

**Exminster Community Primary School
Minutes
Resources Committee Meeting 03/2014-15**

Thursday 12 March at 19:00 at Exminster Community Primary School

Summary of Meeting

Decisions:
To start a Working Party to investigate the provision of school meals in-house.
Recommendations:
FGB to sign and submit the SFVS.
FGB to accept the proposed budget for the 2015/16 financial year subject to minor amendments during April.

Attendee	Initial	Position	Attendee	Initial	Position
Sarah Whalley	SW	Governor (Headteacher)	Ian Beer	IB	Governor (Par)
Libby Ash	LA	Governor (CO)	Helen Hibbins	HH	Clerk
Vanessa Petridge	VP	Governor (CO)	Tony Fripp	TF	Potential Governor
Richard Vain	RV	Potential Governor	Simon Palmer	SP	Governor (CO)
Ian Moore	IM	Deputy Headteacher	Karen Sharpe	KS	Governor (Par)

Apology	Initial	Reason	Apology	Initial	Reason
Sue Wilkinson	SWi	Illness			

Ref	Item	Action
Procedural Items		
1.	Welcome SP welcomed all to the meeting.	
1.1	Apologies for absence Approved as listed above.	
2.	Declaration of Interests None declared.	
3.	Minutes and Actions from previous meeting	
3.1	Approve Minutes of previous meeting It was resolved to approve both part I and part II minutes from the Resources meeting on 14 January 2015.	
3.2	Progress on Actions	
3.2.1	26/01/2012 7.1.2 - Send Budget monitor to all gobs before FiSS meetings. Needs to remain on Action List as a reminder - ongoing	
3.2.2	08/10/2013 6.2 – Reminder to Governors that a Governors Visit Report can be completed following a premises visit - ongoing	
3.2.3	20/03/2014 4.8.2 – Sign Fire Log – update 14/01/15 AM to chase IB to ensure that this is done - ongoing	
3.2.4	20/03/2014 9.6 – Annual review of Y6 residential subsidy on Agenda - ongoing	HH
3.2.5	09/10/2014 9.3 – Security audit to be done with a view to upgrading the CCTV system or other improvements – update 14/01/15 VP to chase AK/IB – Update 12/03/15 IB presented the report based on securing the perimeter of the building rather than all external doors. The monitoring system (housed in the office) required upgrading/renewing. Brief discussion followed about securing the site at the weekend, whether motion sensitive lights were required and the incidence of break ins. It was agreed that IB and SP would meet with the SLT for further discussion to report back to the next Resources meeting at which questions on the report could be taken – ongoing	IB/SP/ SLT/ HH

