



Governing Body of Bowhill Primary School

Resources Committee Meeting

Date of meeting	20 th June 2017	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Time of meeting	6:00 p.m.	Rod Ruffle Chair of Resources	RR	COO	David Pryke
Emma Walker-Brown Deputy Chair of Resources	MB	COO			Lizzie Clough	LC	PAR	
Room	Year 6/2	Apologies	Caren Brooks Head teacher	CB	STH	Reg Edwardson	RE	COO
			Joanne Radford	JR	COO			
		In Attendance	Mark Burnard Deputy Head teacher	EW	COO	Nikki Denison Chair of Pay	ND	COO
			Li Wang	LW	Clerk			

	Minutes	Actions
1	<p>1.1 Welcome & Apologies RR welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned.</p> <p>1.2 Attendance & Business Interest Register Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None declared.</p> <p>1.3 Fire Alarm There was no fire test today. Fire exits were outlined by RR. If the alarm were to sound then everyone should make their way quickly and safely to the playground.</p>	
2	<p>Approval of Minutes from the Resources committee meeting held on Tuesday 25th April 2017 Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting. Minutes were approved as an accurate record of the meeting and signed by RR.</p>	
3	<p>To discuss matters arising from the last meeting Completed actions:</p> <ul style="list-style-type: none"> ➤ All reviewed policies were updated with new review dates and some of them were uploaded to the school website; ➤ EW attends the MAT meetings as a director to represent Bowhill and JR, RR and LC agreed to share the role as a stand-in. 	

	<p>The ELAT confirmed with EW that it would be better if only one Governor takes the role as a stand-in. Governors agreed that this decision will be made at the next FGB meeting.</p> <p>CB confirmed that some policies are required to be published on our school website and the ELAT website such as Admissions Policy Child Care and Safeguarding Policy and so on. Those documents can be seen on the ELAT website; meanwhile, our school will set up a link on the Bowhill website to the MAT webpage where such policies are available.</p> <p>RE noticed that the school website was newly updated by adding 'Tweets by @BowhillPS' on the home page. Governors looked at the content of London trip updates and were happy with fresh news tweeted online.</p> <p>Governors asked how the school deals with inappropriate tweets on the website.</p> <p>CB confirmed that all the content of tweets have to go through Adam and Stephan who are able to deal with inappropriate information.</p>	
<p>4</p>	<p>Questions to the Head teacher</p> <p>Governors to send out questions to the Head teacher or the Clerk before the meeting.</p> <p>LC raised some questions and CB replied prior to the meeting.</p> <p>1) The draft budget plan - the bottom line deficit building up from 2018-19 doesn't look too promising. Is there particular reasoning for this and will the MAT be happy to accept this as I thought all budgets weren't supposed to be in a deficit position?</p> <p>CB replied: 'Iris and I spent a day at a budget planning workshop with the other heads and administrators/bursars. We worked alongside a financial advisor from Devon. All four budgets were looked at, as well as the overall MAT finances. Given that all four budgets will be shared with directors, as well as the overall budget, I would hope that it would be accepted as it is - we are not in the weakest position. That said, I was concerned about the long term look of the budget (we have got the actual number of predicted children within catchment and used that as a starting point for income, rather than the nominal 70 we usually work on). However, the Devon finance advisor said as long as we are balancing for next year (which is far more accurate than following years), she was happy - many schools aren't able to balance next year.'</p> <p>A number of reasons for the drop in budget:</p> <ul style="list-style-type: none"> ➤ AWPU (Age Weighted Pupil Unit- amount brought in by each child) is lower because of smaller intake. ➤ Pupil Premium number has dropped. ➤ Government cuts - despite promises of additional funding, other items in the funding formula have been altered giving an overall drop. <p>DP raised a question related to Budget Summary Monitoring in which there is a difference between 'Current Budget' and 'Actual' in some areas of Services expenditure. He asked what caused the figures of 'Budget Remaining' to go up and down.</p> <p>CB replied that the MAT purchases core package services which are shared across four schools so that the price is much lower. Meanwhile, each school gets what it needs such as a buy-in of hours of delivery to meet its needs.</p> <p>2) In the meeting, can we <i>briefly</i> discuss governor training again and who pays for it and how to book courses etc.?</p> <p>Governors agreed that they will inform ND in the first place of their training needs and relevant courses and then the booking of the courses will go through Iris for permission based on the training budget.</p> <p>Governors asked what training they should or are allowed to have and how often they are required to take training sessions.</p> <p>Governors agreed that ND will give a brief update on training at the next FGB meeting including the</p>	

