MINUTES OF A RESOURCES & PERSONNEL COMMITTEE MEETING OF
WICKHAM COMMON PRIMARY SCHOOL
Wednesday 21st February 2018 – 5pm

Present:
Jack Hayes (JH) - Chair
Darren Jenkins (DJ)
Gareth Walters (GW)
Tony Warran (TW)
Rebecca Martin (RM)
Debz Smith (DS)
Karen Wilson (KW)

Approved Apologies:
Sharon Newman (SN)

In Attendance:
Anita Dowdell (AD) – ***Clerk***
Alison Reed (AR)

		ACTION
1.	**APOLOGIES OF ABSENCE** 1.1 Authorised apologies were accepted from SN.	
2.	**DECLARATIONS OF INTEREST & GOVERNORS REGISTER OF PECUNIARY INTEREST** 2.1 No further declarations of business were declared.	
3.	**REVIEW ACTIONS AND MATTERS ARISING AND APPROVE PREVIOUS MINUTES** 3.1 DS was at the last meeting but had been missed off the minutes. 3.2 AR confirmed that a small number of procedural changes had been made to the Wickham Common Financial Procedures Manual to reflect local roles and responsibilities. It was noted that the Manual and Financial Policies are all Trust documents and as such are just for LGBs to note. All policies are currently being reviewed by the CEO. • In response to a question from GW, DS explained that the new CFO will take up post in early March. • Terms of Reference (ToR) for LGB sub-committee were originally produced by the Trust so that the remit of committee was standard across the four schools. • SN (LGB Chair) and KC are the school's representatives on the Trust governors. In SN's absence, JWS (Vice Chair) will attend the next meeting. • The school's budgets are consolidated at Trust level. 3.3 AR circulated the Academies handbook. 3.4 Governors bio is now on the school website. 3.5 KW reported that funding is not available from the Wolfson Foundation as it only applies to Secondary and special schools. 3.6 DS to complete pupil premium report which is required by April. 3.7 PE Grant report is now on Website. 3.8 GW has met with AR to discuss the school budget. 3.9 GW has re-read ToR. 3.10 It was felt that although Ofsted had now inspected the school, the Committee briefing sheets were still a very useful resource and the work to update these should continue in time for the FGB on 22/3/18.	**JH to talk to KC regarding the Trust meeting held on 5/3/18 to find out what information can be brought back to the Resources committee.** **DJ/JH/BG TO COMPLETE**
4.	**COMMITTEE MEMBERSHIP AND REMIT**	

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	4.1 It was agreed that this would be DJ's last meeting as a member of Resources committee. DJ is happy to informally consult on any resources meetings. 4.2 It was agreed that the standard Agenda would be available for each meeting. 4.3 Trust policies will not be noted at school level.	
5.	**GOVERNORS TRAINING NEEDS AND ITS IMPACT** 5.1 JH informed the meeting that he had attended the Octavo training on Finance in Schools. DJ will be attending the Link Governor meeting. GW has completed modules on Modern Governor and has been on SEND training, Oct 2017.	**DJ to report to FGB, points from meeting**
6.	**FINANCE** 6.1 Budget monitoring – The report up to 31/01/18 was considered along with budget adjustments. JH thinks the amount of information is just right and not too much detail. 6.2 Expenditure –In response to a question from TW, Committee were informed that in excess of £5,000 (including Gift Aid) had been received from parent donations. It is possible that a decision on parental donations will be made by the Trust in the future. 6.3 Staff costs – DS mentioned that teaching staff costs were lower than the original approved budget, but not as low as first anticipated due to:- • 3 teaching staff leaving at the end of the summer term 2017. • Changes to PPA cover and one member of staff taking on additional hours. • Teaching staff salary increases. All teachers have had a 2% pay rise as agreed by the trust and those on the pay scale 6A have moved up to 6B. General training costs have increased to £7,000. A separate report was tabled giving details of the courses attended and those booked to date. GW asked if a similar level of budget would be required in future years and DS explained that two outstanding maths leaders had left so additional training was required for the new members of the maths team. Also the English Team has been increased and so for the purposes of succession planning more training has gone in there. First Aid qualifications need to be renewed every 3 years. Finally, Pixl is new training that will be ongoing. DJ asked how the money spent on training is impacted through the school and do they get to hear what happens with the children who have benefited from this training. DS explained that pupil & lesson observations along with pupil books show how the training impacts the school. DS went onto say that performance management targets have been set based on school improvement targets and training is linked to feed objectives. DJ asks if training is followed up within the school. DS explained how the training	