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3.2.6	14/01/15 4 – HH to put recommended T of R on FGB agenda - done	
3.2.7	14/01/15 5 – VP to approach contact with Financial experience to ascertain whether interested in becoming a school Governor – Update 12/03/15 both SP and VP’s contacts did not wish to become Governors at the present time - ongoing	
3.2.8	14/01/15 7 – SW to obtain copy of tender document for procurement of caretaking contract for future use - done	
3.2.9	14/01/15 8.6 – IM to inform Cllr Connett about proposed trial closure of Townfield entrance – on agenda – see item 8	
3.2.10	14/01/15 8.6 – details of closure of Townfield entrance to be put in a newsletter – on agenda – see item 8	
3.2.11	14/01/15 8.7 – Get updated travel policy signed and issued - ongoing	IM
3.2.12	14/01/15 13 – Items from part II to be reported at FGB - done	
Strategic Items		
4.	<u>Debrief from Financial Audit</u> The audit report had not yet been received. Item deferred to next Resources meeting.	HH
5.	<u>Schools Financial Values Statement (SFVS)</u> A draft SFVS had been circulated prior to the meeting. Norman Bettinson, SW and VP had all amended the document prior to circulation. LA had completed the GEL understanding school’s finance training course and had found it a useful overview. VP would carry out in-house training on budget monitoring. It was agreed to recommend the document for submission at the FGB meeting on 27 March.	VP HH
6.	<u>Policies and Procedures</u>	
6.1	<u>Complaints Procedure</u> The current policy did not contain timescales for the completion of each stage of the complaint. It was thought that this would be a useful addition. KS suggested that any timescales should be in terms of school days and a caveat should be in place that if additional investigation was required, the timescales could be elongated. RV had researched policies from other schools and agreed to work with SW to write a new policy. It was agreed that the current policy should remain in place for ongoing issues. A new draft policy to be brought to the Resources meeting on 7 May.	RV/SW /HH
6.2	<u>Finance Policy</u> The verbal debrief from the Financial Audit had requested that the finance policy was brought in line with the Devon Model, with individual policies for lettings, Governor expenses and charging and remissions. VP and IB agreed to review the policies in time for the Resources meeting on 7 May.	VP/IB/ HH
6.3	<u>Redundancy policy</u> KS agreed to review the redundancy policy to be brought to Resources meeting on 7 May. It was noted that since April 2014, the school was liable for the cost of redundancy. VP said that this made it even more important to ensure that support staff were allocated to individual children and had contracts of employment on that basis.	KS/HH
6.4	<u>Appraisal policy</u> KS agreed to review the appraisal policy to be brought to the Resources meeting on 7 May.	KS/HH
7.	<u>School Meals</u> SW explained that currently school meals were subcontracted to ISS and that the contract with the expired in March 2016. In September, the school could go out to procurement with the Newton Abbot Schools (Dawlish Schools had made other arrangements).	

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	<p>It was difficult to work out the cost of meals to the school, but it was believed to be in the region of £11K to £19K per annum. Alison Munslow was in the process of working out a more accurate figure. A school of a similar size to Exminster was providing meals in-house and was making approximately £4K per annum. Therefore it would be advantageous to look into the viability of providing meals in-house and it was suggested that a small working party was set up with either Leonie Welch or Lucy Perry who would visit schools who had set up their own kitchen for information and advice. The existing kitchen manager had the capability and was interested in running the kitchen and another member of staff had expressed an interest in training as an assistant/deputy. The staff could be TUPE'd across.</p> <p>Governors had the following questions and comments: (Q-question, A-Answer, C-comment)</p> <p><i>Q: What does the current subcontractor do? (VP)</i></p> <p>A: Produce menus, order food, provide lighter equipment (the larger kitchen items are already owned by school) and provide replacement staff if staff are unable to work.</p> <p><i>Q: What would happen about allergies and special diets? (SP)</i></p> <p>A: The current kitchen manager had the knowledge and capability to deal with them.</p> <p><i>C: Insurance and training would need to be addressed. (KS)</i></p> <p><i>C: The lighter equipment should not be too expensive and should be covered by the anticipated profit in the first year. (SP)</i></p> <p>TF agreed to be the governor member of the working party.</p>	TF
8.	<p><u>Proposed Closure of the Townfield Entrance</u></p> <p>To date, there had been no action on the proposed closure as road safety week had been postponed. However, rumours of the closure had reached parents and several had voiced their opinion that the entrance should remain open.</p> <p><i>SP asked why the parents wanted it to remain open.</i> SW replied that parents were aware that children were their responsibility when travelling to and from school and they believed that they were taking due care when crossing the road, and it was the most convenient way for them to come to school.</p> <p>There were still complaints from residents about parking in the turning circle.</p> <p>A traffic warden had attended and did not consider that there was a problem and there had been no reported accidents.</p> <p>Councillor Alan Connett had looked at the provision of a pedestrian crossing but this could not be provided.</p> <p><i>VP suggested that during road safety week, the children should investigate the routes to school and that the profile of the entrance and its issues should be raised.</i></p>	
9.	<p><u>LA buyback</u></p> <p>A report had been circulated outlining the priorities for spending.</p> <p>All items had been included in the draft budget.</p>	
10.	<p><u>Budget proposal for 15/16 Financial Year</u></p> <p>Item 11 was taken before item 10.</p> <p>A five year budget plan had been circulated prior to the meeting. It was intended that the 2015/16 column figures would form the recommendation to the FGB for the 2015/16 budget.</p> <p><i>TF asked whether the FGB could approve the budget even though there were questions surrounding the catering contract?</i> SW replied that any change in catering would not take effect until the 2016/17 financial year. There were still many unknowns regarding staffing, the biggest expenditure, and the carry forward from this year would not be known until the end of April.</p> <p>Discussion regarding the expansion of the SLT and the appointment of an Assistant Headteacher took place. It was confirmed that allowances had been made for any such changes in the budget.</p>	

