



## RIVERSIDE PRIMARY SCHOOL

## MINUTES OF THE RESOURCES (incl. FINANCE) MEETING 21<sup>st</sup> May 2019 3.45PM

<b>Present:</b>	Kim Wilmer Dave Brockman (Chair) Jacob Bell Simon Carter Tim Scott	Headteacher Co-opted Governor Staff Governor Parent Governor Parent Governor
<b>In attendance:</b>	Dean Clarkson Nichol Gordon Michelle Brighton Laura Bunting	Parent Governor School Business Manager Trust Business Manager Clerk

Item	Main discussions and agreed actions		Action by/ when
1	<b>Welcome and apologies:</b> The Chair welcomed everyone to the meeting and the new Clerk to her first meeting. Due notice had been given and the meeting was quorate. No apologies were received. It was noted that S Carter would join the meeting late.  (All Governors had been invited to attend the meeting to gain an insight into the work of the Resources Committee)		
2	<b>Declarations of business interest</b>		
	2.1	There were no new declarations of interest.	
3	<b>Notification of AOB</b>		
	3.1	The HT advised staffing and PE grant spend should be discussed under AOB.	
4	<b>Minutes of the previous meeting</b>		
	4.1	The minutes of the previous meeting of the Resources Committee held on 29 January 2019 were agreed and signed as a true record.	
	4.2	<b>Matters Arising:</b> 1.2 - New Clerk to check signed copies of the Code of Conduct and Declaration of Business Interests had been filed and photocopied for the Trust Clerk. 8.1 - Governor roles on Governor Hub had been updated.	Clerk
	4.3	<b>Confidentiality:</b> There were no confidential items.	
5.	<b>Budget Monitoring</b>		
	5.1	The Budget Monitoring narrative, Income & Expenditure (I&E) Report and Budget Monitoring Note of Visit were circulated prior to the meeting and are filed with these minutes.  The School Business Manager (SBM) highlighted that the I&E Report showed different figures for income received to income budgeted. She outlined	



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		<p>the reasons for this. One reason was an overpayment of High Needs (HN) funding. The School was currently waiting for Medway to investigate this. There had been a reduction in HN places which meant the school had lost approx. £60K in total but this had been budgeted and planned for.</p>	
	5.2	<p>The HT highlighted the difficulty of obtaining top-up funding. There was no fixed criteria for writing bids and a lot of bids were being rejected. The school had sent some rejected bids back, for example in two cases where children had significant physical needs. One had been reassessed and they were receiving some funding but this was a significantly reduced amount. The Chair asked if there was a published policy and the HT confirmed there wasn't. She added that she would like to make a legal challenge.</p> <p>The HT explained another problem was that funding was awarded from the date the bid was agreed, even if spending had started earlier. She commented that one case wouldn't be considered because an encrypted file had been sent to comply with GDPR and it couldn't be opened.</p> <p>The Chair suggested a FOI request could be made asking for the criteria and why cases had been rejected. The SBM added it would be useful to ask what top-up funding was awarded across Medway as each school seemed to receive a different amount. The HT suggested it would be good if this request came from Governors as they represented the wider school community. The TBM considered this might be something that could be done across the Trust as Twydall Primary had similar challenges. A Governor asked if the Trust would fund a legal challenge. The TBM replied that advice would need to be sought from the Trust legal advisors and it would depend on the cost involved. The HT commented another school had made a legal challenge and had been successful and Governors suggested this school could be asked for some advice.</p> <p>The HT commented that the local authority did not always appreciate that the designated provision is an integral part of the mainstream school. The SBM added funding for the provision had been cut and this meant the viability of the provision was in question. Governors agreed that this provision was an important part of the character of the school and these funding challenges posed a risk to the school and undermined its ethos.</p> <p>The SBM commented that funding was pro-rated over 12 months but wasn't paid in August as the school was closed. It was noted that although a reduction in HN funding per place couldn't be overturned, automatic top up funding and top-up funding per child could still be challenged.</p> <p>Governors agreed that a date should be arranged for the SENCOs and some Governors from Twydall and Riverside to meet to discuss this issue</p>	



