

Directorate for Children & Adults

THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL

RESOURCES COMMITTEE

Minutes of the meeting of the Resources Committee held at 6.30 pm at the School on Tuesday, 7th May 2019.

PRESENT

Mr R Michael (Chair), Mrs H Boyle, Mr N Cappleman and Mrs R Woods.

IN ATTENDANCE

Mrs N Addison (Minute Clerk)
Mrs S Latham (Associate Governor/SBM)

Item	Minutes	Action
249. Apologies for Absence and Declarations of Interest	There were no apologies for absence or declarations of interest. ACTION: To ensure Mrs Woods had an up to date Declaration of Interests form completed and updated on the School website.	HeadTeacher
250. Any Items to be raised under Any Other Business	No items were notified to be brought up under Any Other Business.	
251. Minutes of the Meeting held on 18 March 2019	RESOLVED: That the minutes of the Resources Committee meeting held on the 18 th March 2019 be approved as a correct record.	
252. Matters Arising	<u>Fire Drill (Minute 237 (b) refers)</u> The Head Teacher confirmed that the fire drill had gone ahead and this had been discussed in further detail at the last FGB meeting. The Head and Chair had arranged to conduct a Health & Safety walk tomorrow.	

Item	Minutes	Action
	<p>Q What will you be looking at on the Health & Safety walk?</p>	<p>A We have an audit responsibility so we will be reviewing policies and the accident book as well as doing a walk around of School, assessing any areas for potential hazards.</p>
<p>253. Pupil Safety Register / Accident Book – Presentation of Data</p>	<p>Governors reviewed the Accident data for 18/19 to present and compared this with the data from 2017/18. The data included the time of day the accident had occurred, in which zone, the cause and if first aid was given. Governors noted that there were no particular patterns to the data and there was nothing that stood out as an area of concern.</p>	
<p>254. Review Staff and Governor Training against SDP</p>	<p>No specific training had taken place since the last review although staff had received CPD on monitoring which was in line with the SDP and this was all up to date. Two monitoring sessions were scheduled for tomorrow.</p> <p>The Chair and Mrs Boyle had been on the NGA's Recruiting A Head Teacher Training.</p>	
<p>255. Financial Management and Monitoring</p>	<p>Governors thanked Mrs Latham for the Budget Monitoring Report and the draft 19/20 budget information she had sent prior to the meeting and expressed their gratitude as to how well the budget was being managed. Governors had sent the following questions to the School Business Manager:</p> <p>The Budget Monitoring Report</p> <p>Q1: Employee Related Insurance – 27.7% increase vs 3% budgeted. Is there any opportunity to find another insurance provider?</p> <p>A1: Kirklees currently procure our insurances and advised us that the increase would be around 3% and it is unusual for it to be above what they advise. Governors were referred to an extract from the Kirklees Finance Manual which advised Schools that they were able to seek alternative insurance arrangements but they needed to conduct a detailed like for like comparison from a different provider. Currently, by being part of the LA's Employer's Liability Insurance, the School benefitted from a discount due to economies of scale, no excess to pay as the LA would cover this, LA manage the school claims experience (10 years), £50m Cover as opposed to £5m/£10m and an In-house Insurance Specialist.</p> <p>Q2: Do we need to be mindful of the large increase this year and build it into next year's budget?</p> <p>A2: Yes, we will take into account the actual increase this year rather than the predicted increase.</p> <p>Draft Budget</p>	

Q3: Is the wrap around care included in 'extended school income' and additional staffing hours in the staff costs?

A3: Yes, this also includes an additional 20 hours for sickness and CPD cover.

Q4: If the LA can see that our Breakfast/After School Club isn't breaking even, are they able to tell us not to do it when reviewing the budget?

A4: The draft budget has been approved by the LA. They may be more likely to intervene if we were in a deficit position or if we were having a staffing review.

Q5: Do we have a prediction based on this school year and current usage of what we expect the wrap around care position to be?

A5: The average uptake for both the current academic year and last financial year stands at 5 pupils per day, the breakeven target being 9 per day in financial year 2019-20. The budgeted income for 2019-20 has been based on the average income received in 2018-19 for both Breakfast and after-School Club. The viability of the after-School Club will be reviewed in Summer 2.

Q6: What is the latest position Re: After School Club? How much has it cost and how much have we brought in? What is the %age and total deficit?

A6:

	After School Club	Breakfast Club
Income	£4,916.90	£4,372.60
Expenditure (Salaries & Resources)	£8,455.79	£2,831.60
Net	Loss - £3,538.89 (41.8517%)	Profit £1,541.00 (54.4215%)

Basic Age Weighted Entitlement as at Budget Allocation 2018-19 & 2019-20: £2,747
NB Breakfast Club Salary is currently funded from Sports Premium.

