<p><b>4.1 - Approval of Minutes from Last Committee Meeting 23/10/2015</b> The minutes were agreed as an accurate record, and signed as such by the Chair.</p>	
	<p><b>4.2 – Confidentiality</b> There were no confidential notes to review.</p>	
	<p><b>4.3 - Matters Arising From Minutes of Meeting 23/10/2015</b> <u>Attendance</u> – the committee discussed attendance of governors at meetings and considered a reconstitution of the governing body, reducing the number of positions to 9. The governors asked the Clerk to <b>prepare information about the reconstitution of a governing body</b>, including number of governor positions, ratio of governor types and regulations surrounding the types of governor role (i.e Co-Opted, Parent, Staff, Foundation, etc). This information should be provided at the next FGB meeting, to be considered further. <u>Boiler</u> – this matter is ongoing with quotes for repair/replacement being considered. It was noted that the school would be expected to pay 25% of the cost. The governors agreed that the likelihood of any school expansion plans, and the potential need for a boiler upgrade to manage a larger site, should be reviewed before any works to the existing boiler are agreed.</p>	Clerk
5	<p><b>Budget Monitoring</b> The Finance Officer provided Budget Monitoring Return documents for the committee to review. The committee were advised that, from April, the LA will accept collective monitoring of the School and Children's Centre together, however the committee agreed the proposal to continue the budget monitoring separately. The monitoring will be conducted 3 times per year, in July, October and December.</p> <ul style="list-style-type: none"> <li>• <b>Budget year-to-date</b> The committee noted that the budget monitoring projects a healthy position</li> </ul>	