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		<p>further.</p> <p><b>Action: Meeting to be arranged with Twydall to discuss difficulties of obtaining top-up funding.</b></p> <p><i>S Carter joined the meeting at 4.15pm</i></p>	Chair/HT
	5.3	The SBM continued to outline the reasons for differences in income in the budget monitoring summary. She highlighted that the forecast for £59,067 of additional income is based on the 'worst case' scenario.	
	5.4	In terms of expenditure the SBM informed Governors that she has chased but is still awaiting bills following a change of contracts. The Chair asked if an amount had been ring fenced for this and the SBM confirmed this.	
	5.5	There had been additional spend on curriculum resources and the HT explained this was to make the curriculum exciting and engaging.	
	5.6	The SBM commented that the school had a surplus which was excellent considering the starting point for the year. The HT added that this was because the school worked on the 'worst case' scenario and planned carefully and managed the budget well. She thanked the SBM for her hard work. The Chair added that an effective 3-5 year strategic plan and the ability to react quickly worked well and reflected the good management of the school. He also thanked the SBM and added that he would schedule another Budget monitoring visit with T Wilson later in the year.	
6	<b>GDPR anniversary update</b>		
	6.1	<p>A monitoring feedback report on GDPR was circulated prior to the meeting and is filed with these minutes.</p> <p>The Chair summarised that the school was compliant and that there was a Trust DPO in place. There had been one breach in the last 12 months and he asked if this was something which needed to be reported to Governors. The HT explained this had been an operational matter with a new member of staff. The SBM added there was no loss of data, it was a mistake which could have potentially led to a loss of data.</p>	
	6.2	The SBM informed Governors that a walk of the school was scheduled to ensure compliance and remind staff of best practice. The use of memory sticks was being stopped and work saved on the network.	
	6.3	The Chair considered that the trust had managed GDPR well in-house rather than using expensive consultants as other schools had done. The HT added there was a clear reporting system.	



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	<b>6.4</b>	Governors discussed the need to send data to secondary schools in preparation for students transferring, even though some students may not then attend those schools. It was considered this was a legitimate use of data and that it was being shared within a professional capacity.	
	<b>6.5</b>	A Governor asked whether staff were trained to be aware of phishing emails. The HT confirmed that these were blocked by the IT system and the SBM added that although there was no specific training, there were warnings circulated from Medway and there had only been one phishing attempt.	
	<b>6.6</b>	In answer to Governors questions the SBM confirmed that reminders to change passwords were given but the timing was dependent on the system. The HT confirmed that use of Facebook and WhatsApp and the sharing of confidential information was covered in the staff code of conduct.	
<b>7</b>	<b>Trust central services</b>		
	<b>7.1</b>	<p>A report of RMET costs relating to Riverside School was tabled at the meeting and is filed with these minutes.</p> <p>The Chair explained T Scott (TS) had been working with the TBM to investigate the value of trust central services. TS said he would write a report, but highlighted the school made a financial contribution to the Trust of approx. 10%. Staff headcount made up 15% and student numbers 12% of students in the Trust. The total revenue expenditure showed that Riverside received approx. £68K back from the trust. He considered the school received excellent value from the trust.</p> <p>The TBM explained that some of the figures were slightly arbitrary. Governors discussed that as it was a small school, there were some services Riverside may not have paid for if they were not part of the trust. However it was noted these were important to be part of an effective trust and that economies of scale meant the school would benefit more as it grew. TS added that the RMET Improvement team had proved valuable in preparing the school for the new Ofsted framework.</p> <p>The Chair declared an interest as he did some work for the trust. Other Governors agreed that benefits seemed to outweigh negatives. It was noted that having a Clerk working across trust primary schools would improve communication and could provide expertise in areas such as exclusions once training had been completed.</p> <p>It was agreed a written report was not needed from TS. There were no concerns from Governors and this would be revisited next year.</p>	



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<b>8</b>	<b>Pupil Premium / Disadvantaged report</b>		
	<b>8.1</b>	<p>A Pupil Premium (PP) Note of Visit Report was circulated prior to the meeting and is filed with these minutes.</p> <p>The Chair summarised the report which confirmed the school was meeting and going beyond its statutory obligations. Governors noted the strategy document was good and underpinned this, which was apparent at the recent Trust training on PP.</p>	
	<b>8.2</b>	<p>A Governor asked if there were any parents who could be claiming PP who weren't aware. The HT replied there had been a big push and 10 more had applied in reception (2 had been budgeted for). Tracey Aldous (Administrator) was good at encouraging this by visiting each class every other term, speaking to all parents, handing out forms and helping check whether families are eligible. Free water bottles were given out and the help which can be received with uniform and school trips highlighted. The HT added that highlighting the additional benefits to the individual child was important now all infant children receive free school meals. Tracey Aldous is also good at making the link between new children who have siblings in receipt of PP. A Governor added PP was also mentioned in sessions for new joiners.</p> <p>A Governor highlighted that this is important for the schools risk mitigation strategy as money is wasted if it is not claimed.</p>	
	<b>8.3</b>	<p>Governors discussed the relatively low income threshold under Universal Credit for which if families are over they are not entitled to PP. The HT added that low income working families were the most vulnerable group. In answer to Governors questions, the HT confirmed that although not within the schools remit, they would direct families to food banks or for help with debt relief if necessary and there were systems in place through Early Help. The SBM added that families were helped on an individual basis based on their circumstances. They would be given help with things such as school trips or breakfast clubs, whether they were in receipt of PP or not. School office staff were aware of the school's ethos of helping families.</p>	
	<b>8.4</b>	<p>The HT informed governors that following the trust training on PP the Inclusion Manager had produced a venn diagram showing the children with multiple vulnerability. There had been 22 with all 3 areas of vulnerability.</p>	
<b>9</b>	<b>Governors visits and monitoring feedback</b>		
	<b>9.1</b>	<p>Governors noted that the three Governor monitoring visits covering the budget, GDPR and PP had already been covered in earlier agenda items.</p>	