	<p>answers to the questions mentioned above. Action: Clerk was requested to inform ND of the details which her update could contain.</p> <p>RE advised and Governors agreed that free online resources could be better used for Governors' training. CB suggested that Jessica Crabtree (Parent Support Adviser) could deliver a safeguarding training to Governors. Jess is in charge of training staff or volunteers and delivered safeguarding level 2 training to 3 new members of staff this half term. Action: JR will meet with Jess next Friday to confirm with her about the safeguarding training.</p> <p>3) Budget plan - staff costs to total income percentage is very high in future years. I assume the budget doesn't take into account higher paid/level staff leaving and newly qualified teachers starting? Budgets are usually cautious!</p> <p>CB replied: 'Yes - they are high - we have long standing members of staff who are expensive. We do build up the upward movement of existing teachers and if we know someone is leaving, estimate a mid point entry teacher coming in. It's still very high so we are not replacing support staff who leave.'</p> <p>4) Reception year - As there are only 2 classes now, what has happened to the teaching staff and TA's of the 3rd class? Are they still employed in the school in a different capacity or will there be redundancies? What will happen next year, if intake levels back up to 70?</p> <p>CB confirmed that there were no redundancies. Teaching staff are assigned to the right places based on the capacity for the stage and then TAs are allocated across phases in accordance with their experience, the needs of pupils, specific age of the pupils, the needs of teachers and the school development plan and so on. There is some flexibility to distribute TAs.</p> <p>Governors asked how many intakes had the school received? CB replied: 'we will have a smaller intake in September 2017 with 58 children entering Foundation Stage. 60 families chose Bowhill as their first preference with 2 delaying entry until 2018. This reduced number is due to a lower number of children of statutory school age, across Exeter, but particularly this side of the Exe.' Details of the rest of the discussion go to Part II Minutes.</p>	<p>Clerk 22/06/17</p> <p>JR 06/17</p>
<p>5</p>	<p>Review expenditure against SMIP/ Monitor FRS report CB confirmed that SMIP will be amended at the end of this term with the latest figures added to the form and will be approved this September by the ELAT.</p> <p>DP pointed out that the budget plan produced by Iris with 'Forecast Variance' as a standard item is quite informative. The variance plays a useful role to show what percentage of money has been spent, which area is overbudget and if school has over spent the money. As CB mentioned the school builds up the upward movement of existing teachers. So the school will not recruit new supply staff because Katherine will be able to cover the classes. EW added that the staff costs are still within the budget.</p>	
<p>6</p>	<p>SEF/ Safeguarding</p> <p>CB confirmed that Bowhill had sent a letter of concern regarding a family to Devon Social Services. Following that letter being received, a social worker carried out an unannounced visit to one of our families the following day. Also, Jess, Catherine Lawes and CB all attended Safeguarding training during May.</p> <p>CB informed Governors that there is a big gap between reaching a threshold and allocating the case so that the school pays close attention to those vulnerable children.</p>	
<p>7</p>	<p>Children in Care</p>	