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	<p>with an expected revenue rollover of £100,595 from the school, £1,447 from the Children’s Centre and £23,406 Capital rollover. There were no significant changes to be reviewed following the previous budget monitoring in October 2015.</p> <p>Expenditure overspends were noted within costs of Teaching Staff, Supply Staff, Premises Staff, Midday Meal Supervisors, Supply Teacher insurance, building maintenance, ICT learning resources (wireless upgrade) and admin supplies. Explanations of each overspend were provided to the committee, and accepted as satisfactory. <b>Governors questioned the total overspend on ICT matters, and asked what impact this will have on pupil outcomes.</b> The Headteacher advised that an updated ICT system will make it easier to maintain learning standards as the wireless upgrade has now meant the ICT hard resources are fully accessible and available to the whole school. There is no longer any time wasted trying to connect to the internet and the regular use of Learn-Pads within the classroom has already been noted by the staff, now that the connectivity problems have been resolved. The relocation of the ICT suite, to the library, has created a Research Zone, which has also been noted as a positive change resulting in the regular use of this area.</p> <p>Expenditure underspends were noted within Education Support Staff, Admin Staff, teacher recruitment, staff development and training, grounds maintenance, agency supply staff and external professional services. Agency Supply staff underspend has balanced out the Teaching Staff overspend as the additional hours worked by a part-time staff member to support KS2 pupils has meant there was no need to hire supply staff.</p> <p>For grounds maintenance, the committee were advised that minimal work will be carried out on the sensory garden to ensure safety gates and a pond cover are installed. Further development of this area, with increased costs, wasn’t recommended as the garden could be affected by any proposed expansion plans.</p> <p>The committee recognised that some vulnerable pupils were currently benefitting from the ONSIDE counselling/therapy service, however a suggestion was made that this service will cease to exist shortly, following funding cuts. The Finance Officer agreed <b>to investigate further to determine if this is the case, and report back.</b> Invoices for school meals and energy bills have been chased but not yet received so were unable to be included in the budget monitoring at this time, but are expected to be available for the next budget monitoring meeting.</p> <p>As Revenue income, in addition to the expected LA fund amount, an Early Years funding adjustment of £5,875 and NLE funding have also been received. Concern was raised over a Pupil Premium (PP) clawback amount of £6,020, which the Finance Officer explained was due to a discrepancy with the estimated FSM and LAC pupil numbers. <b>This matter, along with the apparent lack of funding for over-PAN pupils, will be investigated further</b> by the Finance Officer. Additional income has been received from the Before &amp; After School Club, and a £2000 Forest School grant has been received. An in-year surplus of £7,254 has been achieved, resulting in a current expected rollover of £100,595.</p>	<p>NG</p> <p>NG</p>
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	<p>Capital Income and Expenditure monitoring was explained and discussed by the committee, and no concerns were noted. A Capital rollover of £28,093 is expected. As there are Capital works planned, using the rollover amount, the accountant has confirmed that there would be no foreseeable problems in transferring additional funds to the Capital account.</p> <p>Reviewing the Children’s Centre (CC) budget monitoring, an expenditure saving was noted as the Business Manager cost to the Centre was previously 20%, but is now charged at 10%. Historically, the CC budget rollover sat around approximately £8,000, however this year it has been decided that a significant part of the rollover will be used to develop the outside area for Early Years use. The committee agreed, unanimously, with the decision to spend some of the rollover fund in this way. The expected rollover now reports as £1,147.</p> <p>The committee were advised that the relationship with the external auditors, Williams Giles, was positive and working well. The Finance Officer will <b>review the contract to determine whether a continuous service is provided or whether it needs to be renewed.</b> The committee were advised of the contents of a report letter (dated 19 January 2016) from the auditors, following their review of the year-to-date budget. The auditor’s review was positive and raised no concerns.</p> <ul style="list-style-type: none"> <li>• <b>Budget 2016-17</b> As the current expected rollover amount (£100,595) is close to the maximum allowable rollover figure of £102,308, the committee were advised of some spending plans/areas to be considered for the 2016-17 budget. Suggestions to re-carpet and decorate the hallway and stairs, and potential amendments to family room 2 were heard by the committee. It was also suggested that some of the rollover could be used for capital works, with 1 possible project on the Foxes Room to allow the room to be used by a nurture group, which has already had a proven positive effect with successful outcomes achieved. The Finance Officer recommended a transfer of £20,000 from Revenue to Capital to provide funds for the works to be carried out. The committee agreed the recommendation in principle but, given the amount exceeds the £15,000 limit set for the Resources Committee, the proposal would have to be heard and agreed at FGB level, so <b>‘Proposed Transfer of Funds’ will be added to the agenda for the next FGB meeting,</b> in March 2016.</li> <li>• <b>SFVS</b> The Finance Officer provided a brief verbal update on the SFVS, and advised the committee that the document had to be ready for March. Although the form has been reviewed quickly, no content has yet been added however the committee were reassured that the form would be completed before the deadline.</li> <li>• <b>Benchmarking</b> The committee were provided with 2 benchmarking documents from the DfE. The financial benchmarking charts were reviewed and discussed, with no concerns noted. The Benchmarking Report Card document compared the school with 5 other similar schools, based on FSM and SEN rates. Again, no concerns were noted, and the committee commented that this type of comparison with</li> </ul>	<p>NG</p> <p>Clerk</p>
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	<p>similar schools showed a more accurate position of the school and was therefore more beneficial to review than previous versions.</p> <p>The governors thanked the Finance Officer for her budget monitoring analysis and narrative, and commented positively regarding the clear and easy-to-understand presentation of the budget sheets.</p>	
6	<p><b>Staffing Update/Review</b> The committee were advised that a Staffing Review had been recently completed (13<sup>th</sup> January 2016), and the report has been uploaded to GovernorHub.</p>	
7	<p><b>Environment and Buildings</b> The committee were advised that the essential work to make the Sensory Garden and Pond safe, would be going ahead as soon as possible. Quotes to replace the flooring in the Early Years area had been requested. The Headteacher advised that the budget had already been agreed for the decoration of the front office, ladies toilet and kitchen, and these works are all in hand. Amendments to Foxes Room have also been budgeted for and were also taking place. The committee noted that there was funds available to allow for the re-surfacing of the outside area for Early Years use.</p>	
8	<p><b>Governor Visits and Monitoring</b> Hilary Sanders will be conducting an Attendance Review with Clare, on 15<sup>th</sup> March 2016. Trish Burr and Helen Maxwell will be conducting a Health &amp; Safety visit on 16<sup>th</sup> March 2016, with Dale and Gayle. Jacob Bell <b>agreed to add this visit to Dale's diary.</b> Terry O'Regan will be attending a Budget Review, on 17<sup>th</sup> March, with Nichol Gordon.</p> <p>Governors discussed the request to move the Standards &amp; Welfare Committee meeting. It was agreed to change the date of the Committee meeting from Wednesday 10<sup>th</sup> February 2016 to Wednesday 24<sup>th</sup> February 2016 at 3.45pm. The clerk will <b>update Medway Clerking Service and GovernorHub with the amended details.</b></p>	<p>JB</p> <p>Clerk</p>
9	<p><b>Finance Policy Updates</b> Following a query surrounding the review of policies, governors were advised that a Policy Review Timetable is in place and being followed. The Finance policy was last reviewed in March 2015, so is due to be reviewed again in March 2016, before being presented for approval at the next FGB meeting. With the safeguarding work being carried out in school, governors noted that the Lettings Policy will require amendment, so will be presented at the next FGB meeting for consideration. One addition to be worked into the Lettings Policy is to state that 3<sup>rd</sup> Party Lets are to have their own complaints procedure.</p>	
10	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li> <p><b>Nursery</b> The school currently run two Nursery sessions per day. The morning session (8.30-11.30am) is for older children and the afternoon session (12.15-3.15pm) for younger children. The committee heard suggestions to provide the opportunity for children to attend more Nursery sessions, in preparation for the government's plan to double the funded hours to 30 per week. One proposal was to look at extending the number of Nursery sessions that children attend, by</p> </li> </ul>	

