

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

MINUTES OF THE RESOURCES (incl. FINANCE) COMMITTEE MEETING
HELD ON TUESDAY 29 JANUARY 2019
AT 3.45pm

Present: D Brockman (Chair), T Scott, H Robson (Deputy H/T), P Aldous, D Clarkson
In attendance: N Gordon (School 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	
1.1	The Chair welcomed P Aldous and D Clarkson as 2 new governors ratified at an extraordinary meeting held earlier today. They had not been assigned to a committee as yet and did not have voting rights at this meeting should a vote be required. The Chair also welcomed M Brighton to the meeting. Apologies were received and accepted from J Bell, S Carter and K Wilmer (H/T)	
1.2	Governors signed the Code of Conduct and Declaration of Business Interests. The Clerk would provide copies for the Governors that were absent for their signatures.	Clerk
2	Declarations of Interest	
2.1	No additional declarations were made.	
3	Notification of Any Other Business	
3.1	No notifications were received.	
4	Minutes of the meeting held on 5 June 2018	
4.1	Approval for accuracy: The Chair signed the minutes as a true record and requested that in future Resources meetings were held separately first before the LGB meetings rather than holding combined meetings. For continuity purposes this would avoid delays in approving the previous meeting minutes.	
4.2	Matters arising: All actions had been completed	
4.3	Confidentiality Item 8.2 remained confidential and was signed by the Chair.	
5	Budget Monitoring: The report had been posted on Governorhub prior to the meeting and hard copies were tabled. A copy of the report is filed with these minutes.	

SIGNED

DATED

	5.1	The income and expenditure showed a difference of income received, and budgeted for, of £42,137 at this point.	
	5.2	The forecast for receiving additional income for the year was £15,332.	
	5.3	PE grant had continued at £17,670 but a decision how this would be allocated would be delayed until it had been received. Governors agreed this was right approach.	
	5.4	When the allocated capital funding was received it could be used towards a rolling programme of works to update capital projects.	
	5.5	The current forecast for an in year deficit was of just over £20k. Governors commented that this in year deficit figure would come down significantly and this demonstrated how carefully the school was budgeting and planning ahead.	
	5.6	Governors asked if an increase in services costs had been projected as a result of the school expansion and were advised that a provision had been made in the forecast and the School and Trust Business Managers met regularly to discuss forecasting and any changes coming up.	
	5.7	The Chair advised that monitoring visits took place where the budget was scrutinised in great detail and challenging questions were asked. He added that specific training was available should the new Governors choose to be part of the Resources Committee and encouraged them to take up that training opportunity.	
	5.8	The hall expansion would start just before the summer holidays.	
	5.9	A capital bid linked to the vision of expanding the dining hall, breakfast and after school club and the staffroom would be made November/December time but the decision would not be known until March next year. Initial plans could incur a cost but may support the application for planning permission and the prospect of a successful bid. Plans would be brought before the Governors who would monitor any of the costs involved.	
	5.10	Governors raised the issue of the materials being used for car parking and were advised that a representative from Medway Council had visited and would inspect the carpark at Rainham Mark school before making a decision.	
6.	Governor visits and monitoring feedback		
	6.1	Budget monitoring visit carried out 9 November 2018. DB interrogated the figures and had no areas of concern .	
	6.2	Pupil Premium monitoring visit on 9 November by DB, TS, the School Business Manager and the Inclusions Manager presented Governors with an anonymised spreadsheet tracking all interventions, their costs and impacts. Governors scrutinised this and asked questions on how the school measured effectiveness and value for money for interventions. Governors praised the tracking tool and would continue to monitor PP spending.	
	6.3	Single Central Register was monitored and follow up questions answered. This would continue to be checked termly and a more in depth examination carried out annually.	
	6.4	The H&S visit, including accessibility, had taken place and the governor report would be available for the LGB.	

	6.5	Governor Day had taken place today. Governors had visited classrooms and monitored the wider curriculum. The Governor Action Plan was reviewed and ASP training was given by Tracey Wilson who also set questions for Governors to reflect on. DB would write up the notes and share the link on Governorhub.	
7	Training update and CPD		
	7.1	TS recommended the forthcoming training day at the Howard School.	
	7.2	TS will share the link on Governorhub regarding a Radio Kent programme on 23 January discussing the 2019 Ofsted Framework.	
	7.3	13 February. Induction training for new governors Part 2.	
	7.4	7 March exclusion training on Governhub via 'Governance Connected'.	
	7.5	Trustwide training: Pupil Premium. Wed 15 May. Exclusions and Parental Complaints. Wed 12 June. Both 6pm at RMGS	
	7.6	Governors were reminded to record all training and governance related reading on their personal profiles on Governorhub including the self-review training today.	
8	Any Other Business		
	8.1	TS: List of governor roles on Governorhub to be updated.	Clerk
	8.2	It was agreed that the governor parental engagement role would be removed as the governing body as a whole had a visible presence in the school.	
	8.3	There was a vacancy for a co-opted governor and governors were asked to advise the Chair of any potential candidates.	
9	Confidentiality of discussion		
	9.1	No discussions were considered confidential	
10	Impact of Governance		
	10.1	The RAG (Red, Amber, Green) document prepared for the Trust based on the core competencies highlighted that the Risk Register required attention in monitoring visits. Governors were advised the Risk Register was on the agenda schedule for a meeting with a representative from RMGS.	
	10.2	Succession planning was discussed at the Governor day today and the need for potential future chairs and vice chairs to strengthen and broaden across the GB was highlighted.	
	10.3	Over the next few months a skills audit would be taken identifying training needs and providing 'buddying up' for governor support.	
11	Dates of next meetings: Tuesday 21 May 2019 at 3.45pm Tuesday 19 June (also LGB at 3.45pm)		
	The meeting closed at 16:45		

Item	Action	By when
1.2	Clerk to collect all signed copies, photocopy for the Trust Clerk, and file for our records	12 Feb
8.1	Clerk to update list of Governor roles on Governorhub	End Jan

SIGNED

DATED