



**Governing Body of Bowhill Primary School**

**Resources Committee Meeting**

<b>Date of meeting</b>	3 July 2018								
<b>Time of meeting</b>	6:00 p.m.	<b>Present</b>	<b>Name of Governor</b>	<b>Initials</b>	<b>Category</b>		<b>Name of Governor</b>	<b>Initials</b>	<b>Category</b>
<b>Room</b>	Year 6/2		Emma Walker-Brown Deputy Chair of Resources	EWB	COO		Lizzie Clough	LC	PAR
			Caren Brooks Head teacher	CB	STH		Reg Edwardson	RE	COO
			David Pryke	DP	FOU				
			Rod Ruffle Chair of Resources						
		<b>Apologies</b>							
		<b>Minute taker</b>	KG						

	<b>Minutes</b>	<b>Actions</b>
<b>1.</b>	<p><b>1.1 Welcome &amp; Apologies</b> The Deputy Chair of Resources chaired this meeting. EWB welcomed all Governors who attended the meeting. No apologies were received.</p> <p><b>1.2 Attendance &amp; Business Interest Register</b> Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None declared.</p> <p><b>1.3 Fire Alarm</b> There was no fire test today. Fire exits were outlined by EWB. If the alarm were to sound, then everyone should make their way quickly and safely to the playground.</p>	
<b>2.</b>	<p><b>Approval of Minutes from the Resources committee meeting held on Tuesday 24 April 2018</b> The minutes were approved as a true and accurate record of the meeting.</p>	
<b>3.</b>	<p><b>To Discuss Matters Arising from the minutes</b> There were no matters arising from the minutes.</p>	

<p>4.</p>	<p><b>Questions to the Head teacher</b></p> <p>LC put forward questions to the head re the five-year future forecast on budget deficits, increasing staff costs and review of the budget forecast by the MAT. These questions were covered in agenda item 5.</p> <p>DP questioned the overspend on Curriculum Maintenance of £42.5k against a budget of £23k and on sports expenditure of £21,520k against a budget of ££9,955.k .</p> <p><b>Curriculum Maintenance:</b> This figure is a carry forward enhancing teaching and learning for children. Monies were spent developing the sensory room, used by children with both emotional and sensory needs. A grant to provide equipment for the room was submitted to the Heales Trust; unfortunately their regulation do not permit them to give grants to academy trust schools. Additional spending was made on re-tarmacing an area and motor control weaving panels to further enhance the area.</p> <p><b>Sports Expenditure:</b> CB explained that this overrun arises from a £10k accrual not previously booked. This is an accounting in/out adjustment for sport PPA release.</p>	
<p>5.</p>	<p><b>Review expenditure against and monitor FRS report</b></p> <p>The Committee reviewed the above report; CB stressed the budget challenges ahead and reminded the Governors that although this was the latest figures, this may change as there are still final monies to come in/go out.</p> <p>For the benefit of the committee, EWB explained that an accrual is an accounting term that recognises income/expenditure in the period that it arises or is incurred.</p>	
<p>6.</p>	<p><b>Review 5 Year Budget</b></p> <ul style="list-style-type: none"> <li>• CB presented the 5 year budget forecast, stressing that the budget for 2018/2019 and beyond was a cause for concern and that next year there was a need for caution.</li> </ul> <p>The following key points were highlighted:</p> <ul style="list-style-type: none"> <li>• EWB reported that the carry forward figure for 2018/19 is £213,000k and asked how that would impact on the improvement projects planned for the summer. CB responded that due to the pressures on the budget, the two large improvement projects (toilet block &amp; the playground), could not go ahead. The re-submitted cost for the playground improvements was £85,000 considerably higher than the initial estimate (there were some additions that have increased the original figure e.g. levelling the playground, removal of a shed in the wrong place). Obtaining funding for the playground through the sports council/lottery funding/ children in need was discussed. CB confirmed that she would look at various alternative funding options with the PE teacher and this would run along side the re-submitted bid for CIF funding (for the playground and toilet block).</li> <li>• The Business Manager and MAT heads have reviewed the budgets. An additional £30,000k due to come in. Agreement has been reached with the Business Manager to include the carry forward figure to offset against staffing costs;</li> <li>• A minimum fund guarantee of £25,7 k for 2019/20 is included in the additional £30,000k above and cannot be included twice;</li> <li>• The bottom line is challenging. Staffing levels have crept up over the last 2 years; increased pay rises</li> </ul>	

of 2% for support staff, with some staff costs increasing by 9% with “on costs” have had a significant impact on the budget.

