



Governing Body of Bowhill Primary School

Resources Committee Meeting

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|------------------------|---------------------------------------|----------------|--|------------------------------|-------------------------|-----------------------------|------------------|-----------------|
| Date of meeting | 26 th September 2017 | Present | Name of Governor | Initials | Category | Name of Governor | Initials | Category |
| | | | Rod Ruffle Chair of Resources | RR | COO | David Pryke | DP | FOU |
| Time of meeting | 6:00 p.m. | | Emma Walker-Brown Deputy Chair of Resources | MB | COO | Lizzie Clough | LC | PAR |
| Room | | | Year 6/2 | Caren Brooks Head teacher | CB | STH | Reg Edwardson | RE |
| | Natalie Miles | | | NM | Prospective Governor | | | |
| Apologies | None | | | | | | | |
| In Attendance | Li Wang | LW | Clerk | | | | | |

| | Minutes | Actions |
|----------|--|----------------|
| 1 | <p>1.1 Welcome & Apologies</p> <p>RR welcomed all Governors who attended the meeting. RR thanked NM for attending the meeting and he introduced all Governors to her.</p> <p>No apologies</p> <p>1.2 Attendance & Business Interest Register</p> <p>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</p> <p>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>Election of Deputy Chair</p> <p>Governors were encouraged to put their names forward for Deputy Chair and to inform the Clerk of the proposal 24 hours before the meeting.</p> <p>Emma Walker-Brown was nominated as Deputy Chair of the Resources Committee, this was proposed by RE, seconded by RR and unanimously agreed;</p> <p>RR, on behalf of all Governors, expressed his gratitude to EM for her valuable support in the past and will appreciate her continuing contribution in the future.</p> | |

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| 3 | <p>Approval of Minutes from the Resources committee meeting held on Tuesday 20th June 2017</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as an accurate record of the meeting and signed by RR.</p> | |
| 4 | <p>To discuss matters arising from the minutes</p> <p>The completed actions:</p> <ul style="list-style-type: none"> ➤ EW asked the MAT about the details of the delegation to the school such as what should be brought back/reported to Directors? ➤ JR had a meeting with Jess discussing Children in Care and confirming the safeguarding training date. ➤ JR met with Iris to talk about central record of recruitment & vetting checks and kept these checks on record. ➤ LC amended Charging and Remissions Policy which was approved by all Governors. This policy has been uploaded to the school website. <p>➤ The answers from MAT business manager to Governors' inquiries about some policies:</p> <ul style="list-style-type: none"> • Emergency Plan and Procedures- Although the ELAT has developed a central emergency plan, schools still need ownership over it. It is fine to keep our own business continuity plan. In addition, the school's GOVERNORS EMERGENCY CONTACT TREE has been updated. • Statement of Internal Control - This statement was for Devon and we have different audit procedures now which will give us the assurance we need - internal audit will go to each school and check processes against approved procedures (the first one is w/c 3rd July looking at bank, payments, invoices, BACs, and reconciliations). • Equality Policy - This should be an MAT policy. Allison has drawn one up which she will send to governing bodies once the Board has agreed. The individual school equality data will still be a requirement as each individual schools' pupil base is very different. • Child Protection and Safeguarding Policy - E-Safety is a part of Child Protection. The ELAT agreed that apart from all staff, Governors should also receive all the relevant e-safety/online safety training. The school needs to arrange the training/information for their staff. • E-Safety Policy – The ELAT schools will arrange for a separate E-Safety policy. • Pay Policy - HR1 updates the Pay Policy annually and it usually comes out in September ready for governing bodies to approve in their first round of governors meetings. Our school continues to use our policy for now and when the new version is released the ELAT will look at providing a Trust-wide policy and will recommend standardisation where there are options across the Trust, for LGBs to consider. • The MAT polices – The ELAT agreed that, in the future, the track changes to the updated MAT policies will be used so that the Local Governing Body will acknowledge the amendments/changes. <p>CB confirmed that ELAT has decided that all polices which are Trust-wide should be added to all the schools' websites, whether it is considered mandatory or not. Each school should ensure its website displays these policies. Individual schools can decide whether to add non-mandatory policies to their websites.</p> | |
| 5 | <p>Questions to the Head teacher</p> | |

