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

ltem			Action by/when
	The r	neeting was quorate.	
1.		ome and apologies for absence pologies had been received. Members of the Full Governing Body were nt.	
2.	Decla	ration of Business Interests	
	No int	terests were declared additional to those registered.	
3.	MAT	ication of any urgent business not on the agenda update : Headteacher te from Effective Partnering meeting of 19 May: Hilary Sanders	
4.	Minut	tes of the previous meeting	
	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.	Budget		
		inance Officer provided the Budget Monitoring Return documents for the nittee to review.	
	•	Outturn 2015-16	

DATED

T	1
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.	
 Budget 2016-17 Governors scrutinised the income and were aware that the funding for special educational needs included place funding but the model for funding was changing. Governors were concerned that there could be a £90k shortfall. 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. HS advised she was meeting with the SEN team the following week. 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.	
Governors noted that Community focussed school funding/grants included £900 per month from January 2017. Governors will seek clarity from the LA what is included in the £900.	HS
The remainder of the sports funding for this year had been received, however there was no evidence that the funding would continue.	
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.	
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.	
The draft Revenue budget identified a rollover into next year was £98,040.	
• Bids – capital, equipment and works 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.	
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	

DATED

	continue throughout the summer holidays, however, there was no guarantee this would be finished by September. The works would also cause decoration issues and Governors were made aware that if asbestos was found under the carpet tiles, specialists for removal would be necessary. Governors were advised that there may be a potential contribution cost to the school but no figures were available at that time.	
6.	StaffingJB left the room at 11:35am.This item is confidential and discussions were recorded separately indocument 6.1JB returned after discussions at 12:45pm	
7.	Environment, buildings, H&S KW advised that the Children's Centre was open throughout the holidays but access though the school was not practical. Governors agreed that Family Room 1 could be used by the Children's Centre in the new structure.	
8.	Monitoring visits SFVS TO'R advised that a long term contingency plan for the school was outstanding, as the Oasthouse Community Centre could only be used for one week. KW will contact the Rainham Mark Grammar School for a Risk Recovery Register for an alternative space.	ĸw
9.	Policy updatesTO'R will inspect the policies for amendments/updates between now and the next FGB .The School website was currently being updated. NG will inspect the Finance policies and update as necessary.	
10.	Any other business of an urgent nature MAT update: KW commented that having now had contact from the DfE a consultation letter had been drafted to go to parents/stakeholders together with a FAQ document. Governors had made amendments to the document and agreed a further amendment that the timescale mentioned in the consultation letter for responses to be received should be reduced from 4 weeks to 2 weeks.	ĸw
	Governors agreed that the latest amended consultation version should be sent to the LA for their comments.	кw
	The Head of RMET (Rainham Mark Education Trust) Simon Decker had requested some dates for meetings with parents. Governors discussed and agreed that two sessions should be offered to parents, one at half an hour before the school ends at 2:30pm and the second at 7pm for those parents that work. Governors requested that Tuesdays should be avoided if possible. They further agreed that HS could be in attendance at the meetings. KW will liaise with RMET.	ĸw
	Update from Effective Partnering meeting of 19 May: HS told Governors that Sir David Carter, National Schools Commissioner, had put forward a strategic case	

	for academies, models for working in partnership and some strategies for quality improvement. and advised that the presentation would be available on Governorhub.	
11.	Confidentiality Item 6: Staffing	
12.	Review of meeting Data for Year 6 test predictions and teacher assessed data will be brought forward to the agenda for the next meeting.	Clerk
13.	Date and time of next meeting: TBA in September 2016.	
	The meeting closed at 1.15pm	

ACTION POINTS

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