

Wednesday 12th June 2019 – 5.30pm

Jack Hayes (Chair)
Tony Warran (TW) – Vice Chair
Gareth Walters (GW)
Debz Allis (DA)
Karen Wilson (KW)
Johnny Cleary (JCI)

Alison Reed (AR)
Sharon Newman (SN)

[illegible]

		ACTION
	<p>(h) <u>DA had updated the Complaints Procedures (based on Unicorn's procedures) and would present these at the next PPCC (17 June 2019).</u></p> <p>(i) SENCO – see personnel</p> <p>(j) MDS – this had been dealt with (see personnel)</p> <p>(k) The minutes of the meeting held on 06/03/19 were approved and signed by the Chair.</p>	DA
4.	<p>COMMITTEE MEMBERSHIP AND REMIT</p> <p>Given the ongoing Trust level review and discussion of governance and the imminent Compass Strategy Day (13th June), <u>it was agreed to wait for clarity around future devolved authority and committees before reviewing membership of the current WC sub-committees (skills audit/best match).</u></p> <p>There was a consensus that local scrutiny of the school's budget and spending would continue to be important, as was an effective flow of information to and from the Trust Board. There was some discussion and speculation about future arrangements and some concern about trying to cover more business at the FGB. There may be scope to continue to have a reduced version of R&P committee.</p> <p>It was noted that the Central Team (Compass) would be developing standard templates for school to report to the Board.</p> <p>In future invoicing would be a central function but schools would continue to undertake day to day ordering and purchasing (subject to agreed limits).</p>	Committee
5.	<p>GOVERNORS TRAINING NEEDS AND ITS IMPACT</p> <p>It was noted that Johnny Cleary and James Carrol need to be added to the Octavo list for training. SN agreed to action this.</p>	SN
6.	<p>FINANCE</p> <p>As usual it was agreed to report by exception</p> <p>a. Budget Monitoring and Adjustments May month-end</p> <p>There were no particular areas of concern, however it was noted that supply costs were higher than originally budgeted. Governors queried the reason for this and why the Long Term sickness scheme had not been used. AR said this was due to staff sickness but the LTS does not cover all absences (only sickness which exceeds 15 working days threshold). Unfortunately there was insufficient number of TAs to provide alternative cover.</p> <p>b. Year end forecast outturn</p> <p>AR reported the latest forecast outturn was for an in-year deficit in the region of £45k. This took into account all commitments, e.g. support staff pay increases, admin cover, and £7.5k towards hall refurbishment (Treetops). In consequence, it was noted that the funding reserves would reduce down from £180k to £159k (new server, CIF bid contributions from reserves), with an overall surplus forecast outturn of around £114K.</p>	

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	<p>c. <u>Cashflow</u> – it was noted that April had been a low point in cashflow terms and the school was due to receive CIF funding and UIFSM funding in June. The situation often looks worse on paper than in reality due to the timing of funding.</p> <p>d. <u>Review contracts for Renewal</u> – there was nothing to report on the Contracts Register.</p> <p>e. <u>Bench Marking information</u> – there was nothing to report</p> <p>f. <u>Financial Efficiency Ideas</u> - DA outlined the school's proposals to expand the Treetops wrap around care and the assumptions used in the calculation of income/expenditure and predicted profit for 2019/20 (£67k). It was noted that no discounted places would be offered and there were plans in place to use an online booking system (at a cost of £550) to reduce the current administrative burden. KW would be moving across to the Compass Central Team from September and she had undertaken the administration to date for which she was thanked.</p> <p>In discussion, GW queried if enough funding had been included for refurbishment and DA explained the plans in place and where money had been saved (e.g. water supply and electrics from CIF bid, PTA funded outdoor area). Also, if necessary more funding could be made available out of the anticipated profit.</p> <p>When asked about risks, such as staff sickness, DA said there were back-up plans in place to use a number of support staff on a casual basis if need be.</p> <p>JH said Treetops had been a very successful income generating idea and that weekend lettings were also very good.</p> <p>g. <u>Yearly Financial Planner</u> – the Gifts and Hospitality Register had been circulated and its contents were noted.</p> <p>h. <u>Audits</u> – The committee congratulated the staff on the final Internal Audit Report for Governors (March 2019).</p> <p>i. <u>Approving the 2019/20 budget</u></p> <p>AR took the committee through a revised version of the 2019/20 budget and, when asked, explained how she went through the budget line by line to determine the appropriate level of increase. Services such as rates, insurance, utilities usually assumed a 3% increase.</p> <p>It was noted that the supply/agency budget would be flat for the next three years and that premises and HR admin costs would be replaced with a contribution towards Compass Central Team for Finance and Business Services (£146.6k). Overall, there would be more premises and admin hours than currently in place.</p> <p>GW said there was an ongoing debate about how to apportion cleaning contract costs as part of the centrally negotiated cleaning contract for the four schools – i.e per pupil or per class.</p> <p>DA went through the draft staffing model for 2019/20. In summary she planned to:</p> <ul style="list-style-type: none"> • use a Schools Direct Salaried student teacher (SDS) instead of the SENCO in class to free up BL's time for the SEND4change agenda and the Mental Health Trailblazer project. • The unqualified teacher SDS (via Bromley Schools Collegiate) will be 	

