



**Meeting of Resources Committee
17th November 2014**

**6pm
Library**

MINUTES

Governor Members Present:	Ken Caplan, Maya Fender, Martyn Giddens, Debbie Ticehurst, Roy Watkinson (Chair)
Associate Members Present:	Carol Ofield
Officers Present:	Teresa Carter (Clerk)
In Attendance	Tanya Fitzgerald

	<u>Agenda Item</u>	<u>Action</u>
1	<p>Introduction Tanya Fitzgerald the Bursar was welcomed to her first committee meeting and introductions were made.</p> <p>a) Apologies for Absence Apologies for absence were received from Maya Fender and Phil Rowland. Ruth O'Keeffe was also absent from the meeting.</p> <p>b) Declarations of Interest - Receive Register The Clerk presented the completed annual declarations of pecuniary and business interests register. The committee noted the declarations that had been made and the potential conflicts of interest.</p>	
2	<p>Last Meeting - Dated 20th May 2014</p> <p>a) Acceptance of Minutes The Resources Committee reviewed and approved four pages of minutes from the meeting held on 20th May 2014 subject to the correction of some minor typing errors, following which the Chair signed the minutes as confirmation.</p> <p>b) Matters Arising not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • Pay statements had been produced for the Chair of Governors signature prior to distribution to staff. (These were signed at the end of the meeting). • The issues regarding the provision for a high level of special educational needs in reception class had been resolved. • Governors asked about procurement plans for replacing of ICT equipment and were advised that review had been completed and there were no major works or replacements required. The current ICT support service through Chyngton was being combined with that provided by East Sussex County Council but was unlikely to impact on the service received by school. • The regular report to committee would not be in the format as previously agreed and instead would be incorporated within the Headteacher report to Governors. The Committee were happy with the format for standard reporting having received the first completed report. 	
3	<p>Headteacher/Bursar Report to Committee - Termly Report Governors had received two reports from the school, one being the Headteacher report referred to above and the other from schools finance with an amended budget for approval. In addition to the information provided within the reports Governors were advised that a letter from County had been received to confirm that the suspension on the delegation of budget had been lifted and the school regarded as "good". Governors were pleased with this outcome after a relatively short</p>	

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period and were grateful to County for the support provided. Having assumed that all committee members had read the contents of the circulated reports the following points were highlighted:

- The revised budget plan predicted an improvement on the outturn position and an increased surplus to carry forward into 2015/16 financial year. This situation had come about following a change in the way that teacher's planning time out of class was covered.
- The Deputy Head 's management time had been increased to a day a week and had brought benefits.
- 25 hours a week for a Bursar had been incorporated within the budget plan.
- The Pupil Premium summary required completion and an analysis of the impact on the 18 children involved would be included. It was mentioned that the statutory information on pupil premium and sports funding was not up to date on the website so this was an area for urgent attention.
- Close links were being developed with Brighton University including the secondment of a teacher as a lecturer during a period of maternity leave resulting in additional income for the school.
- The financial procedures for after school clubs had been strengthened and a first draft summary of income and expenditure provided. Governors had some concerns that the income from the after school club had been overstated and requested reassurance that the amount quoted had been banked once further verification of the accounting had been completed.
- The adjustments from the original submitted plan had been highlighted on the information provided and were generally within the areas of staffing and lettings. It was explained that when the first budget had been prepared certain assumptions had been made and following clarity a number of changes were required which led to the decision to present a revised budget for approval.
- Three year budget information had been provided based on the current pupil numbers continuing into 2015/16 and 2016/17.

AGREEMENT - The Resources Committee approved the three year budget plan as presented.

ACTION - Three year budget plan to be recommended to Full Governing body for approval.

RW

- The managing of the car parking arrangements as proposed by an external contractor was still under consideration but there were some issues regarding ownership of the land that required resolution before contracts could be finalised. Governors heard that a system of number plate recognition with a 15/20 minutes drop off allowance was proposed following which fines would be imposed unless that car registration had been included within the approved users list. The management of the car park would not result in any costs to the school. Governors had question regards the proposals around the plans for Southover School to expand, the reliability and reputation of the company and their operation in practice.

ACTION - Chair of Committee to investigate the issue of legal ownership of the car park area.

RW

- The Chair of Governors was still uncertain whether the contents of the Finance Audit report could be shared but was keen to review the progress made against the action plan.
- The Headteacher reported that the asset register was up to date and that there appeared to be two missing cameras.

ACTION - Chair of Committee to examine the asset register on behalf of the Governing Body and report back to committee.

RW

- A decision had been made to close the playground at 3.30pm due to unsafe behaviour. Development work for the front area to the school including a bigger playground area for foundation stage was being planned for spring.
- The school had received notification of which contractors should be used for boiler maintenance and water testing.
- The field was starting to flood again and Governors reminded the school that the submersible pump should be used to keep this under control.