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	<p>giving the children in the morning session the opportunity to pay to stay for lunch and an afternoon session. It was suggested that this would attract working families, but additional lunch cover, timetable viability and increased Nursery staffing would need to be considered further. Another proposal would be aimed at providing pre-school learning for disadvantaged 2-year-olds. There is a need for this provision in the area, and Family Room 2 could undergo some alteration works to be used for this purpose and provide places for 8 children. The provision of a holiday club to provide childcare through school holidays, was also discussed. The committee asked the Headteacher to <b>produce a feasibility study for the proposals, to be presented at the next FGB meeting.</b></p> <ul style="list-style-type: none"> <li>• <b>Complaints and Behaviour Policy</b> The committee were advised that new guidelines and a model policy for Behaviour have been published recently. It was proposed that the Behaviour Policy and the Complaints Policy should be reviewed, and updated, as a priority. The Clerk will <b>add these policy reviews to the next FGB meeting agenda.</b></li> <li>• <b>Staffing (confidential)</b> <u>See Confidential Note 10.3</u></li> <li>• <b>Children’s Centre (confidential)</b> <u>See Confidential Note 10.4</u></li> </ul>	<p>KW</p> <p>Clerk</p>
11	<p><b>Confidentiality</b> 2 Items discussed under agenda point 10 were deemed to be confidential and will be recorded as such. The Confidential Note will be distributed to the Committee Chair only, to forward with discretion.</p>	
12	<p><b>Date of Next Meeting</b> The next Resources Committee meeting is Friday 20<sup>th</sup> May 2016 at 10.00am</p> <p>Meeting closed at 12.10pm</p>	

**Action Points**

Hilary Sanders	1	Contact Katie Sloman, at an appropriate time, to discuss attendance at governor meetings.
Nichol Gordon	5	Determine whether Onside service has ceased/will cease, and report back.
	5	Investigate the clawback of PP funding, and clarify whether there is any funding due for over-PAN pupils.
	5	Review the auditor’s contract to determine whether a continuous

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		service is provided or whether it needs to be renewed.
Clerk	4.3	Prepare information about the reconstitution of a governing body, for next FGB meeting on 1 <sup>st</sup> March 2016.
	5	Add 'Proposed Transfer of Funds' to the next FGB meeting agenda.
	8	Inform MCS and update GovHub with details of the change of date of the Standards & Welfare Committee meeting.
	10	Add 'Behaviour and Complaints Policy Review' to the next FGB meeting agenda.
Jacob Bell	8	Add the details of the H&S Visit to Dale's diary.
Kim Williams	10	Produce a feasibility study for the Nursery proposals, to be presented at the next FGB meeting.