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	9.2	The HT informed Governors there was a staff development day on 21 June. The focus for half the day would be on the School Development Plan (SDP). Following suggestions made by Sue Harte (NLE), in the morning all subject leaders were being asked to do a short presentation on their subject areas covering this year and next steps, this would feed into the SDP. She considered this would be a good opportunity for Governors to do some monitoring on subject leadership and would be good practice for subject leaders in answering questions from Governors and talking about their subjects.	
	9.3	The Chair highlighted that monitoring visits needed to be arranged for next term. He added monitoring of the Single Central Record and the HT Performance management - half year review needed to take place in Term 6.  <b>Action: Governors to arrange monitoring visits for Term 6</b>	All
10	<b>Training update and CPD</b>		
	10.1	The Chair commented a number of Governors had attended the trust training on Pupil Premium.	
	10.2	D Clarkson informed Governors he had attended Asking Great Questions and Welcome to Governance Part 1. Welcome to Governance Part 2 had been cancelled and he was waiting for this to be re-scheduled. He was also booked on the 2019 Summer Conference but had been told that due to lack of interest this too may need to be cancelled.	
	10.3	The HT highlighted the Governor Summit taking place at John Stainer on 8 July to which all were invited. D Brockman and T Scott confirmed they would be attending. J Bell was interested in attending and the HT said she was trying to arrange for him to be released from class. The HT confirmed there was still places available and if Governors were interested they should let her know asap. She highlighted how useful this could be for Governors as John Stainer was an outstanding school. J Bell added staff had also found visits there beneficial.	
	10.4	The HT informed Governors she would be attending National Leadership Training in Birmingham with the Deputy HT.	
	10.5	The Chair highlighted Governors should contact Anne Robinson from Governance Connected if they were interested in training which was not scheduled. She was very responsive and if she knew enough people were interested could organise additional sessions or webinars.	
	10.6	The Training Link Governor reminded Governors to return their skills audits.	



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	10.7	S Carter mentioned he had attended a Health & Safety CPD and would put the presentation on Governor Hub for all to view.	
	10.8	Governors were reminded that any reading, e.g. NGA magazine, could be uploaded onto their training record on Governor Hub.	
11	AOB		
	11.1	<p>PE Grant Spend:</p> <p>The HT commented that gym equipment had been on the schools 'wish list' but had previously been too expensive. This year the school had decided to spend some of the Sports Premium funding on this. She had negotiated the company who were installing this down from £15K to just under £10K (which was the HT spending limit). Approval had been sought from the Chair of Governors and this would be installed on Thursday. The HT added this fits in well with the schools healthy schools agenda and will provide a lasting legacy.</p> <p>The Chair asked about plans for the remaining £6K. The SBM explained some had been spent on training and the Firefighters Fitness Club as well as table tennis tables and yoga/PE mats. The HT added free yoga was being offered to teachers once a week to improve staff wellbeing once the mats were purchased.</p>	
	11.2	<i>Refer to Confidential Minutes</i>	
	11.3	<i>Refer to Confidential Minutes</i>	
12	Confidentiality		
	12.1	There were two confidential items under Agenda items 11.2 and 11.3	
13	Impact of Governance/Governors KPIs		
		<p>Governors had:</p> <p>Robust oversight of the immediate and long term challenges of the school</p> <p>Scrutinised the trust</p> <p>Ensured that the school is compliant with GDPR</p> <p>Ensured PP money is well spent and there is a clear strategy</p> <p>It was considered the Governing Body is well placed to monitor the school and is taking responsibility for its training and development.</p>	
14	<p><b>Date of next meetings:</b></p> <p>18 June - LGB incl Resources - HT Report &amp; Budget</p> <p>11 July - Standards and Welfare - Review of results</p>		
15	<p>5.44pm - TBM leaves</p> <p>The Chair outlined the potential move to a circle model of governance across the trust to Governors.</p> <p>The HT requested Governors check their email at least once per week. The HT</p>		



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	requested the Clerk put a note on Governor Hub reminding Governors who were not at this meeting to check their school email regularly and inform them of the staff development day.  <b>Action: Clerk to add a note to Governor Hub</b>	Clerk
	<b>The meeting closed at 5.50pm.</b>	

**Actions**

Item	Action	By/who
4.2	New Clerk to check signed copies of the Code of Conduct and Declaration of Business Interests had been filed and photocopied for the Trust Clerk.	Clerk
5.2	Meeting to be arranged with Twydall to discuss difficulties of obtaining top-up funding.	Chair/HT
9.3	Governors to arrange monitoring visits for Term 6	All
15	Clerk to add a note to Governor Hub	Clerk