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| | There were no questions raised prior to the meeting. | |
| 6 | <p>Review terms of reference from FGB Terms of Reference were adopted by Governors with some amendments because Nikki Denison and Mark Burnard have resigned their Governors roles. Joanne Radford, as maths lead, will join T&L committee.</p> <p>Action: Clerk will update the review date at the bottom of this document.</p> | Clerk 09/17 |
| 7 | <p>Establish and maintain 3 year financial plan in line with School Improvement Plan</p> <p>Iris informed Governors prior to the meeting that this agenda item is applicable now because the school has converted into an academy.</p> <p>CB informed Governors that, as an academy, the school's financial year will run from 1 September to 31 August. The phase of Close Down begins ideally on the 1st September. It commences with the running of the Preliminary Close and continues for about a month. Allison has requested Iris to undertake the Close Down next week. There are some activities in this period:</p> <ul style="list-style-type: none"> ➤ Finalising the Carry Forward ➤ Revising the Budget, amending where necessary and fixing it <p>CB confirmed that Iris had revised the budget plan which takes into account the pay increase recommended for teaching staff. She had also made an adjustment to the support staff. Iris needed to forward the revised budget plan to the Trust as soon as it has been approved by our Governors. In order to address this issue in a more efficient way, RR emailed all Resources Governors with regard to Teachers' Pay- Report. He stated that:</p> <ul style="list-style-type: none"> ➤ '2017 Teachers pay award proposes to increase most teachers' pay by 1% save that for Main Scale teachers it is proposed to increase pay by 2%. That was more than we had put in our budget. However thanks to Iris's diligence we now know we would need to find an extra £4,000. The considered view is that is affordable.' <p>Through emails, Resources Governors approved this increase. In the normal way Governors would consider and approve this at today's Resources meeting. However, the Trust needed to know for their meeting on the preceding day. Therefore Governors came to the agreement and approval by e-mail. Governors agreed that Iris should proceed without delay.</p> | |
| 8/9/ 12 | <p>Monitor budget/FRS report and report to FGB (including any additional financial streams e.g. before and after school care etc.)</p> <p>Clerk was requested to amend Governors Calendar by combining item 8, 9 and 12 together into one item.</p> <p>Revised budget plan was circulated prior to the meeting.</p> <p>Governors asked about the carry forward. CB replied that Iris, in the revised budget, has shown a carry forward of £200,000, but until she has carried out the necessary accruals, etc. she will not have a definite figure. The auditor is coming in on Friday 29th September 2017 to run through the end of year documents and Iris's Finance Officer is coming in on Thursday 19th October 2017. CB confirmed that the school intends not to overspend the budget owing to the assessment of the</p> | Clerk 09/17 |

uncertainty in all elements of the cost; the budget has to include an allowance for contingency factors, or unexpected expenses;

DP asked about the details related to the cost of £20,000 in Total Supply/Agency Teaching staff.

CB 11/17

Action: RR advised that CB will brief Governors on this area at the next Resources meeting to analyse the impact on the budget.

Clerk09/17

Action: Clerk was requested to add this item to next meeting agenda.

LC asked about the budget in ESG Protection.

CB shared some background information about ESG and the relevant information can be seen on the DfE website.

The education services grant (ESG) gives local authorities and academy trusts money to fund their schools' services. The allocations document on the DfE website gives a breakdown of how much ESG transitional grant local authorities will receive from April to August 2017. The technical note explains how we calculated these allocations, and sets out the ESG transitional grant funding rates for 2017 to 2018.

