

JOINT MEETING OF THE RESOURCES COMMITTEE
AND THE FULL GOVERNING BODY



Monday 10 May 2010, 19.30hrs

Present: Ysanne Austin, Matthew Borg, Stephen Burton (Headteacher), John Elliott, Paul Jobson, Janie Jones, Lisa Kennedy, Ian Lewin (Chair), Ian Nimmo-Smith and Ruth Sapsed

In attendance: Emma Faid (Clerk)

1. Apologies for absence

1.1. Apologies were received and accepted from Steve Clarke, Ankit Mathur, Carlos Montes and Karen Watson.

2. Declarations of Interest/Register of Pecuniary Interests

2.1. No interests were declared in respect of the current meeting.

2.2. With regards to the 2009/10 Register of Pecuniary Interests, the Clerk reported that she had now received declaration forms from all governors. Renewed GB Code of Conduct forms were still outstanding for a few governors, and she would continue to follow these up.

Action: Clerk

3. Minutes of previous meeting (22 February 2010, 15 March 2010 and 30 March 2010)

3.1. The minutes of the Resources Committee meeting on 22 February 2010 and the Full Governing Body meetings on 15 March 2010 and 30 March 2010 were approved, and signed by the Chair as a true and accurate record of the meetings.

4. Matters Arising

4.1. Resources Committee meeting of 22 February 2010

4.1.1. Item 4.1 (financial profiling): Paul Jobson reported that he would be working with the recently-appointed finance secretary to take this forward, and would report on progress at a future meeting.

Action: P Jobson

4.1.2. Item 5.2 (VAT receipts): The headteacher reported that the previous finance secretary had looked into this, and unfortunately it was not possible to use VAT receipts to identify meal numbers in previous academic years.

4.1.3. Item 6.1 (Statement of Internal Controls): Noted the Committee had agreed that the SIC for 2009/10, including governors' review of the internal control environment, would be completed during the autumn term. The Chair asked the Clerk to make a forward diary note, and to add this item to relevant meeting agenda for the Autumn Term.

Action: Clerk

4.2. Full Governing Body meeting of 15 March 2010

4.2.1. Item 2.4 (dinner registers//lunchtime spot checks): The headteacher reported that he had spoken to staff, and systems were in place to implement both the registers and the spot checks the following week. The Chair noted that governors were due to carry out their inspection of catering this term, using the same checklist that the catering consultant had put in place the previous term. He agreed to circulate an email asking for volunteers to participate in the termly review.

Action: Chair

4.2.2. Item 2.5 (Aspens online booking facility) & 2.6 (Aspens set-up costs): The Chair reported

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that Aspens were still working on offering an online booking form for parents; he would ensure that this was followed up as part of the termly catering review. He noted that the summary of year 1 set-up costs was also outstanding from Aspens, and would ensure that this was followed up also.

Action: Chair

4.2.3. Item 5.1 (Education Portal/Governors Extranet): item to be carried forward to a future meeting.

Action: Chair, Clerk

4.2.4. Item 5.2 Headteacher's Performance Review): Noted that the headteacher's mid-term performance review had been completed, so the process remained on track.

4.2.5. Item 5.3 (Review Committee): The headteacher reported that the member of staff whose review had been delayed due to illness had decided not to apply for movement along the upper pay spine at the present time. There would therefore be no need to reconvene the Review Committee, whose work for the current year was therefore now complete

4.2.6. Item 5.5 (Governor Training): Ysanne Austin reported that she had attended the LA's recent ICT conference, together with the headteacher and the ICT Co-ordinator.

4.2.7. Item 5.6 (Whole GB Training): noted that this had now been set for Tuesday, 15 June; details had already been circulated to all governors by the Chair.

4.2.8. Item 5.7 (Renewal of Camclerks subscription/review of clerking arrangements): due to pressure of other business, carried forward to the June meeting of the Resources Committee.

Action: Chair

4.2.9. Item 6.4 (Chesterton Community College Trust School status): Agreed that the Chair should invite the Chesterton headteacher to the June meeting of the Resources Committee, to talk to governors about Chesterton's application for Trust School status.

Action: Chair

4.2.10. Item 11.4 (Recruitment & Selection Policy): Headteacher to send a copy of the updated policy to the Clerk, for the central GB record.

Action: Headteacher

4.2.11. Item 14.1 Policy Review Schedule): to be covered at the June meeting of the Resources Committee.

Action: Chair, Clerk

4.2.12. Item 15.1 (School Profile & School Brochure): The headteacher confirmed that he would shortly be updating the School Profile as approved by the Governing Body to the DCSF website. With regard to the school brochure, he reported that Flower was currently co-ordinating this, following a similar timescale to that of the previous year. One governor asked about the cost of printing the brochure and whether offering it in PDF format downloadable from the school website might be an option. The headteacher said that he would investigate this further, and report back to governors.

Action: Headteacher

4.3. Full Governing Body meeting of 30 March 2010

4.3.1. Noted that all actions from this short additional meeting had now been completed.

4.4. Concluding the review of previous minutes, all other action points from the three meetings were agreed as either completed, or covered elsewhere on the agenda.

5. Approval of Budget for 2010/11

5.1. The Chair introduced the budget papers, previously circulated with the papers for the meeting. The draft as presented showed a surplus of income over expenditure of £2,574

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(LA funding & income of £1,512,829 less proposed expenditure of 1,510,255). One governor queried what impact (if any) the extra class had on the budget. The headteacher confirmed that all incremental costs were fully funded, either directly via the funding formula, or by sending bills for non-pay expenditure to the LA for settlement.