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	works moving the school forward. DS also agreed that it is important to show impact and development for the person and school.	
	6.5 Contracts – KW explained that the school's catering contract was due for renewal in July. This was originally a 3 year contract which was extended by a further 2 years. KW will report back to Committee following discussions with the CEO/COO on the way forward.	**All governors to read**
	DS explained that SNS the current IT provider is likely to be served notice so the trust can have one overall company. ADB has been looking at a new company who have already carried out an audit in each school regarding the IT infrastructure and are now preparing a report to the trustees on how they can move CAT forward with IT.	
	KW explained that the formal Fire Risk Assessment is undertaken every 3 years.	
	6.6 Long Term Sick - The current Insurance expires on 31st March. Cost to the Trust over the last 3 years amount to £23,000. The school is considering its options and discussions will continue with the Trust.	
	Discussions were held about how to raise more funds within the school. IE Before and After school club.	**Discussion at full at FGB**
	6.7 Yearly financial planner – DJ to send a copy of the Riverside planner.	**DJ to forward**
	6.8 Audit Report for Summer Term 2017– There was one subsequent recommendation that the yearly value of contracts should be shown on the school's contract list.	
	6.9 Benchmarking –The MAT benchmarking report was discussed together with the School Financial Benchmarking charts from the government website. It compared Wickham Common against other similar sized Bromley schools.	**All governors to read.**
7.	**PUPIL PREMIUM AND PE AND SPORTS GRANT** 7.1 KW explained that all four schools within the MAT were using their pupil premium in a similar way including financial support for enrichment activities. The number of pupils currently on roll entitled to FSM continue to fall. The DfE are proposing changes to the eligibility criteria following the introduction of Universal Credit, but we do not yet know what, if any, impact this will have.	
8.	**PUPIL STATS** 8.1	

Year Group	Class	F	M	Total
Reception	Acorn	10	13	23
	Conker	12	13	25
Year 1	Elm	13	15	28
	Holly	14	15	29
Year 2	Cherry	16	15	31
	Horse Chestnut	16	15	31
Year 3	Hazel	13	19	32

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	Poplar	16	15	31
Year 4	Beech	21	11	32
	Willow	22	10	32
Year 5	Lime	15	16	31
	Oak	17	15	32
Year 6	Ash	12	20	32
	Maple	15	16	31

*Poplar Class will have a new pupil joining on 26th February 2018

Total 421 pupils.

9.	**PREMISES** 9.1 CIF bid have now been submitted and the outcome is due early April. Non essential work is being delayed pending the outcome of these bids as the school will need to make a financial contribution to the projects. Proposals to change the school frontage were discussed as a potential bid for 2019/20.	
10.	**RISK MANAGEMENT** 10.1 – KW to amend risk register and circulate for the next meeting.	
11.	**HEALTH AND SAFETY** 11.1 Governors welcomed the introduction of a new safety committee within the school. 11.2 Safety mark audit is being held.	
12.	**POLICIES** 12.1 Trust policies are currently under review.	
13.	**PERSONNEL** 13.1 DS would like to have an emergency Budget & Personnel meeting as soon as possible. The date of 19th March 6pm was agreed. DS would like ADB & Central Team to attend.	**DS to invite AD** **Postponed to 27th March.**
14	**A.O.B** 14.1 No Other business	
15.	**CONFIDENTIAL ITEMS**	
16.	**AGREE FUTURE DATE FOR NEXT GOVERNING BODY MEETING** The date of the next Governing Body meeting will be 19th March at 6pm The meeting closed at 7:50pm	

		ACTION
	Chair …… Date ……	
	APPENDICES **Budget Monitoring Report Jan 2018** **Budget Amendments** **Staff Training Budget** **Cumulative Expense Analysis** **Cashflow Report** **Audit Report** **Benchmarking Reports** **Financial Procedures Manual WCPS** **Financial Year Planner** **Contracts List** **Pupil Stats** **Premises Development Plan** **Risk Register**	