

**RIVERSIDE PRIMARY SCHOOL GOVERNING BODY**  
**DRAFT MINUTES OF THE RESOURCES COMMITTEE**  
**HELD ON FRIDAY 20 MAY 2016**  
**AT 10AM**

**Present:** Terry O'Regan [TO'R] (Chair), Kim Williams [KW] (Headteacher), Trish Burr, Helen Maxwell, Jacob Bell,

**Also in attendance:** Hilary Sanders [HS] (Chair of Governing Body), Joy Jearum, Nichol Gordon [NG] (Finance Officer)

Cheryl Baxter Clerk for Medway Clerking Services

Item		Action by/when
	The meeting was quorate.	
1.	<b>Welcome and apologies for absence</b> No apologies had been received. Members of the Full Governing Body were present.	
2.	<b>Declaration of Business Interests</b> No interests were declared additional to those registered.	
3.	<b>Notification of any urgent business not on the agenda</b> MAT update : Headteacher Update from Effective Partnering meeting of 19 May: Hilary Sanders	
4.	<b>Minutes of the previous meeting</b>	
	4.1 Approval for Accuracy. The minutes were signed by the Chair as a true record.	
	4.2 Matters arising not covered elsewhere on the agenda. Item 5: NG updated that invoices had still not been received at the time of closing last year's budget for FSM. Item 5: NG advised that the school has an ongoing agreement with Williams Giles (Accountants). There is no contract or cancellation notice period. Item 5: NG confirmed that the transfer of funds from Capital to Revenue was not now necessary. Item 10: KW advised that proposed alteration works to Family Room 2 was not feasible.	
	4.3 Confidentiality There were no confidential notes to review.	
5.	<b>Budget</b> The Finance Officer provided the Budget Monitoring Return documents for the committee to review.  <ul style="list-style-type: none"> <li>• Outturn 2015-16</li> </ul>	

	<p>The committee were advised that the Summary was linked to the budget and provided some indication of significant changes going forward. The Revenue rollover was £102,567 from the school, £1,565 from the Children's Centre) and a Capital rollover of £23,406. Revenue Income at present was £1,159,757 and the Capital Income was £5,886.</p> <ul style="list-style-type: none"> <li>• Budget 2016-17</li> </ul> <p>Governors scrutinised the income and were aware that the funding for special educational needs included place funding but the model for funding was changing. <b>Governors were concerned that there could be a £90k shortfall.</b> NG advised that the figure was secure for the financial year April to March and although the new National funding formula was unknown NG/KW had factored in various funding scenarios to ensure the budget was robust going forward. <b>HS advised she was meeting with the SEN team the following week.</b></p> <p>A summary report dated 28/4/16 by Williams Giles, the external auditors, was tabled at the meeting. KW advised Governors that WGs advice had been taken and a 5 year budget plan had also been prepared. Governors were aware from the summary report that it had been impossible to budget sensibly due to the many unknowns to be determined by external parties and that the best scenario would to be mindful of the cost impact when the management of the children's centre ceases on 31 December and the added impact of the NJC pay increases.</p> <p>Governors noted that Community focussed school funding/grants included £900 per month from January 2017. <b>Governors will seek clarity from the LA what is included in the £900.</b></p> <p>The remainder of the sports funding for this year had been received, however there was no evidence that the funding would continue.</p> <p>Governors studied the expenditure line by line. NG highlighted that the teaching costs included 2 new members of staff to cover rising pupil numbers from September and KW confirmed that all classes would then be covered. Governors also noted that a 'best guess' figure had been applied until the NJCs suggested pay increase agreement was known.</p> <p>The Buildings maintenance and improvement included decorating the AEN room as it would be used as a classroom from September. The lower office and back office would also be decorated.</p> <p>The draft Revenue budget identified a rollover into next year was £98,040.</p> <ul style="list-style-type: none"> <li>• Bids – capital, equipment and works</li> </ul> <p>Roll over from Capital was £1,292 and the total pupil numbers were 149 plus 20 special provision places. Governors were pleased to learn that there was a waiting list for Reception places in September.</p> <p>KW advised Governors that quotes had been obtained for some roof repairs and she was in discussions with Paul Clark (re scope of school expansion plans). KW highlighted that works to replace two boilers was a massive job and would</p>	HS
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	for academies, models for working in partnership and some strategies for quality improvement. and advised that the presentation would be available on Governorhub.	
<b>11.</b>	<b>Confidentiality</b> Item 6: Staffing	
<b>12.</b>	<b>Review of meeting</b> Data for Year 6 test predictions and teacher assessed data will be brought forward to the agenda for the next meeting.	<b>Clerk</b>
<b>13.</b>	<b>Date and time of next meeting:</b> TBA in September 2016.	
	The meeting closed at 1.15pm	

## ACTION POINTS

Item	Action
<b>5</b>	<b>Hilary to seek clarity from the LA what is included in the £900 community focussed grant.</b>
<b>8</b>	<b>Kim to contact the Rainham Mark Grammar School for a Risk Recovery Register.</b>
<b>10</b>	<b>Kim to amend the consultation letter changing the response time from 4 weeks to 2 weeks.</b>
<b>10</b>	<b>Kim to send the latest amended version of the parents/stakeholders letter to the LA for their comments.</b>
<b>10</b>	<b>Kim to contact Simon Decker (RMET) to arrange consultation dates for parents</b>
<b>12</b>	<b>Clerk to advise Governor Services to put test predictions and teacher assessed data on the next agenda</b>