ESG Transitional Grant Allocations for 2017-18, reflecting academies and maintained schools as at 1st November 2016

| | Full Year Rate | 5/12ths Allocation Rate |
|---|----------------|-------------------------|
| ESG General Funding Rate for mainstream schools | £66.00 | £27.50 |
| ESG General Funding Rate for special schools | £280.50 | £116.88 |
| ESG General Funding Rate for PRUs | £247.50 | £103.13 |

ESG General Funding Rate for mainstream schools

ESG General Funding Rate for special schools

ESG General Funding Rate for PRUs

DCC's figures are shown below:

| Local Authority | Pupils Aged 3 to 19 in maintained establishments (excluding Special Schools and Pupil Referral Units)* | Number of planned places in Maintained Special Schools for FY16-17 ** | Number of planned places in Pupil Referral Units for FY16-17 ** | Total ESG General Funding allocation April 2017 to August 2017 |
|-----------------|--|---|---|--|
| Devon | 54,203 | 924 | - | £1,598,582 |

Governors were content with the outcome of the budget and agreed to adopt it for next year.

10 Consider Audit Report

Clerk09/17

Action: Clerk was requested to move this item to the agenda for the next meeting.

11 Review financial competencies of Governors (SFVS Checklist)

RR and DP are planning to go to the Devon Association of Governors (DAG) Autumn Conference on 7th October 2017. Some training and events for Governors have been arranged:

- Governors Data Day will be held on Tuesday 31st October 2017
- Governors Data Evening will take place on Thursday 2nd November 2017
- Safeguarding training (for around half an hour) for Governors will start at the beginning the

| FGB meeting on Tuesday 28 th November 2017 | | |
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| 13 | <p>Review pupil numbers and any implications (including Pupil Premium) CB informed Governors that there are two classes for Reception. But the pupil number is over 60; therefore, additional teachers have been arranged under this situation. RR added that there is a legal requirement that aims to keep primary class sizes for pupils at Foundation Stage and Key Stage 1 to a maximum of 30 pupils.</p> | |
| 14 | <p>Preparing school responses to the Funding Consultation, feedback to FGB Governors agreed to move this item to next Resources meeting in November. <u>Action: Clerk was requested to add this item to the agenda for next meeting.</u></p> | Clerk 09/17 |
| 15 | <p>Ensure date set and trained governors identified for appraisal of Head teacher and Deputy Head teacher (and external adviser booked) CB confirmed that she spoke with other heads last week as it would be sensible to have the same person for the Headteachers' annual appraisal. However Debbie Buckingham is undertaking Sharon's appraisal. CB also liaised with Debbie who had previously been in charge of Gill Winston's appraisal but this was not the time. Debbie is happy to take responsibility for CB's appraisal. However, Resources committee and CB both think that this is slightly closing things up and would prefer to invite Mel Easter again as she is external to the MAT. The appraisal meeting will take place at the end of November 2017. <u>Action: CB will confirm with RO (Chair of Governors) about this decision. If RO is content with having Mel Easter as external adviser, RO , together with the Headteacher Appraisal Panel, will set up potential meeting dates for the appraisal with Mel Easter.</u></p> | 09/17 |
| 16 | <p>Review REDUNDANCY POLICY (due Sept 2017) Governors agreed to adopt this policy. <u>Action: Clerk was requested to update the review date at the bottom of the policy.</u></p> | Clerk 09/17 |
| 17 | <p>Review BUDGET MONITORING POLICY (due Sept 2017) Governors agreed to approve the policy without amendments. <u>Action: Clerk will update the review date the bottom of the policy.</u></p> | Clerk 09/17 |
| 18 | <p>Review GOVERNORS' EXPENSES POLICY (due Sept 2017) Governors made some amendments to this policy considering that travel distance might be a barrier which prevents LGB from having potentially suitable Governors on board:</p> <ul style="list-style-type: none"> ➤ Regarding 'Travel and subsistence', mileage up to maximum of (20) miles may be claimed where the distance between the governors' home and the school exceeds 3 miles. ➤ Mileage allowance will be reimbursed at the rate of (45) pence per mile. An allowance per mile may be claimed for use of a pedal cycle in line with current local practice. <p>Governors approved the revised version. <u>Action: Clerk will update the review date the bottom of the policy.</u> DP asked why allowances and expenses necessarily incurred for which a claim may be made</p> | Clerk 09/17 |

