

MEETING OF THE RESOURCES COMMITTEE Monday 22 February 2010, 19.30hrs

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

1. Apologies for absence

1.1. Ysanne Heald, Carlos Montes and Ian Nimmo-Smith.

2. Declarations of Interest

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

3. Minutes of previous meeting (23 Nov 09)

3.1. The minutes of the meetings of 23 November 2009 were agreed, and signed by the Chair as a true and accurate record of the meeting.

4. Matters arising

4.1. **Action item to be carried forward:** Paul Jobson intends to spend additional time with Stephen looking at the financial profiling. Although the County Spreadsheet appeared to be unalterable, PJ had developed a copy in which the school's own profiling could be added. He agreed to share this further with Gill and SB and investigate whether this would prove useful.

4.2. All other 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 and balance sheet reports to the end of January 2010. These now come in a new format. SB reported he had recently undertaken some Cambridgeshire Budget Toolkit training.

SB reported that the school is now predicted to carry over £20,000 at the end of the year. This was mostly owing to an enforced reduction on spend on TAs since the Autumn term. SB reported that he felt there were no issues for concern on the current variance shown in the report. The largest variation occurred under E18 Other Occupation Costs. Additional costs associated with the New Building had previously been noted to be high. SB stated that the budget for this item should be raised next year. Governors noted that I16 (extended schools) showed an additional income of nearly £4k over the budgeted amount.

Action: SB to check on what restrictions on spending this might obtain

Looking forward, SB reported that the budgeted funding for 10 students the school loses at the end of 2009-10 will remain for the 2010-11 year, but would be lost in 2011-12.

IL enquired whether the anticipated external funding for the Global Links SDP objective had been received. SB said that he was currently pursuing the matter with the British Council (project funder) and Mereside Primary School (budget holder). IL wondered whether a letter from governors might aid a speedy resolution.

5.2. Update on new catering contract

IL reported that the catering committee had met. Also, he and SB met with Amanda Ashmore of Aspens and discussed various possible ideas for further marketing their meals.

SB reported that Aspens have been supporting coffee mornings at the school and have also been involved in school assemblies. They are also marketing their packed lunch option in an attempt to increase the number of children having meals each day.

IL reported that we have one more session with Peter Sulstan, the catering consultant, on 4 March and invited governors to join his visit in order to add their voices to the review process. Governors noted the importance of effective marketing. SB reported that the school had been monitoring actual uptake of meals. Discrepancies between numbers of payments and numbers of meals eaten had resulted in Aspens chasing substantially more invoices than previously. Governors expressed the hope that an increase in uptake plus more effective invoicing would lead to longer term sustainability.

PJ reminded governors of their intention to use past VAT receipts submissions to allow us to get an accurate picture of meal numbers in 2008-9 for comparison with 2009-10.

Action: SB to query Gill whether this is feasible.

Aspens have now signed the contract and the school has paid the initial £1,000 subsidy as agreed. IL noted that Aspens would be attending the forthcoming Full Governors meeting to report on progress.

6. Financial Management Standards in School (FMSiS)

6.1 Internal Controls Review Report

IL drew attention to the recently completed Internal Controls Review Report, completed after a visit by himself to SB and Gill. The objective of the report is to enable governors to satisfy themselves on one of the questions in the FMSiS Pre-Certification Checklist: "Have we undertaken a thorough self-evaluation of the internal control systems in operation during the year and did not find any weaknesses that needed to be addressed as a high priority". Governors subsequently responded affirmatively.

AM enquired whether the Internal Controls Review Report would be a regular item in subsequent years. IL confirmed that it would.

Action: Add a standing item to the agenda of the winter term Resources committee meeting to conduct an Internal Controls Review.

6.2 FMSiS Preparation

SB showed governors the current state of the FMSiS evidence file and updated governors on the internal audit progress in preparation for the 31 March 2010 FMSiS certification audit. The internal audit has highlighted two issues which need to be addressed:

1. Financial Procedures Manual is required and needs to be created
2. Many responsibilities rest with one person (Gill) who happens to be retiring shortly

6.3 FMSiS Pre-Certification CheckList for Governors

IL read out the statements governors were required to attest to from the "R15B Statement of Internal Controls" document. Governors agreed to authorize IL, JE and SB to sign off the Statement as an accurate reflection of the school's internal controls.

7. Personnel Issues

7.1 Staff Update

SB reported that Gill Smith is retiring at Easter, and as no succession was in place, the school would be looking for an external appointment to fill her position. SB indicated that he would also be looking to have another member of staff share some of the financial admin responsibilities so that there is better coverage of that key knowledge.

The governors all expressed their gratitude for Gill's "exceptional abilities" and long-term commitment to the school.

SB also reported that Carrie Hilliard is leaving, Sue Cook will be on maternity leave and four TA appointments were made at the end of last month: Stacey Chapman, Fiona Brown-Roche, Beverley Corby and Kathleen Leishman (one year).

7.2 Arrangements for the Deputy Head appointment

SB circulated the deputy head teacher job description and proposed copy for the advert. The advert was to go out on Friday, 26 Feb 10.

The following volunteers will form the selection panel: Ian Lewin, Carlos Montes, Ysanne Heald, Lisa Kennedy and Steve Burton.

The governors voted to delegate the selection powers to this group.

IL stated that he appeared to have conflicting advice as to whether a meeting of the Full Governing Body was also necessary to ratify the recommendation of the Selection Panel.

8. **Premises issues**

8.1 Review of actions arising from H&S site review

SB reported that a new sign was being made to notify visitors of the “no dogs” policy. This would be mounted on the school gates. SB also reported that trees will be inspected regularly for branches that may be safety hazards.

SB also reported that Julian will begin replacing all plastic vents with metal vents in an attempt to make the void space more difficult for rodents to access. There are no signs that rodents have gained access to the foundation space, but the metal vents should help to keep them out.

A new door has been installed in the Year 4 classroom area. This design should prevent the glass from breaking if excessive wind causes the door to slam.

SB reported that he is pleased with the fire drills he has conducted and he will continue to run these periodically.

9. **Resources policy review timetable**

9.1 SB updated governors on policy reviews and noted that in future all relevant policies would come to the committee for review.

Action: SB to send a policy review timetable

Action: Chair to add policy review as a standing agenda item.

10. **AOB**

10.1. Review of clerking options

IL will circulate a paper for review and the committee will discuss in May.

11. **Date of next meeting**

11.1 The next meeting will be held on 10 May 2010.