

# CAMPSBOURNE SCHOOL

## Resources Committee

### Minutes of Meeting

Held on Wednesday 11<sup>th</sup> May 2016, at 8.45am at the School

Committee Members	Others
*Satyen Dhana (Chair) +Karen Edgar *Eleanor Jones *David Libbert *Stuart Parker *Jonathan Smith (Headteacher) *Thierry Valancogne	Elizabeth Rarieya, School Finance Consultant Martina Coen, Clerk

\* Denotes present

+ Denotes absence

## PART 1

### 1 Welcome and Apologies for Absence

- 1.1 Everyone was welcomed to the meeting.
- 1.2 Apologies were noted from Karen Edgar.

### 2 Minutes of the last meeting and matters arising.

- 2.1 The minutes of the meeting held on 12<sup>th</sup> April 2016 were agreed as an accurate record and the Chair duly signed them.

#### 2.2 Matters Arising

- 2.2.1 Item 2.2.3 – SBM to confirm the notice period required to end the current ICT support contract *Update: The SBM confirmed that the current ICT support contract requires 3 months notice to terminate the agreement. The Headteacher outlined the possible external provision of the service by Turn It On.*
- 2.2.2 Item 2.2.7 - SBM to contact local authority for a list of approved contractors with CDM liability *Update: The SBM advised she has contacted the local authority but has not yet received a response - Outstanding item*
- 2.2.3 Item 3.6.1.2.1 - SBM to establish terms of let to the dog club including the permitted areas of the school. *Update: The SBM confirmed that the agreement with the Dog club does not allow indoor access and keys have been returned to the school. Stuart agreed to contact the company - Outstanding item*
- 2.2.4 Item 6.4 - Headteacher to draft a short summary outlining his broader vision for improvements to all the outdoor space at the school, including the Eco-Pod- *Outstanding item*

### 3 2016/17 Budget

- 3.1 The SBM introduced the item. The committee noted the budget report, five year forecast and budget dashboard.
- 3.2 Income
  - 3.2.1 The SBM advised that an additional £47, 843 income has been received compared to 2015/1 due to the Early Years intake. The SBM explained how funding is allocated.
  - 3.2.2 The SBM advised that £150,000 Pupil Premium (PP) is expected in 2016/17. The committee discussed the expected reduction in PP over the next five years. The committee requested the SBM recalculate the PP figures in the five year forecast to reflect the expected decrease. **Action: SBM to recalculate PP figures in five year forecast**
  - 3.2.3 **A Governor asked about AWPU.** The SBM advised that the school's finance system calculates the Age Weighted Pupil Unit (AWPU) based on enrolment figures.

- 3.2.4 A Governor asked about the certainty of the funding allocation from the local authority. The SBM outlined the National Funding Formula. The committee discussed the new funding formula and discussed ringfencing the carry forward surplus to protect the budget. **Action: The SBM to revisit income lines I01, I03, I0, I18 to include the predicted reduction in funding**
- 3.2.5 The committee requested the SBM provide some short guidance notes advising how figures have been obtained (based on previous year, confirmed figures etc). **Action: SBM to provide some short guidance notes advising how figures have been obtained**
- 3.2.6 A Governor asked if the school's financial software allows for variables. The SBM confirmed it does.
- 3.2.7 The SBM advised that I08 relates to the income from the Breakfast and Afterschool club and is based on the current number of places x 38 weeks.
- 3.2.8 Income from school meals is based on 2015/16 outturn and has remained consistent for the past two years. Universal Infant Free School Meals income in I18 is based on the census figures from January 2016.
- 3.3 **Expenditure**
- 3.3.1 The SBM advised that the majority of expenditure is based on the 2015/16 outturn.
- 3.3.2 The SBM advised that E26 includes a full time SENCO agency post for one term; a permanent appointment is expected from September 2016.
- 3.3.3 The SBM advised that E19 includes an assumed 6% increase in energy costs year on year. The SBM has contacted the local authority to establish the energy rates and is awaiting a response. Michael will arrange installation of energy meters. The committee discussed a future review of energy providers.
- 3.3.4 A Governor asked if E23 includes Liability Cover. The SBM confirmed it does.
- 3.4 The committee noted a predicted in year surplus of £36,000 and a cumulative surplus of £246,000. The committee discussed the 8% clawback figure.
- 3.5 The committee noted the Budget Dashboard report. A Governor asked about pupil figures in the report. The SBM advised numbers are based on census data. The committee discussed waiting lists and in year transfers.
- 3.6 The committee approved the 2016/17 budget which will be presented to the Full Governing Body meeting on 19<sup>th</sup> May 2016 for ratification.
- 3.7 **School Financial Value Standard (SFVS)**
- 3.7.1 The committee reviewed the submission form and discussed the answers.
- 3.7.2 The SBM advised that the Whistleblowing policy is being reviewed and updated.
- 3.7.3 The SBM advised that she will arrange for the Premises Development Plan to be circulated to the committee. **Action : SBM will arrange for the Premises Development Plan to be circulated to the committee**
- 3.7.4 The committee agreed the submission and it will be presented to the Full Governing Body meeting on 19<sup>th</sup> May 2016 for ratification. **Action: SBM to circulate the final version to Governors**

