

**Minutes of the Resources Committee meeting
held on Wednesday 22nd November 2017 at 13.00hrs**

Present: Jonathan Spink Chair
 Chris Hamilton
 Margaret Dean
 Susan Carpenter
 Nathan Aspinall Headteacher

In attendance: Debbie Attard School Business Manager
 Janet Pain Clerk

Item	Topic/purpose	Action by
1.	Apologies for Absence These had been received and were accepted from Patrick Dawson who was unable to attend due to the change of date of the meeting.	
2.	Declaration of Interest No governor declared any interest in agenda items.	
3.	Minutes of the Meeting of the Resources Committee of 14th June 2017 The minutes of the previous meeting of the Resources Committee on 14 th June 2017 were confirmed as an accurate record, and signed by the Chair.	
4.	Matters arising from the Minutes Matters arising from the minutes of the previous meeting that are not otherwise included in this agenda. Item 5g School Development Plan: Nathan Aspinall, headteacher, will report on the SDP as part of the Leadership and Management report to FGB next week. Item 10 Safeguarding : Nathan Aspinall, headteacher will circulate a safeguarding report; this will go to FGB next week.	NEA NEA
5.	Terms of Reference The current committee Terms of Reference were agreed. Jonathan Spink and Nathan Aspinall will meet to review these before the next meeting in order to present them in a similar style to the new Children and Learning TOR.	NEA JS

STRATEGIC ISSUES

6.	<p>Report by the Headteacher Nathan Aspinall's report had been circulated to the committee and he invited questions</p> <p>a) Re: One near miss - a loose seat in a minibus. Nathan reported that additional training had now been put in place for 6 staff, in addition to Keith, in order to check all seats are correctly secured. No one was hurt in this incident. Keith has taken on responsibility for the vehicles since Greg left. Drivers have been reminded that they are responsible for the final check before any vehicle is taken out.</p> <p>Adverts have been unsuccessful in attracting applicants for the roles of transport manager and premises assistant; the deadline has now passed. Debbie Attard will send a copy of the advert to Chris Hamilton who will circulate it on social media. Governors noted that we are in an area of low unemployment and therefore will need to persist with trying to recruit. Maggie Dean asked if a volunteer could be used for the vehicles but all agreed this could be very difficult with employment law if particular hours were required.</p> <p>Jonathan Spink asked how easy it was for staff to be released to check seats in vehicles before a trip. Nathan Aspinall reported that there was not a problem with this as they could easily cover staff to undertake this role.</p> <p>b) Contingency planning – Staff absence. See Part 2 Minutes</p> <p>c) Pupil attendance. This had been an Ofsted line of enquiry as attendance was 91% last year. The HMI was happy with the outcome of this enquiry as complex medical needs impact on attendance.</p>	DA CH
7.	<p>Financial Monitoring – Debbie Attard The FMR for the 2nd quarter (to end of September) has now been re-profiled to give a more accurate outturn for March.</p> <p>Revenue Debbie Attard explained the items where there was a significant change</p> <ul style="list-style-type: none"> • Additional funding is as a result of Ever6 and LAC students. • Donations are up because more money is coming in for the ski trip. This will be offset in expenditure (E19) • Staffing expenditure is as expected at 50% except for supply costs as we are covering long term absence for a member of support staff (not covered by insurance buyback) • We had a waste water charge backdated to 2016 and this was an unexpected expenditure • In supplies and services; PP expenditure. We had some unspent PP income from last year so this has been added into this budget. • Photocopying – we have a new agreement so costs are expected to be lower. • Minibus cost should be as expected for the year – insurance / break down costs have not been taken yet. • Overall supplies and services are about on target. • As a result of the drop in funding the school has reduced after school clubs from 4 to 3. We may not be able to run a summer club next year as we can't increase our deficit; decision will be made in April. This might this be something which could attract sponsorship. Patrick Dawson and Lorraine are putting a bid together + we have a fundraiser looking at this. CWSNF and Knights Foundation are possibilities. 	

