

MEETING OF THE RESOURCES COMMITTEE

Monday 23 November 2009, 19.30hrs

Present: Lisa Kennedy, Paul Jobson, Ysanne Heald, Ian Lewin (Chair), Janie Jones, John Elliot, Ankit Mathur, Matthew Borg, Stephen Burton

1. Apologies for absence

- 1.1. Steve Clarke

2. Declarations of Interest

- 2.1. There were no declarations of interest relevant to the current meeting.

3. Minutes of previous meeting (28 Sep 09)

- 3.1. The minutes of the meetings of 15 June were agreed, and signed by the Chair as a true and accurate record of the meeting.

4. Matters arising

- 4.1. All matters were agreed as either completed, or covered elsewhere on the agenda.

5. Financial Issues

- 5.1. Budget

SB distributed the most recent Budgetary Control report and the school's bank balance sheet reports. He reported that the school is currently predicted to carry over £15,000 slightly more than was predicted at the start of the year. This is largely due to some savings on staff costs; however SB reported that there have been some cases of flu and they have been keeping staff off, which will mean that supply will run slightly higher in future control reports.

Governors asked about the Educational Visits spending which appeared to be unusual: it was explained that the school has pre-paid for a school trip and will be reimbursed.

Governors asked about the Curriculum expenses variance. SB thought that was the spending on the playground equipment and the school will be reimbursed by the PTA.

Signature of Chair

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There was some discussion on whether profiling could be further improved in order to enhance the effectiveness of the Budget Control report. For example, the Insurance column appeared to show a large variance but this was simply that the total for the year had already been paid but the profile was assuming monthly instalments. Paul Jobson volunteered to come in and spend some time with SB looking at the profiling within the financial reports to try to improve their usefulness. IL thanked PJ for this offer.

Actions:

SB to follow up to verify with Gill the curriculum variation with regard to playground equipment.

PJ to spend some time with SB looking at the profiling

5.2. Update on new catering contract (Confidential)

This item is reported under a confidential minute

6. Financial Management Standards in School

SB explained that he and Gill had been working hard on filing the documentation necessary to substantiate our adherence to FMSIS. The current file was circulated. The school was planning on a formal assessment for the end of March with a preparatory "check all in order" visit by Ray Byford from the County to take place beforehand. SB noted that part of the documentation included individual returns by governors. Governors completed an R20 questionnaire each and returned to SB. Other requirements on governors (e.g. statements of delegation) had already been satisfied at earlier meetings. Approval of a Statement of Internal Control was still required.

Action:

SB will bring the completed Statement of Internal Control to the next Full Governor's Meeting for approval.

7. Personnel Issues

7.1 Staff Update

SB reported that three new staff members are starting shortly.

Signature of Chair

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SB reported that we will need to begin the procedure for filling the Deputy Head position (currently we have an Acting Deputy Head) in the new year.

Action: SB to verify whether national advertising is required by the County for Deputy Head positions

SB reported that Performance management for staff is finished.

8. Premises issues

8.1 H&S site review

SB stated that a site review by SB, PJ and the site officer, Julian Blakeman had taken place today. SB summarized the main findings: There were no major problems, apart from a pre-existing problem with one of the doors which has been repaired. The full report will be circulated.

Action: IL to circulate the full report for approval at the next Full Governors meeting.

9. Resources policy review timetable (postponed).

10. AOB None on this occasion

11. **Date of next meeting** Full Governors 14 Dec 09

Signature of Chair

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Date