

RIVERSIDE PRIMARY SCHOOL
(Part of the Rainham Mark Education Trust)

MINUTES OF THE RESOURCES (incl FINANCE) MEETING

HELD ON TUESDAY 14 NOVEMBER 2017

AT 10.30AM

Present: D Brockman (Chair), T Scott, K Williams (Headteacher), J Bell

In attendance: N Gordon (Business Manager), M Brighton (Trust Business Manager), C Baxter (Clerk)

Item	Main discussions and agreed actions		Action by/when
	The meeting was quorate.		
1	Welcome and Apologies Apologies were received and accepted from H Maxwell due to medical reasons.		
2	Declarations of Interest		
	2.1	T Scott advised that his sister-in-law was currently carrying work experience in the school. She had signed the Code of Conduct including confidentiality document.	
3	Notification of any other business		
	3.1	Support Staff - Headteacher	
4	Minutes of the meeting held on 6 June 2017 (joint LGB & Resources)		
	4.1	Approval for accuracy. The minutes had been signed and accepted as a true record by the Chair at the LGB meeting on 11 July.	
	4.2	Matters arising. The meeting agreed that all actions had been resolved.	
	4.3	Confidentiality. No items were considered confidential.	
5	Site Tour & Premises update		
	5.1	The Site Manager and Trust H&S Governor had carried out an inspection and no issues were outstanding. T Scott asked if asbestos formed part of the H&S evaluation. Asbestos was mainly in the boiler room and possibly the ceiling tiles. A visual inspection was carried out annually and an asbestos register completed. All contractors were made aware of potential hazardous areas and provided with a map. Extensive works were carried out about 6 years ago to address any asbestos issues.	
6	Health & Safety update		
	6.1	The short term emergency contingency plan was the use of the Oasthouse near Rainham train station. Longer term a Portacabin at Rainham Mark School could potentially be available. Governors asked when this might be in place. It would be part of the Risk Management and would be discussed at the next Resources meeting on 6 March.	Clerk
7	Policies update		
	7.1	Delegation would be discussed at the LGB meeting this afternoon.	

	7.2	It was agreed that the statutory policy for Data Protection would be extended by another year pending the new General Data Protection Regulation (GDPR). N Gordon would update the policy in the interim.	NG
	7.3	The Lettings Policy – the level of charges would be reviewed at the next meeting in March for possible increase from September.	Clerk
8	Risk Register		
	8.1	K Williams and N Gordon had attended the training and an RMET pro-forma was shared. Governors asked if RMET Audit Committee would review the Risk Register. It would but the LGB were responsible for key risks such as staffing, pupils and finance.	
9	General Data Protection Regulation Planning		
	9.1	The school were aware and planning and training were in place. A review would take place after a conference on 21 November and an audit would be carried out by the Trust on how data was shared. The use of American servers (Cloud and Dropbox) and data memory sticks may not be allowed. Training was being provided by Optimus and Educare through the Trust. 12 Steps GDPR guidance for Governors was on Governorhub.	
	9.2	The impact on Governors currently using personal email addresses was discussed. Governors would be set up with an RMET email address.	
10	Finance update		
	10.1	Income & Expenditure report for period 2 was received prior to the meeting and scrutinised by Governors. The report is filed with the minutes.	
	10.2	£97421 had been received from Medway Council in final closure of the accounts with the local Authority. This amount would be transferred into funds balances and then into the roll over. Governors asked if this amount would push the roll over into excess. No because the rollover was historical and was previously split between Revenue and Capital.	
	10.3	Indirect staff costs related to supply staff insurances up until April. Governors asked if this was organised by RMET. No the insurances covered elements of maternity leave for key members of staff and had proved cost effective in the past eliminating the potential long term impact on the children. A cost analysis review of insurances would be carried out in April against the previous 3 years.	
	10.4	Capital Expenditure: EIS may not be providing this service in future. As part of the planned school expansion Paul Clark from the Local Authority had approved to purchase some whiteboards and allowed £50k to be spent on furniture.	
	10.5	The following discussion was background information regarding the suggested allocation of finances. The Biodome system was currently on offer for £12k (normally £24k) to the first 50 schools. It was a fully automated tropical system with solar panels and a life expectancy of some 15 years. It aligned with the healthy eating agenda as it allowed children to grow and cook their own organic vegetables and provided a year round outdoor classroom. It fitted in with STEM (Science, Technology, Engineering and Maths) and SE & MH (Social, Emotional, and Mental Health) supporting emotional wellbeing. PE funding could support £8k towards the cost and the remaining £4k from the rollover figure. In response to Governors questions the PE funding	

