

MILTON ROAD PRIMARY SCHOOL
Minutes of Resources Meeting 24 November 2008

Present: IL (chair), YA, JE, JL, PJ, JJ, SR HH

1. **Apologies:** Carlos
2. **Declarations of interest:** none.
3. **Minutes of last meeting:** approved with one addition: under 9.1 add "extra laptop trolley" to the list of formula capital items.
4. **Matters arising:** all actions had been carried out with one exception: IL had been unable to attend the meeting with the school's financial advisor.
5. **Staff Matters:**
 - 5.1. SR reported that Sue Smith (Senco) will be leaving at Christmas and that Sheila Hiley (who has earlier acted as Senco in the Infants' school) will become our Senco on a 2 days per week basis. This is slightly less time than currently allocated, however Sue Smith also has responsibility for line management of TAs and this responsibility will be re-allocated to Key Stage leaders, with performance management being allocated to HT or DHT. The change implies a financial net saving.
 - 5.2. SR reported that the TA position with responsibility for an SEN child in reception was proving troublesome. The original appointment had unexpectedly left even before starting work and had been temporarily replaced by an agency staff member (who had proved very capable). A second appointment to the post had started work but then left very shortly afterwards and so agency replacement was again required. A third appointment should be made shortly. SR noted that the SEN child in question had particular needs but these were clearly articulated in the job description. These problems had some financial implication as agency staff are more expensive than TA appointments.
 - 5.3. Governors noted the recent conclusion to the Headship appointment process and discussed the forthcoming vacancy for Deputy Headteacher. It was agreed that there is a good opportunity to revisit the school staffing structure; that the input of the new HT is vitally important and that flexibility needs to be retained to enable the new HT to re-visit the structure in the future.
 - 5.4. It was agreed that SR and HH should draw up an "ideas" document in order to help future discussion. Two ideas explored in the meeting were: a) to appoint a Deputy with an updatable or flexible job description b) to appoint an acting Deputy Head. It was agreed that IL should write to the new HT once the appointment is confirmed in order to start a conversation about possible options.
Actions: SR, HH, IL
6. **Current State of Budget versus Plan**
 - 6.1. Governors examined the monthly Budgetary Control Report (as at November 2008). SR reported that day-to-day interaction with the new bank account system was proving very good however the monthly Control Reports remained troublesome as the columns labelled "Original Budget" "Revised Budget" and "Profile" lay outside the school's control and, apart from the "Revised Budget" which simply represents the school's agreed budget, are of uncertain value. Certain variances were highlighted as requiring attention.

- 6.2. The school has not been allocated the income for one teacher and one TA promised by the LA as part of the package for the additional reception class. The school's financial advisor is chasing this.
- 6.3. The school has a valuable underspend on gas (£2k approx) owing to a refund from last year.
- 6.4. Income from HT's SIP work is reported under Contributions-Miscellaneous.
- 6.5. The school is receiving Bank interest as anticipated, although interest rates have been lower than originally expected so the income is slightly less than predicted.
- 6.6. The LA is claiming an extraordinary payment of nearly £6k under "Emergency Capital", which normally represents repayments of borrowings from LA. School staff could not explain this claim and the School's Financial Advisor is again chasing this item. Governors agreed that Milton Road Primary School owed no such amount and the Chair would write formally in support of this if necessary.
- 6.7. Governors requested the School's financial advisor to revisit the Profile part of the Budgetary Control Report (and chase the LA if necessary) as a matter of urgency.

Action: SR to forward the request to school financial advisor

7. **FMSIS**

- 7.1. IL noted that the school would shortly be preparing to meet the "Financial Management in Schools Standard". There were conditions on governance including a "governors' competencies matrix". He would circulate this and table it for the next meeting. In addition, it would be prudent to ensure certain required policies (e.g. whistle-blowing policy) were up-to-date.

Action: IL

8. **Premises**

9. Governors thanked PJ and SR for undertaking the Health and Safety tour with the site officer. The report was discussed and approved. It was agreed that SR should investigate notices similar to "Mind the Step" as suggested in the report.

Action: SR

10. **AOB:** none

11. **Date of next meeting:** scheduled for January 19th 2009.

12. The resources committee meeting was followed by a meeting of the Pay Committee (separately minuted).