

WICKHAM COMMON PRIMARY SCHOOL
MINUTES OF RESOURCES & PERSONNEL COMMITTEE MEETING
Wednesday 14th November 2018 – 5pm

Present:

Jack Hayes (JH) - Chair
 Gareth Walters (GW)
 Tony Warran (TW)
 Debz Allis (DA)
 Karen Wilson (KW)

Approved Apologies:

None

In Attendance:

Alison Reed (AR)
 Sharon Newman (SN)

		ACTION
1.	APOLOGIES OF ABSENCE None. All members were present.	
2.	DECLARATIONS OF INTEREST & GOVERNORS REGISTER OF PECUNIARY INTEREST GW informed the meeting that he is now a Trustee of Compass Academy Trust.	
3.	REVIEW ACTIONS AND MATTERS ARISING AND APPROVE PREVIOUS MINUTES (a) Completion of the Ofsted briefing sheet for this committee remains outstanding. (b) MAT Reserves Policy – The policy will be considered at the meeting of the Trust on 15/11/18. (c) Benchmarking – DA tabled school financial benchmarking charts which compared WCPS against other similar sized local schools based on 2016/17 financial information. (d) The minutes of the meeting held on 06/06/18 were approved and signed by the Chair.	JH
4.	COMMITTEE MEMBERSHIP AND REMIT SN informed the meeting that two new parent governors have been appointed with backgrounds in education and finance. Membership of the sub-committees would be reviewed to ensure a best fit of skills set of governors with the remit of the sub-committee. It was acknowledged that the structure and remit of the LGB and sub-committees would be governed by the future direction of the Trust.	
5.	GOVERNORS TRAINING NEEDS AND ITS IMPACT Members discussed the benefits of Octavo versus other providers including on-line training. The networking opportunities that arise from attending forums was acknowledged. SN informed the meeting that the Chairs' forum was very good and worth attending and other Governors can go not just Chairs. It was noted that spend for governing training is currently at 45% of approved budget for the year and that the new governors will require induction and training. It is therefore likely that the budget will need to be increased, with savings being made elsewhere. The MAT has proposed that training be undertaken in-house, but no further details have been made available as yet.	

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	Clerking - The committee felt that the short term solution proposed by the MAT was neither cost effective nor practical. GW asked that the responsibilities of the clerk be clarified. SN/DA to discuss with CEO on 15/11/18.	SN/DA
6.	<p>FINANCE</p> <p>(a) <u>Year-End 2017/18</u> Outturn was noted. Baxters have indicated that there will be no change to the projected in-year surplus of £36k and overall revenue surplus of £180k.</p> <p>(b) <u>Budget Monitoring and Adjustments 2018/19</u> – Committee reviewed the budget adjustments to date. Changes included:</p> <ul style="list-style-type: none"> a. Teacher’s pay grant – This will be funded by the DFE and the small overpayment made in error by the DFE will not be reclaimed. b. Salary adjustments following September staff changes. c. ICT contract agreed by the MAT during the summer break. The cost increase is due to the school now receiving 1 day per week of SNS support as opposed to ½ day under the previous contract. d. Mentoring for Headteacher (as agreed by Govs) is a bought-in service. e. Adjustment to Finance Manager’s salary as AR now working 1-day per week at Unicorn <p>In accordance with the Trust’s guidelines, there is no change to the projected deficit which remains at £40k as savings have been made elsewhere.</p> <p>(c) <u>Cashflow</u> – Not available for this meeting</p> <p>(d) <u>Contracts for Renewal</u> – The cleaning contract expires 31/08/18. R&PC Govs were pleased that the Trust will procure a single contract for the four schools.</p> <p>(e) <u>Financial Efficiency Ideas</u> – Work is being undertaken at the MAT to centralise/streamline admin and premises functions. Income generation schemes such as an establishing a music hub/service and an on-site pre-school were options for consideration in the long term for WCPS.</p> <p>(f) <u>Financial Year Planner</u> – There were no outstanding items for this meeting.</p> <p>(g) <u>Audits</u> - AR advised that 2 internal and 3 external audits had been undertaken this year. No issues were highlighted by the most recent internal audit on 08/11/18. AR produced draft report - final report to be distributed when received. The Governors congratulated and thanked AR for her excellent work.</p> <p>(h) <u>IR35 Employment Status Check</u> – Committee agreed that the school would not contact HMRC regarding back-tax and it was felt that the auditor’s recommendation was incorrect. The two individuals concerned could be considered as self-employed, however they are now on the school payroll for future ease. The CFO will be asked to feedback to Liberata.</p> <p>(i) <u>PTA Accounts</u> – Following his recent audit of the PTA accounts, AW report that fund raising this year had been phenomenal amounting to a £29k profit. He requested SN to write to the PTA to thanks them for their dedicated and fantastic achievement. DA informed the meeting of her recent discussions with the PTA. The installation of a gazebo in the wild life area has been deferred, as this was not the best use of funds at the present time. Projects under consideration are: development of EYFS outdoor learning area, main hall redecoration and blinds, IT hardware.</p> <p>(j) <u>Government Funding</u> – JH thanked DA for highlighting the issue of school funding and the recent budget announcements in her recent newsletter, as it was felt that many parents did not fully appreciate the precariousness of school finances.</p>	
7.	PUPIL PREMIUM AND PE AND SPORTS GRANT	

