

**MINUTES OF THE MEETING OF THE
HILLYFIELD PRIMARY ACADEMY GOVERNING BODY RESOURCES COMMITTEE
HELD ON 14 JUNE 2018 AT 6.45PM
AT HILLYFIELD ON THE PARK**

Present: Ms Rebecca Lyons (Acting Chair) Parent Governor

Community Governors

Mr Andrew Jacobs
Ms Charlotte Hickman

Co-opted Governors

Mr Oliver Benjamin-Lowin

Executive Headteacher

Mr David Worrall

Staff Governor

Ms Pauline Casbolt, Headteacher
Ms Lydia West (until 7.50pm)

Parent Governor

Ms Fatima Ba-Alawi

Clerk to the Governors: Ms Gill Hand

Also in attendance: Ms Janice Chaplin, Associate Headteacher, Ms Jenny Georgallis, School Business Manager (until 7.50pm)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	To forward tracked amendments from 03.05.18 minutes to clerk for information	RL	1 week
3.1	Clerk to liaise with Governor Services re amending previous minutes	Clerk	Immediate
3.1	Updated minutes to be represented at next meeting for review and signature	Governor Services	ASAP
3.2.1	To organise with CH and BB a date to attend a school lunch to review catering	SBM	ASAP
3.2.1	To feedback school lunch review at next meeting	CH/FA	Next meeting
3.2.2	Catering to be agenda item for next meeting	Governor Services	Next meeting
5.5	To advise Governor Services of secure governor email addresses	Clerk	Immediate
8.2	To confirm Exclusions Training date with Governor Services	Governor Services/FB	ASAP
9.1	DATE OF NEXT MEETING:	Governor	12.07.18

Chair's Initials:

	To be confirmed at FGB on 12 July 2018	Services/All	
10.2	Agenda Items Catering Budget Report 9 Budget 2018/19	Governor Services	Next meeting

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the meeting.

1.2 Apologies for Absence

There were no apologies for absence to be noted.

1.3 Quorum

The clerk advised the meeting was quorate.

1.1 Any Other Business/Confidential Items

It was noted that there were confidential minutes from the last meeting that would need to be reviewed in closed session at the end of the meeting.

2. DECLARATIONS OF INTEREST

2.1 There were no pecuniary interests declared in any of the agenda items.

3. MINUTES OF PREVIOUS MEETINGS

3.1 The Chair advised governors that the comments she had requested be made to the draft minutes had not been actioned and therefore the minutes circulated still required amendment.

It was agreed that the Chair would forward her tracked amendments to the Clerk who would liaise with Governor Services re amendments. The updated version would then be circulated prior to the next meeting for consideration for approval and signature.

ACTION: To forward tracked amendments from 03.05.18 minutes to clerk for information

ACTION: Clerk to liaise with Governor Services re amending previous minutes

ACTION: Updated minutes to be represented at next meeting for review and signature

3.2 Matters arising from the minutes

It was noted that unless outlined below, the actions from the previous meeting had either been completed or where on the agenda for discussion.

3.2.1 Minute No 10.2 - School Lunches

This action point remained outstanding as governors were yet to visit the school for lunch and it was agreed to carry forward this action to the next meeting.

ACTION: To organise with CH and FB a date to attend a school lunch to review catering

ACTION: To feedback school lunch review at next meeting

3.2.2 Minute No 10.2 – Catering

The School Business Manager (SBM) advised that governors would be provided with a comprehensive update at the next meeting.

Action: Catering to be agenda item for next meeting

4. BUDGET REPORT /BUDGET APPROVAL

4.1 Budget Report Period 8 – April

The SBM apologised for the late circulation of the Budget Report to governors and provided a verbal overview with reference to the following key areas:

- Income
- Staffing costs
- Teaching resources
- Support and admin costs
- Other funding costs
- Premises
- Capital purchases
- Key variables since last report

4.2 Budget Headlines

4.2.1 Projected Income

Governors were advised that the projected income was very similar to the Period 7 – March report with only a slight variance of £1506 and that income was on track to be met.

Q – If the school was to employ the services of the librarian, would these be included in staffing costs?

A – Yes and this post has already been included in the proposed budget for 2018/19

Q – Where it is stated that orders have been stopped, what does this mean?

A – Staff were given a date deadline by which they had to order resources etc. to ensure that all invoices had been issued prior to the summer holidays to aid the end of year finances. This is usual practice in schools but does not mean that orders cannot be made if something is identified as essential.

Q – The increase in Other Funding Costs has been noted. Could this potentially be attributed to the residential trips that may not have been budgeted for?

A – Potentially yes and this is an area that the SBM is currently reviewing

4.3 Draft Budget 2018/19

The SBM provided an overview of the Executive Summary Budget 2018/19 First Draft Report and the key areas outlined below were noted.

4.3.1 Income

2018/19 proposed income was noted as £8,358,803; an increased income of £711,375 from 2017/18 though this is yet to be finally confirmed.

4.3.2 Expenditure

2018/19 proposed expenditure was noted as £8,314,942; an increased expenditure of £794,848. The SBM advised that this increase in expenditure is in line with the anticipated increase in income.

4.3.3 Funding Applications

Governors were advised that funding applications were being made in the current financial year for library books, playground equipment and other small projects. This has been noted as a new line in the budget, and predicted funding may increase moving forward as the amount attributed has been entered cautiously at this time.