| | <p>comprise the following:</p> <ul style="list-style-type: none"> ▪ Governors whose first language is not English The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with a special need. <p>CB replied that this allowance may be made to some Governors, for example, whose first language is sign language.</p> | | | | | | | | | | | | | |
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| 19 | <p>Review DCC STRESS MANAGEMENT POLICY</p> <p>This policy was adopted by Governors without amendments in the content but with a change to the name of this policy which should read ‘SCHOOL STRESS MANAGEMENT POLICY’. T&L has requested the Clerk to confirm with the ELAT if this policy should be one of MAT policies. The Clerk is waiting for their reply.</p> <p>Action: Clerk will update the review date at the bottom of the policy and will change the name of this policy in the Governors Calendar.</p> <p>DP asked how well we are managing the workload of teaching staff.</p> <p>CB replied that the school has worked on this area and confirmed that there is some workload that can be taken away from teaching staff.</p> | Clerk 09/17 | | | | | | | | | | | | |
| 20 | <p>Review GRIEVANCE PROCEDURES</p> <p>GRIEVANCE PROCEDURES is an MAT policy.</p> <p>MAT policies webpage: http://www.exeterlearningacademytrust.co.uk/policies/</p> <p>This policy is not available yet on the MAT policies webpage.</p> | | | | | | | | | | | | | |
| 21 | <p>Governors Report</p> <p>The summary of Governors’ visit reports are as follows:</p> <table border="1"> <thead> <tr> <th>Governors</th> <th>Focus of Visit</th> <th>Visit Date</th> </tr> </thead> <tbody> <tr> <td>JR</td> <td>Governor English Day</td> <td>23/06/2017</td> </tr> <tr> <td>DP</td> <td>Governor English Day</td> <td>23/06/2017</td> </tr> <tr> <td>RE</td> <td>Year 6 Performance visit</td> <td>07/07/17</td> </tr> </tbody> </table> | Governors | Focus of Visit | Visit Date | JR | Governor English Day | 23/06/2017 | DP | Governor English Day | 23/06/2017 | RE | Year 6 Performance visit | 07/07/17 | |
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| RE | Year 6 Performance visit | 07/07/17 | | | | | | | | | | | | |
| 22 | <p>Items brought forward by the Chair</p> <p>22.1 Letting Policy</p> <p>Governors noticed that Iris had looked through this policy and it looks now to incorporate safeguarding, etc. Iris advised to confirm with the ELAT if this policy should be a trust policy.</p> <p>22.2 Review ASSET MANAGEMENT PLAN</p> <p>Action: EW will bring questions about 22.1 and 22.2 to the ELAT meeting.</p> <p>22.3 Questions for MAT directors</p> <p>CB would like EW to confirm with the ELAT if the rule of ‘any spend exceeding £15,000 needs to be requested by CB to the GB for approval’ will remain the same.</p> | EW 11/17 | | | | | | | | | | | | |

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| | <p>DP asked if the school still continues with common purchasing.</p> <p>CB replied that the school has carried on buying into some services such as insurances and pupil tracker.</p> <p>Governors noticed that the school will pay into the MAT for some services and will purchase some other services separately.</p> <p>EW asked if the analysis of pros and cons between paying into the MAT and school's separate purchases could be undertaken.</p> <p>DP would like to help CB with the analysis in order to make more effective purchases.</p> | |
| 23 | <p>Dates & Time of next Committee meetings</p> <p>6.00 p.m. on</p> <p>14th November 2017 9th January 2018 6th March 2018</p> <p>24th April 2018 3rd July 2018</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 7.37 p.m.

Attachments: 1. Terms of Reference for the Resources Committee 2. REDUNDANCY POLICY 3. GRIEVANCE PROCEDURES 4. BUDGET MONITORING POLICY 5. GOVERNORS' EXPENSES POLICY 6. DCC STRESS MANAGEMENT POLICY

Signed Dated.....