Governors went on to have a discussion around the wrap-around care provision. When looking at the clubs together, there was an overall loss of £1,987. Governors felt that the club was a valuable service and stopping it could potentially mean parents sent their children to alternative Schools so agreed it was worth trying to increase revenue before stopping it completely. It was suggested and

agreed that a different model was explored for the after-School provision to see if it could encourage more pupils to use it. For example, by charging for different sessions or linking it with the other after School clubs whilst being mindful of staffing, costs and time involved in its administration. There was a new starters meeting taking place next week and School would use the opportunity to promote and gauge any expressions of interest in the wrap around care. Staff were currently in the process of collecting feedback from current pupils using the service.

ACTION: To discuss further at the next meeting of this Committee.

Q7: Could the overall staffing costs be lower if the new HT is at a lower pay scale?

A7: The worst case scenario has been budgeted for, therefore, there is potential to make savings should the new HT start on a lower pay scale.

Q8: NC is SENCO and if his replacement is not SENCO, we will have to fund this training. Is that in the professional development cost or would it be taken into account when we know the situation?

A8: The PG Cert National Award for Special Educational Needs Co-ordination course costs approximately £1,300 and takes 9-12 months to complete. As the start date for this training is usually in September, we would probably need to budget for this in 2020-21.

Q9: Similar question regarding the specific leadership training that heads can undertake. If the successful applicant does not have this qualification, is this something that we would have to budget for and would it be over more than one budget year?

A9: We have purchased the Head Teacher Support Service which offers confidential support and guidance, together with tailored training to meet the demands of Headship. They also co-ordinate and lead the Head Teacher Induction Programme and the allocation of mentors for all new Heads. In addition to the above, the budget also allows for annual CPD requirements and commitments of the Head Teacher role e.g. DSL training, Subscription to Kirklees Pyramid Heads, Diocesan Head Teacher Annual Conference and ad hoc CPD. With regards to the specific NPQH qualification, I would expect that most applicants would have already undertaken this as part of their CPD for headship.

Q10: Broadband/IT Software and computers - can these come out of devolved capital?

A10: Unfortunately, the DFC Grant is not appropriate for IT licences, software or the annual broadband rental fee and cannot be used for any form of recurrent expenditure. For example: If we were to purchase a laptop, predominantly these come pre-loaded with software and a licence as part of the purchase price. In this instance, DFC is appropriate and covers the

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purchase as a whole package. However, year on year, any licence renewal, additional licences or software upgrades becomes a maintenance/ongoing commitment which should be funded from the school revenue budget. In addition to the above, we are on a proposed boiler plant replacement scheme, estimated to cost £68,000. Asset Management have requested a contribution of £10,200 from our DFC based on the following:

Available DFC Balance £7,900

Anticipated DFC Allocation for 2019-20 £5,000

Less Current Commitments (Works to Staff Toilets) £2,000*

*Excludes additional costs of £3,000 following a visit from Timberwise who

Assessed the extent of the damp problem and subsequent additional works

(Asset Management were fully aware of the additional costs prior to seeking the £10,200 contribution).

We are currently awaiting a decision from Asset Management following our request to reduce the school's contribution from DFC.

Q11: Swimming Service, this cost is a large %age increase. Is it determined per pupil and will there be more children in Class 3 from September?

A11: Swimming Service is determined by the number of pupils in Years 3 and 4 at October Census. Last year there were 28 pupils at £93 per pupil and this year 33 pupils at £96 per pupil (an increase of 3.2258% on last year's charge per pupil). Swimming is part of the curriculum for Year 3/4 pupils.

Q12: DRH said that the second day of interviews usually takes place offsite and we would have to hire a venue e.g. Cliffe House, or rooms at the Town Hall. Should we factor this into the budget – I appreciate that the work's now been done so perhaps one to note later down the line?

A12: £500 has now been added to the Draft Budget for Interview Expenses.

Q13: Rent Review - I note NC is in negotiations, is this something we have any control over or do we ultimately have to pay what they say?

Q14: Rents (premises only) 46.7% increase? That seems extreme – can you explain the process?

A13 & A14: We are currently waiting on advice from Cheryl Noble of Physical Resources and Rebecca Haigh of Legal who were both involved in the rent review in 2014-15. Negotiations will be based on the open market rental value (review due on 31st August 2019). In the interim, the same percentage increase from 2014-15 has been used for forecasting purposes.