- Cleaning contractors have increased their costs from £80.00 to £300.00. CB to review.

CB stressed the importance of keeping a clear focus on cost reduction. Outlined below are some of the measures currently under consideration:

- Bowhill have a number of experienced teaching staff that are expensive, there will be an opportunity to consider staff on a lower pay scales when they leave/retire,
- Retiring TA’s will not be replaced;
- Consider cutting PSA hours;
- Although no obvious additional staff savings have been identified i.e. no apparent forthcoming retirements, small cuts are being considered; the parent support advisor is currently on maternity leave and there is potential to reduce her hours on return and not “back fill”.
- Review HLTA’s covering PPA and PPA release time;
- Review sport covering PPA time;
- A re-worked budget has reduced repair/ maintenance costs by £5,000;
- Library service - year one of a three year contract completed. The contract will be reviewed at the end of the third year, with a potential saving of £6,000 saving if not renewed;
- Tea & coffee payments of £1,000 for staff not to be implemented;
- Voluntary redundancies, avoiding compulsory redundancies where ever possible.

There are a number of factors contributing to the adverse budget forecast; e.g. a reduction in pupil premium payments (due to a change in government criteria), a drop in pupil numbers (70 children expected) due to moving/re-location.

In response to a question from RE on possible education/health care funding, CB replied that the “first funding hurdle” had been passed but cautioned that there is no guarantee funding will be approved. The expected figure has not been included in the £32k.

Governors acknowledged the need to focus on reducing spending for 2018/19 and in light of the “tight” budget forecast, highlighted the need for more creativity/outward looking to obtain funding and queried whether income generation could be a target for the Business Manager.

**Action: The committee asked EWB to raise at the Director’s meeting how the Business Manager could look to bring money into the trust?’**

DP queried if central costs to the MAT could be reduced and whether governors could have sight of the MAT’s spreadsheet showing income and expenditure. It was agreed that CB would put this request forward on behalf of the Governors.

**Decision: Following a lengthy discussion the resources committee approved the presented budget with no recommended changes.**

In response to a question CB reported that the PFTA had raised £4312k (after costs) at the summer fete. It was agreed that CB on behalf of the Board of Governors would write and thank the PFTA for the fantastic amount of money raised.