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	<p>The provision for an additional teacher for the 2015/16 year only had also been made. It was envisaged that this teacher could support Year 6, Pupil Premium or Reading Recovery.</p> <p><i>LA asked whether that was something that a HTLA could do? SW replied that it needed to be done to the level of a qualified teacher.</i></p> <p><i>SP noted the change in lines 112 and 113 relating to income from voluntary contributions and grants. TF asked whether it was reasonable to estimate income of £1K from grants for next year when we had received £28K for this year. SW replied that there had been a focus on grant applications this year and although many had been successful there had also be a large number of rejections. The grant income was not guaranteed and therefore it had not been included in the budget. Any grant income received was ring-fenced for a particular project.</i></p> <p><i>VP enquired about the expected numbers on roll over the next 3 years. SW said that the budget had been based on 365 for 2015/16, 375 for 2017/18 and 390 for 2018/19.</i></p> <p>It was agreed to recommend the budget for adoption at the FGB meeting on 27 March with the caveat that any tweaks could be made prior to submission to the LEA in May, and reported back to the Governing Body. (Refer also to part II).</p>	HH
Monitoring and Accountability		
11.	<p><u>Budget Monitor</u></p> <p>VP outlined how to read the new version of the budget monitor.</p> <p>Governors asked the following questions about the figures:</p> <p><i>Q: What was the commitment column for? (SP)</i> <i>A: Items that were awaiting invoicing. Once invoiced they would be included in the actuals column.</i></p> <p><i>Q: How was the forecasted variance calculated? (SP)</i> <i>A: By an extrapolation of the current budget and the forecast.</i></p> <p><i>Q: Why was the broadband cost so high? (TF)</i> <i>A: The LEA had signed all schools up to a provider, although the money to pay for the service came into the school budget share. The school were now able to approach other providers as the contract had now ended and this was taking place.</i></p> <p><i>Q: Why was there a large overspend on rates? (LA)</i> <i>A: The rates were reassessed earlier this year and an unexpectedly large bill was received. The school did not have to meet these costs and were reimbursed on another budget line.</i></p> <p><i>Q: What was the situation with the gas bills? (IB)</i> <i>A: Alison Munslow continued to read the meter on a monthly basis and bills were in line with the meter readings. The Hub had only been fully operational since last September and so the impact and increase in charges would not be fully realised in the current financial year.</i></p> <p>SW noted that the total underspend for the year was forecast at nearly 6K, although it was likely to be more than that.</p> <p><i>Q: Is there a requirement to turn the under-spend into a surplus? (TF)</i> <i>A: No, the school is not allowed to hold a surplus.</i></p> <p><i>Q: What was the reason for the deficit in the previous financial year? (RV)</i> <i>A: VP outlined the issues with budgeting in the past and what had been put in place to address them. The Governing Body were now more aware of the school's finances and support had been received from the LEA.</i></p> <p><i>Q: Why was there a disparity between spending on numeracy and literacy? (TF)</i> <i>A: The actual spending on numeracy was greater than shown on that line as there had been significant expenditure on numeracy resources which were funded by a grant and therefore not accounted for on this budget line.</i></p>	

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	SW noted that the school would have to bear the costs of maintenance to the hub after June this year. There had been numerous snags over the last 12 months. It was suggested that a thorough snagging audit was carried out in May. IB and SP agreed to help with this.	IB/SP/ IM
Part II Strategic Items		
12.	Staffing and budget implications	
The meeting closed at 21:05		

Signed:.....Simon Palmer..... Date:.....07/05/2015.....