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	<ul style="list-style-type: none"> There was a proposal to use BACS for making payments to save time. <p>AGREEMENT - After some discussion regards the internal controls and implications for using BACS Governors agreed in principle to BACS payments subject to stringent controls in line with those for cheque payment.</p> <p>7.26pm - Tanya Fitzgerald left the meeting</p> <ul style="list-style-type: none"> Governors were advised that the Bursar position had been advertised and that an offer of employment had been made. The offer had not been accepted due to the candidate's on going commitment at another school but an agreement had been reached for a temporary arrangement followed by a further advertisement in the new year (calendar). An anomaly with a staff members contract had been brought to light, which had resulted in a salary at a higher pay scale to that for the job. <p>AGREEMENT - Governors considered the situation and agreed that the higher salary was appropriate for the individual and requested that the job description be updated to reflect the higher level of responsibility undertaken.</p>	
4	<p>School Development Items - Personnel</p> <p>a) Summary Reports on end year 2013/14 Summary reports on staff absence, professional development, exit trends and staffing issues during 2013/14 were not received; Some information relating to staffing had been incorporated in the Headteacher's report to committee.</p> <p>b) Staff Structure - Current See pay policy below.</p> <p>c) Appraisal - Recommendations from HT The Headteacher reported that all staff appraisals had been completed and that in light of outcomes and the hard work he recommended that all teachers eligible for a pay increment receive one.</p> <p>AGREEMENT - The Resources Committee approved the recommendation for pay increments to teaching staff.</p> <p>d) Pay Policy 2014/15 The Resources Committee considered the pay policy for 2014/15 produced using the model policy from county.</p> <p>AGREEMENT - Subject to the inclusion of a staffing structure within appendix A the Resources Committee approved the pay policy.</p> <p>ACTION - Staffing structure to be included within the pay policy before proposal to Full Governing Body for approval.</p>	MG RW
5	<p>Other Governance & Regular Items</p> <p>a) Central Record of Vetting Checks - Confirmation of Audit Check It was noted that confirmation of an audit check of the single central register had been received in January by the safeguarding governor.</p> <p>ACTION - Annual audit of the single central register to be undertaken in Spring with confirmation to go to the Resources Committee.</p> <p>b) Financial Delegations - Review & Confirm The Resources Committee reviewed the scheme of delegation and there were a number of slight adjustments to the wording in sections 1.10, 1.13, 1.20, 2/6 and 3.32. The existing financial limits were agreed for the following year.</p> <p>AGREEMENT - The Resources Committee agreed the scheme of delegation subject to the</p>	PR

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	<p>amendments in wording discussed.</p> <p>ACTION - Clerk to make the agreed amendments to the scheme of delegation with tracked changes before proposal by committee for its approval by the Full Governing Body.</p> <p>c) Headteacher Review - Verbal update from review group The Committee were advised that arrangements for the Headteacher's annual appraisal and objective setting were in hand.</p> <p>d) Terms of Reference - Consider The Resources Committee reviewed its terms of reference.</p> <p>AGREEMENT - The Resources Committee agreed its Terms of Reference without amendment.</p>	TC/RW
6	<p>Reports from Governors/ Governor Visits</p> <p>a) Health and Safety - Report from Link Governor Item carried over to next meeting.</p>	
7	<p>Other Policies and Documents for Review</p> <p>a) Policy Review Schedule - Consider and Agreed Dates for Reviews The annual business planner for the committee had been received from the Clerk and the policies under committee responsibility were noted.</p> <p>ACTION - The Chair of Committee, Headteacher and Clerk to consider which policies could be taken reviewed out of meetings.</p> <p>b) Lettings Policy - Review The Headteacher reported that following an analysis it was apparent that the school was losing money on its lettings and therefore an increase in the scale of charges was proposed.</p> <p>AGREEMENT - The Resources Committee agreed the proposed amendments to the lettings policy subject to the correction of some identified typing errors.</p> <p>ACTION - Typing errors on the Lettings Policy to be corrected prior to proposal to the Full Governing Body for approval.</p>	<p>RW/ MG/TC</p> <p>MG/ RW</p>
8	<p>Any Other Business</p> <p>a) Finance Training Dates would be circulated for whole Governing Body finance training.</p> <p>Meeting ended at 8.18pm Date of next meeting - 9th February 2015</p>	

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Actions Arising from Resources Committee Meeting - 17th November 2014

Actions Agreed	By Who	By When
Three year budget plan to be recommended to Full Governing body for approval.	RW	Next FGB Meeting
Chair of Committee to investigate the issue of legal ownership of the car park area.	RW	Next Committee Meeting
Chair of Committee to examine the asset register on behalf of the Governing Body and report back to committee.	RW	Next Committee Meeting
Staffing structure to be included within the pay policy before proposal to Full Governing Body for approval	MG/RW	Next FGB Meeting
Annual audit of the single central register to be undertaken in Spring with confirmation to go to the Resources Committee	PR	End term three
Clerk to make the agreed amendments to the scheme of delegation with tracked changes before proposal by committee for its approval by the Full Governing Body.	TC/RW	Next FGB Meeting
The Chair of Committee, Headteacher and Clerk to consider which policies could be taken reviewed out of meetings	RW/TC/MG	Next meeting
Typing errors on the Lettings Policy to be corrected prior to proposal to the Full Governing Body for approval	MG/RW	Next FGB Meeting

Signature K. Gp2 Date 2/3/15