	<p>Capital We are reviewing spend from this and have ICT resources and grounds items under consideration e.g. fencing.</p> <p>October FMR Debbie Attard outlined that these are the figures which are used for the draft budget plan. Significant changes from projected to actual budgets can be seen by comparing the 1st and 2nd column. There will be some further adjustments to this to reflect staff changes. The additional deficit comes from reduced top up funding which is a reflection of the fact that we do not have full number of students on roll. This is due to part time places in early years and spaces not filling up. (We only have 7 in early years at present – we can take 12). Some 1:1 support has to be applied for from Partnership Resource Forum; this process is really slow but we do eventually get additional funding through this. Currently we have had to put two x 1:1 teaching assistants in place before we have the funding, as it is needed in class. This funding should be backdated when it is awarded as our exceptional needs bids are well put together.</p>	
8.	<p>Draft Budget 2018/2019 Debbie Attard presented the draft budget plan for 2018/2019; this needs to be submitted to the school's Babcock 4S Finance Consultant by 30th November 2017.</p> <ul style="list-style-type: none"> Patrick Dawson had sent in a question about number on roll? Debbie Attard explained this is based on the October census. We have 107 on roll but not full time equivalent. We have some bulge year groups – Primary is full except Nursery 1 and Nursery 2 and we additionally have spaces in complex needs, enhanced provision and Post 16. Number of students in year groups will impact as they move through; we have been taking 8 in a year group with only 4 leaving at the top. Some students from years 1 and 2 are expected to be moving to more appropriate schools (as they are more able) once places are found. Increased costs in 'other staff members' reflects that Midday supervisors have now been employed. Susan Carpenter will be visiting them on her next safeguarding visit. We also have more classroom based staff to support pupils – we are hoping some of this money will come back in from ENP bids (see comment in item 7) Premises staff costs reflect that we are expanding and hope to have an additional member of staff to support the school New Senior Leadership structure will impact on budget. Staffing costs are at 90% of expenditure. Governors expressed concern at this and are going to have to look carefully at costs with the new funding formula in place from April. 90% does not leave much for all the other expenditure the school will need to make. Adjustments in staffing for class groupings might need to be considered for next academic year. Pay recommendations for 2017 have been built into the budget plan for 2018-2019. <p>We can only base the draft budget on figures as known at present. SCC are meeting with Special School heads to discuss issues with funding via banding levels; this isn't effective for a school such as ours and the banding system needs further review. Nathan Aspinall noted that David Monk (Pond Meadow) and Darryl Morgan (Ridgeway) have the same issue. Exceptional Needs bids</p>	SC



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	<p>are still needed to fill the gap in funding which should be met through banding and a solution needs to be found by SCC Chris Hamilton proposed inviting the current cabinet member (Mary Lewis) to visit the school.</p> <p>Stephen Penny (Finance consultant) understands we cannot submit a completed plan by the deadline. The draft budget will be presented at the FGB next week.</p>	CH
9.	<p>Pupil Premium</p> <p>Kirsty Minguard has updated the statement on the website. We had £11K carried over from last year but more whole school initiatives are now in place and staff training has been completed which will benefit students with PP. Governors asked if attendance was an issue with PP students? Nathan Aspinall stated that there appeared to be no link between PP and either attendance or attainment. We will not carry so much over in the future as this money is being used on training and resources to benefit students. It was noted that PP funding might not continue to exist in the future and this would be a concern.</p>	
10.	<p>Sports Premium</p> <p>Sports Premium is being used to support Aimee to drive initiatives for sports.</p>	
11.	<p>Schools Financial Value Standard</p> <p>This year's SFVS is due for submission in March 2018. The agreed action point from last year was to strengthen links between the SDP and the school budget plan. Debbie Attard is looking at this with Nathan Aspinall and Patrick Dawson.</p>	DA NEA PD
12.	<p>Lettings</p> <p>We have not had any income as yet from the lettings agency although we do have lettings, particularly for the hydro pool. There have been teething troubles but the manager is getting to know the school and is working well with us. The hydro pool is used all day Saturday and some Sundays and as a result some Mondays the pool has been out of action. We are looking into ways to re-jig the timetable to give time to Keith on a Monday morning to sort this.</p> <p>Performing arts groups are using the hall, and this facility will then be promoted to yoga groups etc. There was a good piece in local paper a short while ago promoting our facilities. The agreement with the lettings agency has a sliding scale of income for the school over the next few years. Debbie Attard will check when the first payment is due to be made.</p> <p>Income from lettings is not in the draft budget yet as figures are unknown.</p>	DA
13.	<p>School Emergency Plan</p> <p>This is based on a document from SCC. Nathan noted that a loud hailer has now been added to the grab bag. Governors suggested that a Dictaphone might be useful to record decisions made as an emergency evolved (or a contemporaneous record kept in a note book). Although it is impossible to plan for every eventuality the biggest emergency challenge here could be an evacuation of the school.</p> <p>Teachers are having training on Operation Duke at a staff meeting.</p> <p>Governors noted that we are still on the chain of notification for Broadmoor sirens should they go off.</p>	