5.2. Governors noted that the surplus shown on the budget papers as the opening balance at the start of 2010/11 differed from the closing balance (also a surplus) reported as the closing balance for 2009/10. The headteacher advised he was awaiting a reconciliation from the LA to explain the difference between the 2009/10 closing surplus as reported and the 2010/11 opening surplus per the budget toolkit, and also an explanation regarding the composition of the £10k of “unmapped codes” shown in the printout from the budget toolkit.

5.3. After a short discussion, governors voted unanimously to approve a revenue budget for 2009/10 showing total funding & income of £1,512,829, total expenditure of £1,510,255, and an in-year surplus of income over expenditure of £2,574, and mandated the headteacher to submit the budget as approved to the LA by the due date of 12 May 2010. The headteacher confirmed that he would follow up the reconciliation of the carry forward and the unmapped codes with the LA, and would report back to governors as soon as clarification was received from the LA on these issues.

Action: Headteacher

5.4. Regarding the capital budget, the headteacher circulated a paper summarising the actual capital spend for 2009/10. This had been applied mainly towards the rolling capital programme for ICT hardware and for the play areas, and he proposed to deploy the 2010/11 devolved formula capital of £24,028 in a similar way. After a short discussion, governors unanimously approved this proposal.

6. FMSiS

6.1. Review & approve Lettings Policy

6.1.1. The Chair introduced the draft Lettings Policy, previously circulated with the papers for the meeting. After a short discussion the document was approved without changes, and the Clerk confirmed that she would update the draft to show the date approved/date due for review, and provide copies to the headteacher (and to Internal Audit for their FMSiS file).

Action: Clerk

6.1.2. Noted that whilst the policy as approved fully met the school's core requirements (incl FMSiS obligations), it might be beneficial to expand some of the sections to provide a greater level of details to those using the policy. Agreed to take this matter forward at a future meeting of the Resources Committee.

Action: Resources Chair

6.2. Review & Approve Statement of Internal Control (& Supporting Checklist)

6.2.1. The Chair drew governors' attention to the Statement of Internal Control (SIC) and supporting checklist, which had been previously circulated to all governors approved at the Resources Committee meeting of 22 February 2010, and signed by the Headteacher and the Chair. Formal approval of the SIC by the Full Governing Body was now required in order to comply with FMSiS requirements. Governors voted unanimously to approve the SIC, and requested the Clerk to send a copy of the signed document to the LA (and to Internal Audit for their FMSiS file).

Action: Clerk

6.3. Review & formally re-adopt Local Authority Scheme for Financing Schools

6.3.1. The Chair reminded those present that a copy of the Scheme had been circulated to all governors with the papers for the meeting. After a short discussion, Governors voted unanimously formally to re-adopt the Scheme.

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6.4. Review & endorse benchmarking exercise conducted by Headteacher

6.4.1. Governors discussed the headteacher's written report of the benchmarking exercise he had carried out, to compare Milton Road Primary School both against national information (using the benchmarking toolkit), and also against two comparable Cambridgeshire primary schools (using information provided by Ray Byford from the LA). Noted that whilst the comparison to national data had not been particularly informative (due to difficulties in finding comparable schools), the comparison to two local schools demonstrated that Milton Road's expenditure in the various categories was very similar.

6.4.2. In conclusion, governors asked the Clerk formally to minute their thanks to the Headteacher for the very detailed and informative exercise he had carried out, and also to provide a copy of this minute to Internal Audit for their FMSiS audit file.

Action: Clerk

6.5. Review & approve local financial procedures as prepared by Headteacher

6.5.1. Governors reviewed the local financial procedures document as prepared by the headteacher. Noted that these had been inspected by Internal Audit during their FMSiS audit fieldwork, and covered all areas of income and expenditure as per the FMSiS standard, together with budgetholders' delegated financial limits, and which staff with financial responsibilities were responsible for carrying out the various tasks. After a short discussion governors voted unanimously to approve the local financial procedures, and asked the Clerk to minute their thanks to the headteacher for all his hard work in compiling the document.

6.5.2. Governors noted also that since the FMSiS audit fieldwork the school's finance administrator had retired. An existing member of the school's support staff had been recruited as the new finance administrator, and a new clerical assistant had also just been appointed. The Headteacher confirmed that he would be updating evidence items in the FMSiS portfolio as appropriate, to record the names of the new postholders.

Action: Headteacher

6.6. Further actions required re FMSiS

The following actions were agreed:-

- Clerk to send a copy of the minutes of the current meeting to Victoria Blahyj-Murfitt in Internal Audit, as evidence that the six actions required to obtain FMSiS accreditation had all been completed by the Governing Body.
- Clerk to send copies of the signed Statement of Internal Control and Best Value Statement to the LA (Ray Byford) and Internal Audit (Victoria Blahyj-Murfitt).

Noted additionally that a number of Internal Audit's recommendations re suggested future actions had also now been completed/progressed by the governing body. The Clerk confirmed that she would provide a précis of these to Victoria Blahyj-Murfitt, when she sent through the other documents Internal Audit required.

Action: Clerk

7. Any Other Business

7.1. None on this occasion.

8. Date of next meeting

8.1. Monday 5 July 2010, at 7.30pm in the staff room (last FGB meeting of the academic year).

There being no further business, the meeting closed at 21:15 hours.

Signature of Chair

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