

CAMPSBOURNE SCHOOL

Resources Committee

Minutes of Meeting

Held on Thursday 10th September 2015, at 8.30am at the School

Committee Members	Others
*Satyen Dhana (Chair) *David Libbert *Stuart Parker *Judith Pow +Melanie Washington	Elizabeth Rarieya, School Finance Consultant Karen Edgar, Acting Co-Headteacher John Sharman, Acting Co-Headteacher Martina Coen, Clerk

* Denotes present

+ Denotes absence

PART 1

1 Welcome and Apologies for Absence

- 1.1 The Governors and Clerk were welcomed to the meeting.
- 1.2 Apologies were noted from Melanie Washington and Richard Clay. Governors were advised that Richard Clay has resigned as a Governor.

2 Minutes of the last meeting and matters arising

- 2.1 The minutes of the meeting held on 14th May 2015 were agreed as an accurate record and David Libbert duly signed them.
- 2.2 **Matters Arising**
 - 2.2.1 Item 4.4.3 – Elizabeth to prepare short PP report Item carried forward
 - 2.2.2 Item 4.4.4 - Elizabeth to provide pool information Update Elizabeth advised that she has presented the information to the Premises committee and income/expenditure on the pool are equal. **Action: Elizabeth to circulate report to Resources committee**
 - 2.2.3 Item 4.4.9 - Jude to contact local councillor to discuss S106. Update Jude provided a verbal update advising that she has made contact with a local councillor but has not yet enquired about S106 money. **Action: Chair to add item to future agendas**
 - 2.2.4 Item 4.6 - Elizabeth to liaise with Steve Worth to confirm the capital position Update Elizabeth advised that she spoke with Steve who confirmed that the initial capital award was for the Junior school only and approximately £6,000 for the Infant school should be received in the next cash flow. A Governor asked if the Quarter 1 report includes the expected Infant capital allocation, Elizabeth confirmed it does and it is currently unallocated.
 - 2.2.5 Karen enquired if there was funding available to furnish the new outdoor classroom. Elizabeth advised of the funding allocated to the project including £30,000 donation from the HSA. Elizabeth advised that the full funding allocation has not been spent. **Action: Elizabeth to clarify the remaining amount available for furnishing**

3 Review of Quarter 1

- 3.1 Elizabeth introduced the item.
- 3.2 The committee reviewed the Finance report for Quarter 1.
- 3.3 The committee noted that Quarter 1 Revenue budget ended with a deficit of £67, 956 however a number of service level agreements have been paid in full for the year and the school has not received any funding for free Infant school meals yet. A Governor asked if the budget figure in Revenue summary table is correct, Elizabeth confirmed there is an additional number and the actual number is £647,130.

- 3.4 The committee noted that Quarter 1 Capital budget deficit is £238,447 due to revenue not yet being transferred into capital, outstanding reimbursement from the local authority for 2014/15 and the incorrect allocation information for 2015/16.
- 3.5 The committee reviewed the Income and Expenditure statement for Quarter 1. A Governor asked about the high level project spend in Quarter 1. Elizabeth verbally outlined the spend.
Action: Elizabeth to provide details of high level spend in the Quarter 2 report
- 3.6 The committee noted the variances over £5,000 for Income and Expenditure.
- 3.6.1 E03 - Elizabeth outlined the variance to the Support Staff budget. The committee discussed the additional needs for SEN pupils. A Governor asked if the spending pattern from Quarter 1 is expected to continue for the rest of the year. The committee discussed the budget and needs of pupils and agreed the need to reprofile the budget for Support staff for the remaining year. **Action: Karen to discuss SEN pupils support with the SENCo and report back to the Resources committee**
- 3.6.2 E05 – Elizabeth advised that a member of Admin staff had their job description reviewed, this has been agreed and will be reflected in Quarter 2.
- 3.6.3 E08 – Elizabeth advised that the variance relates to the recruitment costs for the new Headteacher which had not been previously accounted for.
- 3.6.4 E12 – Elizabeth advised that she believes some Capital works have been miscoded and will investigate further.
- 3.6.5 E19 – Elizabeth advised that the Learning Resources (not ICT) budget has had an initial large spend at the start of the year and will balance throughout the remainder of the year.
- 3.6.6 E26 – Elizabeth advised that there was a number of Agency supply staff at the end of the last academic year to support Year 6. The committee discussed the cover required Karen’s class in the Autumn term and future maternity cover and requested Quarter 2 reflects a revised budget.
- 3.6.7 C101 – Elizabeth advised that there are outstanding accruals and Infant Capital income which will be correctly reflected in Quarter 2. £17,000 has been received from the local authority for the work on the swimming pool.

(Stuart Parker joined the meeting at 9.10am)

- 3.6.8 CE02 – Elizabeth advised that the work for the outdoor classroom and children’s toilets are included however the £30,000 contribution from the HSA has not yet been received.
- 3.6.9 A Governor asked about the additional £30,000 spend. Elizabeth advised that this reflects the outstanding donation from the HSA. The committee agreed to allow £10,000 to furnish the outdoor classroom.
- 3.7 Elizabeth suggested the need to reprofile the budget to reflect the Acting Headteachers costs and an additional £100,000 Pupil Premium received. The committee discussed the revenue brought forward and reporting method and agreed the need to reprofile the budget.
- 3.8 The Chair to sign the LA submission form for Quarter 1 and obtain the Chair of Governors’ signature.

4 Internal Audit

- 4.1 Elizabeth advised the committee that the school has received the report from the Internal Audit and the school has been awarded Substantial rating.
- 4.2 Elizabeth advised that there were no issues and no Priority 1 recommendations. The Finance, Lettings and Best Value policies will be reviewed and agreed at the next Resources committee meeting. **Action: Elizabeth to present policies to the October Resources committee meeting**
- 4.3 The committee commented on the positive report.

(Elizabeth Rarieya left the meeting)

5 Election of committee Chair

- 5.1 The Clerk asked for nominations.
- 5.2 Stuart Parker nominated Satyen Dhana, this was seconded by Jude Pow.
- 5.3 The Committee voted unanimously to elect Satyen as Chair of the committee.

6 Committee Terms of Reference

- 6.1 The committee reviewed the terms of reference as agreed in 2014/15 and agreed that there were no changes required. *Action: Chair to present the unchanged terms of reference to the Governing Body meeting on 17th September 2015 for ratification*

7 Date of next meeting

- 7.1 The Committee noted the date of the next meeting as:
 - Thursday 22nd October 2015 at 8.30am.

8 Any other business

- 8.1 There were no items.

Parts 1 and 2 of the meeting ended at 9.45am

Signed..........Date 22/10/15
SATYEN DHANA, CHAIR