

MEETING OF THE RESOURCES COMMITTEE OF THE GOVERNING BODY OF RIVERSIDE PRIMARY SCHOOL ON 6TH MAY AT 10AM

Committee members: Jacob Bell, Trish Burr, Andrew Mortimore, Terry O'Regan (Chair) Hilary Sanders, Katie Sloman, Kim Williams

In attendance: Marie Smith (School Business Manager -SBM), Nichol Gordon (Finance Officer), Helen Maxwell (Governor)

Clerk: Anne Robinson

MINUTES

	Item/main discussion	
1.	<u>Apologies for absence</u> Apologies were received and accepted from Andrew Mortimore, Hilary Sanders and Katie Sloman	
2.	<u>Declaration of Business Interests</u> No interests were declared additional to those previously registered	
3.	<u>Any Other Business of an urgent nature not already on the agenda</u> The SBM requested the opportunity to share benchmarking data	
4.	<u>Approval of minutes from 23/1/2015</u> The minutes were agreed as a true record and were signed by the chair <u>Matters arising not already on this agenda</u> Governors noted that The SBM had had verbal confirmation of boiler works to be completed in the forthcoming financial year. The Chair undertook to write to the LA if confirmation was not forthcoming in timely fashion. Governors satisfied themselves that the letting policy was in place and that revisions had been helpful. All other actions had been completed and there were no further matters arising	<u>TO</u>
5.	<u>Budget Monitoring</u> The Finance Officer tabled a financial pack containing an overview of the year- end financial position, the proposed budget for 2015- 2016 and a supporting report, which governors noted their appreciation for. These documents are filed with these minutes.	
5.1	<u>Budget overrun 2014 – 2015</u> The Finance Officer confirmed the year-end position as a revenue surplus of £100,509 of which £8,724 was related to the children’s centre. A further £28,093 was carried forward as capital.	
5.2	<u>Budget 2015 - 2016</u> The Finance officer and head teacher took governors through the proposed budget line by line explaining the rationale for proposals and assuring governors that the budget was planned to meet the needs of school development planning. Governor attention was particularly drawn to the increased provision for staff development, which the head teacher explained as being to enable a member of the leadership team to undertake training in visual impairment, to provide high quality training and conferencing opportunities to develop the good and outstanding teaching and school strategic leadership still further. Governors scrutinised the budget in detail, noting that school was currently in a strong financial position as a result of increasing pupil numbers and sound financial management. They also recognised the uncertainty of the political landscape and the potential for future budget cuts in real terms, which together with the possible cost implications of that increasing roll continued to necessitate careful financial planning. The head teacher assured governors of the actions being taken now in terms of resource planning to safeguard the future budget position, Further to their scrutiny, governors agreed to recommend the budget to the full governing body for formal approval.	
5.3	<u>Trim trail</u> The SBM presented governors with a range of quotes that had been obtained in respect of the installation of a ‘trim trail’. She explained that the specification has been	

	<p>arrived at in consultation with the school council and that the suppliers had quoted identically against that specification. Governors asked whether the equipment would appeal and was appropriate to all ages and were advised that the low height ensured there were unacceptable no risk issues. Governors noted the recommended quote and sought assurances that this represented best value quote and that the trader was reliable. The SBM responded that she understood that they had undertaken work in other schools and was not aware of any negative issues. Governors suggested the SBM liaise with Katie Sloman with the aim of establishing further credentials. Subject to this, governors agreed to recommend the proposal to the full governing body for approval.</p>	
6.4	<p><u>Other financial reports</u> There were no further financial reports submitted to this meeting</p>	
6.	<p><u>Staffing Update</u> The head teacher reported that the after a rigorous selection process three new teachers had been recruited from a field of fourteen applicants to join the school from September. On this basis she was able to confirm to governors that she was expecting to be fully staffed for the forthcoming academic year. She went on to report on the position with regard to teaching assistants and midday lunch supervisors. She indicated that she was in the process of assessing need as a result of recent resignations, including as a result of a declined request for flexible working and anticipated some recruitment activity in this area in the near future. She briefly referred to the outcome of a recent staff survey which had identified communication as being good in the school and that the school was a good place to work and as such she had no significant staffing concerns going forward.</p>	
7.	<p><u>Estates Management</u> Save the issues relating to the boilers raised as matters arising, and the impact on the maintenance and redecoration programme, there were no further premises matters to report.</p>	
8.	<p><u>SLA/New accountant update</u> In response to a governor request the SBM confirmed the accountants as being Williams Giles. She went on to advise of the changes that had been made to the SLA arrangements with Medway reporting that the school now used KAPE HR for their human resource support and were using their own plumber for compliance monitoring and mixer valve servicing in preference to the LA recommended company. Governors enquired whether the school had had cause to use KAPE HR since subscribing to their service and were advised that they had and that the service had been very satisfactory.</p>	
9.	<p><u>Health and Safety</u> At the Chair's request Monday 15th June or Tuesday 16th June were agreed for a health and safety visit and it was further agreed that Andrew Mortimore would be invited to accompany Trish Burr and Terry O'Regan.</p>	
10	<p><u>Any Other Business</u> The SBM tabled benchmarking data that she had drawn down from the DfE benchmarking site together with some local data compiled from public performance tables and an accompanying narrative analysis. Governors noted the unique features of the school made like for like comparison virtually impossible. The SBM went on to explain any variance where they existed and governors were satisfied that where spending was high it was underpinned by appropriate strategic rationales.</p>	
11	<p><u>Confidentiality</u> Governors were reminded that the information in Item 6 was subject to a communication plan to parents and as such should be treated confidentially until such time as the information is released by the school. There were no items deemed confidential in terms of their inclusion in these minutes</p>	
12	<p><u>Date and Time of next meeting</u> This meeting closed at 11.15am. The date of the next meeting is to be confirmed,</p>	

ACTIONS

TERRY To write to the LA in connection with boilers in deemed necessary
 To arrange Health and Safety visit date with Andy