14.	<p>Safeguarding</p> <p>In considering Safeguarding issues where they impact on school resources, governors noted that Ofsted Inspection picked up that we were using an old Babcock template for our Single Central Record and that we needed additional columns. Nathan Aspinall contacted Babcock and they will charge £300 to transfer us onto the new form. Susan Carpenter and Chris Hamilton felt that Babcock should pick up the cost for this work. Nathan Aspinall will follow this up and Debbie Attard will now check annually that we are using the correct template in the future.</p>	NEA DA
15.	<p>Health and Safety</p> <p>From the most recent walk round inspection report the following was noted:-</p> <ul style="list-style-type: none"> • There had been one issue with a pupil getting off bus before the gates were closed (student needed the toilet), however, there was not a danger identified from this due to the position this bus was parked in. • Governors noted that there had been no specific instruction as to when students could get off the bus. • Nathan Aspinall noted that they had drivers and escorts coming in on Monday for 'Makaton and bacon sandwiches'. • A walk round inside the school also took place, but governors didn't go in most classrooms as this was considered too disruptive to classes at the start of the day. • Ofsted also observed our morning routine with buses arriving and were overall very impressed with this. 	

INFORMATION

16.	<p>Information</p> <p>To receive reports from the Headteacher:</p> <ul style="list-style-type: none"> • Health & Safety Report – see item 6 • School fund account <p>There is currently about £12.5K in the School fund. £5.5K is committed to support offsite PE including horse riding, swimming etc. About £700 was raised from the Quiz night and income from the school Christmas fair is yet to come.</p> <ul style="list-style-type: none"> • Accident and incident monitoring– see item 6 • Attendance Management – see item 6. School will look at breaking down attendance figures to compare those of students with complex medical needs to other students in the school. 	NEA DA
17.	<p>Policy Reviews</p> <p>Debbie Attard advised governors that she was looking into a system of electronic circulation of policies with 'Every'– this also keeps an electronic record of who has read what! It was agreed that this was potentially a good way of logging who has read what and could centralise and stream line the process of policy review.</p> <p>Accident reporting can also be electronically centralised on 'Every' for an additional £500 a year.</p>	
18.	<p>A.O.B.</p> <p>See Part 2 Minutes</p>	



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OTHER

19.	Dates of Next Meeting The date of the next meeting was agreed as Wednesday 21 st February at 13.30 Governors were aware that the middle of the day can be difficult for Patrick Dawson and Jonathan Spink will check he is available for this date and time The FGB meeting at 18.30 next Wednesday, 29 th November will receive and finalise the draft budget. Debbie Attard will circulate this.	JS DA
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The meeting finished at 14.50

Signed _____ Date _____
Chair