	<p>CB confirmed that the school currently has 3 Children in Care. CB is currently the designated teacher for CiC and meetings are attended by me, the class teacher and/or the PSA.</p> <p>JR asked how often the PEP (Pupil Education Plan) is written or audited and how often the meeting is held.</p> <p>The Virtual School pays attention to the progress of children who are in care and attends PEP meetings randomly. At the first statutory Child Care Review the Independent Reviewing Officer (IRO) will ask for the PEP; the Social Worker and Designated Teacher will ensure that they both have the PEP in time for the next statutory Child in Care Review.</p> <p><u>Action: JR will have a meeting with Jess to have a further discussion about Children in Care.</u></p>	JR 06/17															
8	<p>Review terms of reference for Resources Committee & make recommendations for next year</p> <p>Terms of Reference for T&L, Resources and the FGB are being reviewed by RO. The amended versions will be submitted to the FGB for approval.</p> <p>DP asked the details of the delegation to the school such as what should be brought back/reported to Directors?</p> <p><u>Action: EW will bring this question to the next MAT meeting.</u></p>	EW 07/17															
9	<p>Set Annual Budget – consider changes to current year budget—budget items for onward recommendation to the MAT directors. LGB needs to send it to them by 10th July 2017.</p> <p>CB confirmed that Mr Justin Stone circulated information about Budgeting Planning 2017/18 in April 2017 and Governors were aware that this is the first time, as an academy, four schools work through the different stages of budget setting. The school has followed the plan as shown below:</p> <p>Budget Planning for Academic Year 2017/18</p> <table border="1" data-bbox="142 1189 1377 1480"> <thead> <tr> <th>Date</th> <th>Details of the Plan</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>8th June 2017</td> <td>Budget planning workshop for Heads and Business managers – Supported by finance advisor</td> <td>Completed</td> </tr> <tr> <td>June 2017</td> <td>Schools develop a balanced budget and 5 Year plan</td> <td>Completed</td> </tr> <tr> <td>June/ July 2017</td> <td>School governors receive budget and 5 Year plan ensuring and Governors need to identify future plans or concerns any changes to staffing structures needs to be approved by the directors.</td> <td>In progress</td> </tr> <tr> <td>July 17th</td> <td>Directors meeting to approve school budgets</td> <td></td> </tr> </tbody> </table>	Date	Details of the Plan	Action	8 th June 2017	Budget planning workshop for Heads and Business managers – Supported by finance advisor	Completed	June 2017	Schools develop a balanced budget and 5 Year plan	Completed	June/ July 2017	School governors receive budget and 5 Year plan ensuring and Governors need to identify future plans or concerns any changes to staffing structures needs to be approved by the directors.	In progress	July 17 th	Directors meeting to approve school budgets		
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10	<p>Review Month 13 & Review draft CRF---take it off the calendar</p> <p>Iris confirmed that we did not have a month 13 this year and we are not now dealing with CFR codes.</p> <p>Governors agreed to delete this item from Governor Calendar for the next academic year.</p>																
11	<p>Monitor Pupil Premium, Sports funding, children in care funding etc.</p> <p>Pupil Premium Funding 2016-17</p> <p><u>Current funding based on 108 children (24%):</u></p> <ul style="list-style-type: none"> ➤ 94 Ever 6 ➤ 3 Service pupils ➤ 12 Adopted /Special Guardianship etc <p>October 2016 Census</p> <p><u>99 children currently entitled to Pupil Premium (21%):</u></p>																