Q15: Am I correct in my reading that without the carry forward from this year we would be in deficit by £194?

A15: We have budgeted to use £1,166 of Sports Premium funding brought forward from 2018-19 to fund the purchase of equipment and/or storage for outdoor learning (Sports Premium is allocated on an academic year basis, therefore, any unspent funds should be carried forward to the next financial year).

In effect, we have £972 surplus:

£490,162 - £1,166 + £194 = £489,190

£490,162 - £489,190 = **£972 Surplus/Contingency**

Unfortunately, the B1/Draft Budget only allows us to include the budget allocation figure and not the carry forward, making it appear we are in deficit by £194. However, the B3/Final Budget also allows us to include the carry forward, which better reflects the actual position.

Q16: Can you pick out the extraordinary charges for HT recruitment so we can understand the budgeting impact of this please?

A16: TES Advert £1,250 and Staff Advertising Costs £500.

Q17: Why does Government Grants/TTA exclude UIFSM, is this ending?

A17: UIFSM is continuing in 2019-20. The UIFSM grant is based upon uptake on Census days. As the total grant received is offset by the subsequent additional catering charge, we are advised to leave the UIFSM grant and additional catering charge out of the budget to avoid under/over estimating.

Governors thanked Mrs Latham for her responses to their questions.

RESOLVED: That the Resources Committee recommend that the draft 19/20 budget be approved.

RESOLVED: That the 3 Year Budget Review be deferred until the next meeting of this Committee.

Governors reviewed the amended Accessibility Plan for 2019-2022. Mr Cappleman drew Governors attention to the changes which included 3 key aims:

- **To Improve the Schools Physical Environment**
 - Review the lighting in Apple Class (depending on s106 funding)
- ACTION:** To compile a list with evidence of the needs of the School to help with funding.
- Review access to all areas of the School including playgrounds.
 - Ensure disabled parking spaces are demarcated.

256. Review Accessibility Plan

Item	Minutes	Action
	<ul style="list-style-type: none"> - Consider permits for staff/parent parking. <p>ACTION: The Chair was due to attend a meeting of the Richard Carter Trust the following day and would attempt to clarify issues regarding the car park.</p> <ul style="list-style-type: none"> • To Increase the Extent for Disabled Pupils to Participate in the School's Curriculum <ul style="list-style-type: none"> - Staff CPD - Revision of Curriculum • To Improve the Delivery of Information <ul style="list-style-type: none"> - Ensure all documents are easily accessible. <p>RESOLVED: That the Resources Committee recommend that the Accessibility Policy be approved.</p> <p>Governors were reminded that the LA Accessibility Plan was in their folders for their information.</p>	
<p>257. Review inventory and Approve Disposal of Obsolete Resources</p>	<p>This had been discussed at the FGB meeting.</p>	
<p>258. Staffing Updates</p>	<p>The Head Teacher Informed Governors of changes in staffing following two resignations from members of staff. Both positions would be replaced/covered on a fixed term/temporary basis in the event that the incoming new Head Teacher wished to make any changes to the staffing structure.</p> <p>Q Are there any budget implications when covering these positions? A No, if anything there may be potential savings.</p>	
<p>259. Premises Update</p>	<p>The following updates were given:</p> <ul style="list-style-type: none"> • The Health and Safety Audit would take place tomorrow. • There had been no response from the housing developers (ACTION: Chair to raise this at the Richard Carter Trust meeting). • The fire evacuation test had gone ahead in March and had gone well. 	

Item	Minutes	Action
260. FoF / School Funds Working Party	<p>The Head Teacher reported that the School had used some of the funding and were looking at purchasing a new guided reading scheme including a 'Descriptosaurus'.</p> <p>Committee members discussed the continued efforts made by Friends of Flockton and the varying success of events attended including the Beetle Drive which was due to take place the following evening. Governors expressed concern that it seemed to be the same people organising and attending the events and this had led to disappointment. A wide range of fundraising events would continue to be organised to raise money for the School.</p>	
261. Policy Reviews	<p>The Head Teacher advised that the Compliancy tracker was up to date. Mr Cappleman would be reviewing the Schools Financial Policies and bringing those to the next Committee for approval.</p>	
262. Governor Training	<p>Mrs Boyle and Mr Michael had completed the Recruiting a Head Teacher training.</p>	
263. Any Other Business	<p>There were no items of Any Other Business.</p>	
264. Agenda, Minutes and Related Papers – School Copy	<p>RESOLVED: That no part of the agenda, Minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	<p><i>Michael</i> 11/11/2019</p>