



Fen Ditton C. P. School

Minutes of the Meeting of the Resources Committee of the Governing Body
Monday 23rd April at 5.30pm
Version Final

Present;

Rob King	Co-opted Governor
Stuart Wood	Co-opted Governor
Bryn Garrod	Co-opted Governor (Chair)
Claire Hawkins	Clerk
Mark Askew	Headteacher
Tom Barden	Co-opted Governor
Sarah Hinton	Finance Officer
Prue Raynor	Executive Head AL Primaries
Rebecca Walsh	COO AL MAT

Supporting Documentation:

- [1] Mini Interim Budget
- [2] Staffing Updates
- [3] GDPR information slides

1. Meeting Attendance

There were no apologies for the meeting.

2. Register of Pecuniary Interests

No interests were declared for the meeting.

3. Mini Interim Budget [supporting document 1]

RW thanked SH for the work she has put into producing the budget, and her technical support through the process.

RW explained that funding now comes directly from the DfE, and has not been top sliced by the LA and is therefore slightly higher. RW expects a transitional phase of 6-12 months after which the cost savings of joining the MAT will be more apparent. AL are committed to long term savings and cost effectiveness.

PR set a deadline of July 2019 to show the obvious impact of savings/efficiencies by the Trust. She reminded governors that not all the impact is financial, but also in support with HR, management, and efficiencies in teaching and learning. It is hard to put all benefits of academisation down as pounds on paper.

The school is not showing a balanced budget at present, but the deficit is about the same as the MAT charge, and this is satisfactory.

Governors asked what the forecast for the next whole year budget was looking like?

Funding for next year is not confirmed yet, and SEN funding could change therefore the draft budget is not complete. However, a £12k deficit is possible, and again, this is acceptable in these early stages of academisation.

A governor asked for clarification on what our carry forward was now available for?

RW confirmed that the carry forward has become a 'reserve' within the trust. The trust has a Reserves Policy, and ring-fence a percentage of reserves. This would be around £55k of ring-fenced reserves for Fen Ditton. The additional reserves above this figure can be used by the school, by putting together a proposal, costs, and recommending the expense to the AL Board.

A governors asked how much the LGB was in control to alter this mini budget before approval to the AL Board?

RW replied that in reality, there is not much to play with. The majority of the funds are predestined, and the finance team have worked hard to produce this interim budget.

SW left the meeting, 6.20pm

A governor noted that this time last year we were expecting a much bleaker picture of running down our reserves quickly. The picture looks more positive now – what is the strategic position?

RW replied that this budget is based on the previous year, which may have been a very lean budget. The danger with extrapolating from such a starting point is that we may not be able to continue to run at this 'lean' level.

After discussion, governors **agreed** to accept the interim mini budget, and **recommended** this budget to the AL Board.

The next LGB meeting will see the draft budget for 2018/19, and by June 2018, this should be a balanced budget, to be agreed by governors at the LGB meeting on 26th June.

SH and RW left the meeting, 6.40pm

4. Minutes from Resources meeting held on 19th March 2018

The minutes were amended at point 5.3 to clarify expense on contracts, and then agreed as a true record of the meeting and signed by BG.

5. Matters Arising

Item 4.1 Roadside sign. No progress by SH, as other priorities and no funding. On hold until we can incorporate AL information in new school signage.

Item 4.2 MA will resend SDP.

Item 4.3 TB has circulated GDPR training slides.

Item 4.4 MA has shared the detailed report on our Energy Performance.

Item 4.5 SW has not yet shared benchmarking information. Carry forward. **ACTION SW**

Item 4.6 SFVS submission – RW advised that if there is no feedback or benefit to the school, then don't submit this finance audit to the LA.

6. Staffing Updates [supporting document 2] Pupil Premium, Sports Premium

MA reported that due to the complex needs of some pupils, there have been some TA changes. One TA has started on a full time basis, and another on a part time temporary contract. MA is currently also looking at the multiple contracts of one TA with the aim of combining them into one contract, and reducing overall hours at the request of the TA.

There has been one teacher resignation, and after advertising the position, we have two applications. If needed, there will be time to re-advertise.

A recent SEND team support meeting has had a positive outcome, with the promise of extra provision and support. Also, recent bike shed damage costing £1000 will be met by the SEND team.

The school catering service is ceasing trading, and AL are currently looking for alternatives. A possibility is extending the current secondary offer, but only if it is fit for purpose for the primaries. RW is putting together a requirement package for all AL primaries, and a new provider is also a possibility.

Sports Premium funding is not required to provide midday cover at present, therefore the coach is providing CPD sessions to TA staff once a week, in order that the TA's can lead sports activities during midday duties more effectively.

7. Travel Plan

RK reported that the Big Pedal started today, he will email Alice Parker a reminder.

8. Health and Safety

MA reported that there are no major actions, and Paul has notes from his walk around check, but not in a format for governors to see.

The school are using a new 'EVERY' online tool which staff can report any maintenance issues in the school, and every issue feeds into an AL wide system, therefore allowing for efficiencies to be made in repairs/maintenance.

AL will deal with H and S compliance.

9. AOB

GDPR – MA and TB have started the toolkit, and looked at the work that SH has done so far on this [supporting document 3].

SH has completed a huge amount of work on this, which will lead to guidance for all staff on how to deal with GDPR regulations on a day to day basis. AL Trust will provide the required Data Protection Officer, and that person will need our information to check how we are dealing with the regulations.

There being no other business, the meeting closed at 7.15pm

The next meeting of the Resources Committee is on Monday 11th June 2018