#### 4 **Premises**

- 4.1 **Swimming Pool** - The Headteacher advised that he has met with Just Swim. Just Swim has requested use of the pool for an additional 16 hours per week and the request has been agreed. The contract with Just Swim is being reviewed and will include details of the lease, maintenance and liability cover. An Operating Procedure and an Emergency Operating Procedure are being developed by Just Swim for the school's use. The committee agreed the two documents should be externally reviewed to ensure they are fit for purpose.
- 4.1.1 The Headteacher met with St James to discuss possible extension of the pool, a new entrance and improved changing facilities; the cost would be in the region of £135,000. St James advised that they would not expect any Planning issues if the project were to proceed. The Headteacher advised that £20,000 match funding may be available from the local authority as the pool is a community facility.

- 4.2 MUGA – The committee asked the Headteacher to email an update by the end of the Summer term.
- 4.3 Infant Playground – The committee asked the Headteacher to email an update by the end of the Summer term.
- 4.4 EYFS Update – The committee asked the Headteacher to email an update by the end of the Summer term. **Action: Headteacher to email an update on the MUGA, Infant Playground, EY space and EcoPod outdoor space to the committee by the end of the Summer term**

## 5 Eco Pod

- 5.1 The matter was deferred until the next meeting.

## 6 Report card

- 6.1 The committee reviewed the DfE Benchmarking Report card.
- 6.2 A Governor asked about the pupil/teacher ratio. The Headteacher replied that the data is inaccurate and referred the committee to the CFR which reports there are 19 pupils per teacher.
- 6.3 A Governor asked about the Premises expenditure. The Headteacher advised that there are currently two Site Managers; this was inherited when the Infant and Junior school federated.

## 7 Health & Safety

- 7.1 The Headteacher advised that he has contacted Heartlands school for details of the company they use to carry out Health & Safety audits and is awaiting a response.
- 7.2 The Headteacher advised that he has met with Michael to discuss progress against outstanding actions from the previous Health & Safety report.

## 8 Flexible Working

- 8.1 The Headteacher advised that he has been approached by a class teacher to request that they leave the school early to collect their child from school. The teacher would leave early one day per week during PPA time when their class is covered (therefore no impact on pupils) and undertake PPA activities at home. The committee discussed PPA activities.
- 8.2 The committee agreed to flexible working for PPA activities in principle and agreed to delegate the decision to the Headteacher to ensure required parameters are met. **Action: Headteacher to draft a flexible working policy**

## 9 Policies

- 9.1 Best Value Statement 2016 - The committee reviewed and agreed the policy. **Action: Policy to be submitted the FGB meeting for ratification**
- 9.2 Finance policy - The committee reviewed and agreed the policy. **Action: Policy to be submitted the FGB meeting for ratification**
- 9.3 Lettings policy – The committee reviewed the policy and discussed the hire fees. The committee discussed the costs incurred when letting an area. The committee agreed the hire fees as:
- Dining Hall £40 per hour
  - School grounds £40 per hour
  - MUGA £35 per hour
  - Swimming pool Price on application
- 9.3.1 The committee agreed the policy. **Action: Policy to be submitted the FGB meeting for ratification**
- 9.3.2 The committee requested a breakdown of all letting income to be included in the quarterly finance report. **Action: SBM to include a breakdown of all letting income to be included in the quarterly finance report**

## 10 Date and time of next meeting

10.1 The committee was advised that the schedule of meetings for 2016/17 is yet to be agreed.  
**Action: Chair of Governing Body and Headteacher to liaise and draft meeting dates**

**11 Any other business**

11.1 The Headteacher advised the committee that the nursery has been considering offering full time places (30 hours) and outlined how the service would be provided. The Headteacher there would be no additional costs incurred. Pupils would be encouraged to bring a packed lunch from home. The committee discussed local school nurseries offering the same service. The committee discussed the Government's plans to offer 30 hours childcare to nursery age pupils and the need to flexible with the timings and funding. The committee agreed that the charge should be £135 per week when using the full 15 funded hours at Campsbourne nursery.

Parts 1 and 2 of the meeting ended at 10.55am

Signed.....Date .....  
**SATYEN DHANA, CHAIR**