4.3.4 SEND Funding

The SBM updated that she had noted discrepancies in the amount of funding allocated by the LA SEND Team and had raised query about this and was awaiting final confirmation of funding to be received.

4.3.5 Budget Overview 2018/19

The SBM advised that a cautious budget had been set due to potential areas of historical unknown costs being identified and requiring action.

Q – How have staff costs increased by approximately £500k since the last budget?

A – This is mostly due to increased levels of staffing (4 new classes at Park site in September) and the annual incremental increase in teaching and support staff salaries

Q – With regards to the potential additional Site Service Officer Assistant, is it possible to consider an apprentice in this area to aid staffing costs?

A – Yes and it is something that the school are considering

Q – Has the school caught up with all current and historical outstanding invoices?

A – We are up to date with current invoices and all known historical ones but there is a potential for unknown historical costs still to arise. This is an area that continues to be regularly reviewed.

Q - Has the school faced any supplier issues due to the late payment of invoices?

A – No this has not been noted as an issue

5. PREMISES UPDATES/SBM REPORT

5.1 The SBM apologised for the late circulation of the SBM Report to governors and provided a verbal overview with reference to the following key areas:

- budget
- H&S Premises
- Playground works
- Governor email addresses
- GDPR
- Teachers Pensions
- Single Central register external audit and training

5.2 School Financial Software Audit

Governors were advised that a review of the above had been completed and the school had investigated alternative software options based on value for money, compliance and the school's identified needs.

The SBM informed governors that once this audit had been completed, a decision had been made to end the contract with the current providers, Correro, and commission SAGE finance moving forward from September 2018. This decision had been made as SAGE fitted the needs of the school and provided an efficient and supportive financial package.

Governors were advised that the cost of the SAGE contract was £3672 per annum with a set up cost of £4550.

Q – Will the school continue to have access to historical school data held within Correro?

A – Yes

Chair's Initials:

5.3 H&S LA Audit

The SBM advised that in the last LA H&S Audit carried out on 22 March 2017, the school had achieved a score of 85% which is the highest possible that can be achieved. The school is currently liaising with the LA re the next audit date.

5.4 Playground Works

The SBM provided an overview of the quotes that had been obtained for the proposed playground works at the Hill site which, if approved, were anticipated to begin over the summer holidays.

The quotes were noted as follows:

Quote 1 - £66,000

Quote 2 - £33,000

Quote 3 - £45,598

Governors were advised that of the three quotes, the proposals given in Quote 2 had been identified as the preferred option albeit subject to some requested amendments. It was anticipated that with these amendments incorporated, the quote would rise to approximately £45,000.

Q – Why is there a significant difference in the quotes?

A – This is due to different levels of interpretation and elaboration of the school's specification and requirements

Q – Is it possible to involve children's views when considering changes such as these?

A – Potentially for the future yes but not necessarily a good idea to do so at the Early Years level which is what this quote refers to

Q – Has due diligence taken place to ensure that these companies are recommended providers with good reputations?

A – Yes this has happened and appropriate checks taken place

Governors unanimously voted to **approve** Quote 2 with a limit of £45,000 expenditure to allow works to begin as soon as possible. However, for future reference, governors requested that they be provided with more detailed quote information to inform their overall decision and this was noted by the SBM.

5.5 Governor's Emails

The SBM advised that new secure school emails for all governors had been created and details would be forwarded to governors shortly.

Governors confirmed they were now aware that these emails should be used in future for all governor related correspondence and no personal email address would be used.

Governors were advised that a generic governor email address had been set up for queries, governors@hillfieldacademy.com, and this would be regularly monitored by the Chair of Governors.

ACTION: To advise Governor Services of secure governor email addresses

Governors thanked the SBM for her comprehensive and informative report which they had found very helpful.

Ms Georgallis and Ms West left the meeting at 7.50pm

6. POLICIES

6.1 Following discussion it was agreed that an annual policy review schedule would be created to support governors in this area and ensure regular review as required. This annual schedule would be presented to governors at the September FGB for consideration.

7. STAFFING UPDATE

7.1 The EH advised governors that the school was fully staffed for September 2018 and that a full staffing list would be presented to governors at the next full governing body meeting in July.

Discussion was held on the challenge to school that would be placed on staffing when staff had to renew their overseas visas. The EH updated that this was an area that was regularly reviewed and poses significant challenge as most overseas teacher visa renewals have been rejected.

8. LINK GOVERNOR REPORTS/GOVERNOR TRAINING

8.1 Link Governor Reports

There were no link governor reports to be reported upon since the last meeting relevant to this committee.

8.2 Governor Training

Governors were informed that contact had been made with Governor Services with regards to Exclusion training but a final date was yet to be confirmed.

ACTION: To confirm Exclusions Training date with Governor Services

9. DATE OF THE NEXT MEETING

9.1 The date of the next meeting will be confirmed once the Annual Schedule of Meeting Dates has been ratified at the Full Governing Body meeting on 12 July 2018.

ACTION: To confirm date of next meeting at FGB on 12 July 2018

9.2 Agenda Items

Budget Report Period 9
Budget 2018/19
Catering

10. ANY OTHER BUSINESS

10.1 There were no items of any other business to be noted.

Meeting closed at 8pm

Print:

Signed:.....

Date:

Chair's Initials:

--