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	<p>PE grant spend was noted. DA reported that activities such as the daily run programme were having a positive impact on all pupils' general fitness, and on the school's performance in external competitions. WCPS came first in the recent Bromley Schools Cross Country Competition for Years 5&6 and again at The St David's Dash with Years 3&4. Participation in clubs is increasing and teachers have been upskilled.</p> <p>Outcomes for pupil premium children were below that achieved in 2016/17, but reflect the profile of the cohort.</p> <p>These reports will be made available on the school website in due course.</p>	
8	<p>PUPIL STATS</p> <p>409 pupils on roll as at 13/11/18. There are up to 28 vacant places across the school not helped by an increase in 'in-year' movement with 6 families moving at the end of the summer term. The school continues to work closely with the LA admissions team to try to fill places.</p> <p>SN report that the residential housing development in Layhams Road is underway and it is hoped that this will have a positive impact on future pupil numbers.</p> <p>Early years is now full.</p>	
9.	<p>PREMISES</p> <p>(a) <u>Munday & Cramer 5 Year Care and Maintenance Plan</u> – The report was commissioned by the MAT. The COO will be visiting schools to discuss the implications and future programmes of work in due course. GW ask that R&PC be informed if any items identified as poor that were not addressed in the appropriate timeframe.</p> <p>(b) <u>CIF Works</u> – The replacement of the fire alarm and installation of emergency are on schedule with likely completion early in the new year. The £10k contingency is being used to replace damaged fire curtains in roof voids, lighting in the main hall and repairs to floodlights. The programme of work ensures there is minimal disruption to the school including the evening lettings programme.</p>	KW
10.	<p>RISK MANAGEMENT</p> <p>The revised format prepared by the CFO was considered. This is likely to be further refined over the coming months so that it feed into the Trust. GW suggested some adjustments to the scores and that the residual risk of financial mismanagement was reduced to 4 which is low.</p>	
11.	<p>HEALTH AND SAFETY</p> <p>There were no H&S issues to report. The Site Manager continues to be on long term sick leave with the Assistant Caretaker taking on some of his duties.</p>	
12.	<p>POLICIES</p> <p>(a) Academy Financial Handbook – Noted</p> <p>(b) Authorised Signatories – Given the increased use of the school's credit cards for</p>	AR

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	<p>items such as the Tree Tops weekly catering delivery, it was agreed that an additional credit card be obtained for KW with a limit of £1,250.</p> <p>(c) Local Separation of Duties – Noted. The MAT is moving ahead with the use of BACS.</p>	
13.	<p>PERSONNEL</p> <p>One teaching assistant resigned in October and has now left. A proportion of her responsibilities have been re-allocated with existing staff taking on additional hours. However, some responsibility will no longer be undertaken.</p>	
14.	<p>A.O.B and CONFIDENTIAL ITEMS</p> <ul style="list-style-type: none"> • Voluntary Donations – This raised £5k in 2017/18, however, despite a reminder in the headteacher’s newsletter donations to date were down at £1,900. SN to write to parents in spring term. • DA tabled 3 Year Budget projections to highlight the seriousness of the funding situation. • Road Safety – There is no progress on the kiddie cut-out pavement signs. However, a pupil designed banner is to be erected on the neighbour’s fence at the junction of Gates Green Road and Hartfield Road. 	<p>SN to write to parents again in Spring Term</p>

15.	<p>DATE of Next Resources and Personnel Committee : 6 March 2019 at 5pm</p> <p>The meeting closed at 7pm</p> <p>Chair</p> <p>Date</p>	
	<p>Supporting Documentation</p> <p>Budget amendments 2017/18</p> <p>Provisional Year End Figures/Budget Monitoring Report Aug 18</p> <p>Budget Monitoring and Adjustments – don't need this listed</p> <p>Budget amendments 2018-19</p> <p>Governors Budget Monitoring Report Oct 18</p> <p>Pupil Premium 2017/18</p> <p>PE & Sports Grant 2017/18</p> <p>Pupil Stats at 13/11/18</p> <p>Munday & Cramer 5 Year Care and Maintenance Plan</p> <p>Risk Register Sept 2018</p> <p>Authorised Signatories</p> <p>Local Separation of Duties</p> <p>Gov. Benchmarking Charts</p> <p>3 Year Budget Projections</p>	