		would be reviewed each year but had been doubled this year in light of the sugar tax. The system would be fully installed by the company at a reduced cost and enquiries would be made whether planning permission was required. Any additional costs would be emailed to Governors. The Vision Statement would be revisited in September as the word 'wellbeing' was not directly mentioned or in the SDP. Governors were unanimously in support of the purchase and would recommend to the LGB for ratification.	NG TS/Clerk
	10.6	Technology costs. Governors asked what had been done to combine licences with Twydall Primary School. The school was already committed at this point but this would be explored next year. The April Business Managers' meeting would discuss joint costings where appropriate.	
	10.7	Governors commended the prudent spending. The forecast was important for their scrutiny and asked for the Income and Expenditure sheet to include a narrative in future to allow for questions to be prepared before the meeting.	NG
	10.8	Accounting officer checks: S Brighton and N Gordon had met. The Chair would carry out a review of financial procedures in February.	
	10.9	Pooled contributions: Governors asked how they assured themselves that the quality provided by the Trust was good value for the school. It would come via the Headteacher's involvement in the Trust and through the Business Managers' meetings.	
	10.10	Pupil Premium report was on the website.	
11	School Expansion update: The Regional Schools Commissioner (RSC) was visiting on 30 November. When the agenda was known K Williams would advise the Governors.		
12	Fundraising for new sports hall		
	12.1	The Chair raised the question of applying for Condition Improvement Funding (CIF) as a means of contributing to the expansion project costs. After discussion it was agreed that the application would be too rushed to meet the tight deadlines of the registration date of 30 November for application by 14 December 2017.	
13	Membership		
	13.1	To discussed at the LGB this afternoon.	
14	ToR Review		
	14.1	To be discussed at the LGB this afternoon.	
15	Governors visits – Monitoring feedback		
	15.1	Forthcoming monitoring visits 9 January – H&S Premises/Site 16 January – Finance/Staffing review 27 February – Finance Procedures	
16	Training update & CPD		
	16.1	Forthcoming training was on Governorhub. PE funding training was at risk of cancellation and now opened up to staff. J Bell would speak to the Sports Lead and email Ann Robinson.	JB
17	Any other business		
	17.1	Item concerning support staff was minuted in Part 2 of these minutes.	
18	Confidentiality of discussion		
	18.1	17.1	

19	Impact of Governance		
	19.1	Scrutiny of budget. Appropriate challenge of best value with the Trust. Examined spending for the benefit of the children. Investigated alternative funding for the school expansion. Updated themselves on emergency planning.	
20	Dates of next meetings: 6 March 2018 at 3.45pm 24 April 2018 at 3.45pm 5 June 2018 at 3.45pm		
	The meeting closed at 12.45pm		

ACTIONS

Name	Item	Action	By when
Cheryl Baxter	6.1	Agenda item for 6 March: Contingency planning. Update on potential Portacabin at RMGS	Feb
Nichol Gordon	7.2	Update the Data Protection Policy	Nov
Cheryl Baxter	7.3	Agenda item for 6 March: Lettings level of charges	Feb
Nichol Gordon	10.5	Email additional Biodome costs to Tim, Dave and Jacob	15 Nov
Tim Scott/ Cheryl Baxter	10.5	Review Vision Statement to include the word 'wellbeing'	Sept
Nichol Gordon	10.7	Prepare a narrative with the I&E sheet in future	Feb
Jacob Bell	16.1	Speak to Harry to attend PE Funding training via Ann Robinson.	15 Nov.