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	<p>supported by another teacher in class 4 days a week and in college one day per week. This would be considerably cheaper than a qualified teacher.</p> <ul style="list-style-type: none"> • Bid for additional high needs support – three additional children need more support. SN mentioned her idea to set up a 'nurture group' across the Trust which she had flagged at T&L which she had mentioned at the Compass Strategy Day. Some MATs operate this system and has proved a successful and efficient approach to supporting SEND needs which are becoming greater in number. The new SEND agenda will have a direct impact on schools. • The family link worker will be based in EYFS and KS1 every morning , one day covering PPA and the rest acting as family link worker • Have 2 MDS (out of 9 MDS in total) also working as ISAs and do away with Nourish lunchtime support (cost neutral). <p>It was noted that one full-time T/A had resigned and the support staff model had been significantly reduced.</p> <p>SN said that a very experienced staffing profile meant that teaching staff costs were high. This led to a discussion about staff appraisal and stretching/challenging targets and the need to review the current Pay Policy.</p> <p>The committee thanked AR for the school's budget and approved the budget (with an in-year deficit of £79K for 2019/20) to go forward to the Compass Resources and Audit committee on 26 June.</p>	
7.	<p>PUPIL PREMIUM AND PE AND SPORTS GRANT</p> <p>Nothing to report.</p>	
8	<p>PUPIL STATS</p> <p>Pupil stats had been circulated to the committee and the current position was noted. Reception was full for September and one of the only school's locally that is. The committee said this was excellent and a testament to the effort put in by DA and her team.</p>	
9.	<p>PREMISES</p> <p>The summer works programme (see paper) was noted by the committee. The school had been successful in its CIF bid to update the school water distribution system. As a consequence, the school would be a closed site over the summer and this had affected a few lettings. Benefits would be having hot water without heating, new lower school toilets, sink in small hall and improvements to staff toilets. GW added that the school had been unsuccessful in its bid to update the heating system, there was insufficient recourse for appeal and this bid would be revisited next year.</p> <p>EYFS outdoor area – The PTA had agreed to fund the further development of the Outdoor Learning area in EYFS.</p> <p>Treetops – will move to the small hall and expand to accommodate up to 40 children in order to generate more income - see 6(f).</p>	
10.	<p>RISK MANAGEMENT</p>	

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	It was noted that the CFO was working on a central risk register. DA said the key risk was lack of funding and, over time, this could impact on standards, reputation and pupil numbers which in turn would impact further on funding. (i.e. a downward spiral of risk).	
11.	HEALTH AND SAFETY KW said the future of the safety committee needed to be flagged up and discussed with the new Central Team Facilities Manager Sue MacAskill. One option would be for her to run these for all four schools. KW said there was due to be a SafetyMark visit (H&S audit) this week.	
12.	POLICIES Nothing further to discuss. See 3(g) and (h).	
13.	PERSONNEL Nothing further to discuss. See 6i.	
14.	A.O.B and CONFIDENTIAL ITEMS None.	

15.	DATE of Next Resources and Personnel Committee : tbc The meeting closed at 7.30pm Chair Date	
	Supporting Documentation Budget monitoring report May 2019 Budget Amendments 2018/2019 Governor's Budget Monitoring Report Finance notes Breakfast and After School Club finance report Cash flow report 2018-19 Gifts and Hospitality Register (Internal Audit Report (March 2019) Draft 2019-20 budget (EFA three year report) Pupil Stats (10 th June 2019) Summer works programme Draft WCPS Staffing Model 2019/20	