**Action: CB on behalf of the Board of Governors to write and thank the PFTA for the money raised.**

7.	<p><b>To approve Business Manager (PW) as signatory on the Bowhill bank account</b></p> <p>Following discussion the above request was approved subject to KG obtaining the ceiling limit for cheques and BACs payments.</p> <p><b>Action: KG to obtain the ceiling limit for cheques and BACs payments.</b></p>	
8.	<p><b>Review of the price of school meals</b></p> <p>CB proposed a small daily increase on school meals of 10p per day, rising from £2.20 to £2.30 per day. Alphington and St Thomas already charge £2.20 and Ide charge £2.30 (meals are brought in from Alphington school). Following discussion the committee approved the proposed cost increase. The rise would potentially bring in an additional £1,600.</p> <p>CB reported that the Kitchen Manager is retiring at the end of the summer term. It is too late in the year to advertise for a replacement now, the post will be advertised in September 2018. Cover will continue on a casual basis until an appointment is made. CB advised that before the post goes out to advert a number of alternative options for the provision of meals would be looked at.</p> <p><b>Decision: It was agreed that school meals would increase by 10p per day, rising from £2.20 to £2.30.</b></p>	
9.	<p><b>Proposed Works &amp; Quotes</b></p> <p>The following works schedule has been committed and will take place over the summer break:</p> <ul style="list-style-type: none"> <li>➤ An inspection report on the state of the drains;</li> <li>➤ The floor in the foundation class is buckling and will be taken up for investigation;</li> <li>➤ Outlets to be fitted on the outside of the building to improve ventilation;</li> <li>➤ Area to the back of the art room to be cleared/artificial turf put down this will improve outside space and enrich the out door teaching and learning experience for the children;</li> <li>➤ Line markings to be painted on the new tarmac.</li> </ul> <p>CB reported that plans for the fencing had been “scrapped”.</p> <p>As mentioned previously the PFTA have raised money for the school. There are a number of options being considered for these funds that will benefit the whole school. CB welcomed Governors suggestions for this money.</p>	
10.	<p><b>Monitor Pupil Premium, Sports funding, children in care funding etc.</b></p> <p>CB reported that the Pupil Premium Report has been completed by Pash Ward and that sports funding is up to date on the web site.</p> <p>CB confirmed that her head teacher's report for the summer term (agenda item for the FGB 10 July) includes EYFS data as well as end of KS1 SATS data; however KS2 data is teacher assessment – and SATS results are not due out until next Tuesday (10 July). There is also an end of year attainment for other year groups to be added, this is due to be uploaded next Tuesday.</p>	
11.	<p><b>Values/wellbeing</b></p> <p>CB reported that school values continue to be incorporated daily into school life. Highlighting the following activities promoting values/wellbeing.</p> <ul style="list-style-type: none"> <li>➤ The BBC rhyme rockets came into school to give a show, followed by work shops for years 5&amp;6 on lighting and becoming a cameraman;</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ 20 pupils took part in the Exe Valley event (the challenge Isca 10 mile walk). Four teams of 16 took part;</li> <li>➤ Year 3 pupil's had a sleepover;</li> <li>➤ In a recent maths challenge the children performed well and in another maths challenge the school progressed to the next round;</li> <li>➤ Children took part in a key stage one football tournament but lost on penalties.</li> </ul> <p>In response to a question from DP on matching values with the MAT's, CB responded that values had been developed by the four head teachers and were aligned.</p>	
12.	<p><b>Safeguarding – Ensure central record of recruitment and vetting checks are up to date</b></p> <p>The central record of recruitment and vetting checks are up to date. CB attended safer recruitment training hosted by Ide at Bowhill school.</p>	
13.	<p><b>Children in Care</b></p> <p>CB reported that one child is in care; currently not attending school, they are on the school's roll and receiving education in a different setting (with a view to a managed move to another school). Intervention from CAMHS/mental health work is needed before the child can be accepted into another school.</p>	
14.	<p><b>Check implementation of Health and Safety improvements</b></p> <p>CB reported that that the new tarmac had been a health &amp; safety improvement.</p> <p>There are a number of H&amp;S improvements being carried out over the summer break, e.g. replacement of a damaged door handle.</p> <p>H&amp;S responsibilities will be split between Sara Thornhill and Phil Maudsley. A new role, external visits coordinator will involve risk assessing off site visits and trips. CB confirmed that offsite risk assesmenst for children has been uploaded onto the Evolve website.</p>	
15.	<p><b>Review pupil numbers</b></p> <p>CB reported that pupil numbers look positive, intake is in the the low 70's for the autumn term. Numbers are down slightly across the school from 480 to 468 due to families moving/re-locating.</p>	
16.	<p><b>Ensure date set for clerks appraisal next term</b></p> <p>EWB reported that it was agreed by the MAT that Pauline Woodbridge (PW) (KG's line manager), would undertake her appraisal with input from schools clerked by KG.</p>	
17.	<p><b>Governors reports</b></p> <p>RR has an outstanding PP visit report to action. RR is due to come into school to observe mealtimes (a breakfast club and a lunch time) it was agreed that he would ask the children a safeguarding question during his visit.</p> <p>CB reported that Charlotte Cooper is attending the FGB meeting on the 10 July to talk about e-safety. The policy requires updating and will need the approval of the governing body.</p>	
18.	<p><b>Items brought forward by the Chair</b></p> <p>There were no items brought forward by the Chair.</p>	

19.	<p><b>Dates &amp; Time of next Committee meetings</b></p> <p>The number of governors' meetings will remain the same next year. Meeting dates for 2018/19 to be confirmed.</p>	
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**All related policies and documents to the meeting were circulated prior to the meeting.**

There being no further items to discuss the meeting closed at 7.30 p.m.

Signed .....

Dated.....