	<ul style="list-style-type: none"> ➤ 83 Ever 6 ➤ 1 Service pupil ➤ 14 Adopted/Special Guardianship etc. ➤ 1 In care <p>The funding will be used for additional support teachers, focusing on the end of Key Stages and additional interventions which will impact positively on progress.</p> <p>CB informed Governors that sports funding will go up next year but there is no information about how it should be spent yet.</p>	
12	<p>Ensure central record of recruitment & vetting checks are up to date</p> <p><u>Action: JR will meet with Iris to talk about central record of recruitment & vetting checks and will keep these checks on record.</u></p>	JR 07/17
13	<p>Check implementation of Health & Safety improvements.</p> <p>CB confirmed that caretakers had received relevant health and safety training which makes the learning experience relevant and fit for purpose. The training included Working at Height.</p>	
14	<p>Reaffirm food standards in line with statutory duties</p> <p>Governors were informed that Food and Nutrition Policy and School Food Standards had been uploaded to the school policy webpage.</p>	
15	<p>Review pupil numbers</p> <p>CB confirmed that the total pupil number is 473.</p>	
16	<p>Review staff absence data</p> <p>CB confirmed that all staff have followed Bowhill Primary School procedures for requesting leave of absence and for reporting absence. The Managing Sickness Absence Policy assists managers in taking action to arrange any appropriate support that may prevent maximum attendance of staff. Carolyn is responsible for keeping the attendance/absence data and providing analysis of the records. After looking at a whole series of data and records, CB will have a conversation in person with individual members of staff in question if necessary.</p>	
17	<p>Ensure date set for clerks appraisal next term</p> <p><u>Action: CB and Clerk will set up an appraisal review date.</u></p>	CB/Clerk 07/17
18	<p>Review BUSINESS CONTINUITY POLICY (due June 2017)</p> <p>Governors agreed to adopt the BUSINESS CONTINUITY MANAGEMENT PLAN.</p> <p><u>Action: Clerk was requested to make an inquiry to Allison (MAT business manager) about Emergency Plan and Procedures which is on the Policy Review grid and is an MAT policy. Clerk will confirm whether the school should keep its own Business Continuity Policy apart from the MAT's version of this policy.</u></p>	Clerk 22/06/17
19	<p>Review SECURITY POLICY (due June 2017)</p> <p>Security Policy was delegated to MB who is on a London Residential with pupils.</p> <p><u>Actions: Clerk was requested to confirm with MB if there will some amendments to this policy such as deleting the form of Assessor's Recommendations - Additional Control Measures or Actions as it is a policy not an action plan.</u></p>	Clerk 22/06/17
20	<p>Prepare and complete STATEMENT OF INTERNAL CONTROL (due June 2017)</p> <p><u>Action: Clerk was requested to make an inquiry to Allison (MAT business manager) to make sure if the school still needs this statement under the MAT and if the ELAT will offer a package for internal control.</u></p>	Clerk 26/04/17
21	<p>Review EQUAL OPPORTUNITIES POLICY due June 2017 and EQUALITY OBJECTIVES;</p>	

	<p>Governors agreed to adopt DCC Equality Policy and Guidance which includes Equality Objectives.</p> <p><u>Action: Clerk was requested to make an inquiry to Allison (MAT business manager) to confirm whether Equality Policy should be an MAT policy.</u></p>	<p>Clerk 22/06/17</p>
22	<p>Review ACCESSIBILITY POLICY AND ACCESSIBILITY PLAN (3 years) due June 2019</p> <p>Governors agreed to adopt Accessibility Policy which will be reviewed every three years. Accessibility Plan was review last year and will be reviewed in 2019.</p> <p>RE left the meeting at 7.47 p.m.</p>	
23	<p>CHARGING AND REMISSIONS POLICY(2 years)</p> <p>The latest version was published in April 2017. Resources committee reviewed the old version of this policy in March 2017.</p> <p>Governors agreed to delegate this policy to LC for a review and Clerk will send two versions of this policy to LC.</p>	<p>Clerk 21/06/17 LC 06/17</p>
24	<p>Governors Reports</p> <p>There were no Governors reports submitted to the meeting.</p> <p>JR will submit a visit report after next Friday's meeting with Jess.</p>	<p>JR 07/17</p>
25	<p>Items brought forward by the Chair</p> <p>Governors agreed to delay the adoption of the Policy Review grid, which was produced by the MAT and amended by Ruth, until the next FGB meeting. Clerk will report the results of inquiries mentioned above prior to the meeting.</p>	
26	<p>Dates & Time of next Committee meetings</p> <p><u>Action: EW will confirm with Allison about MAT's meeting dates before Governors decides</u></p> <p><u>Resources committee meeting dates.</u></p>	<p>EW 07/17</p>

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 8.05 p.m.

Attachments: 1. SMIP 2. SEF 3. **DISASTER PLANNING AND BUSINESS CONTINUITY POLICY** (due June 2017) 4. **SECURITY POLICY** (due June 2017) 5. **STATEMENT OF INTERNAL CONTROL** (due June 2017) 6. **EQUAL OPPORTUNITIES POLICY** due June 2017; **EQUALITY OBJECTIVES;** 7. **DISABILITY AND EQUALITY SCHEME** (4 years) due April 2020 8. **ACCESSIBILITY POLICY AND ACCESSIBILITY PLAN** (3 years) 9. **CHARGING AND REMISSIONS POLICY(2 years)**

Signed Dated.....