

**MILTON ABBOT SCHOOL**  
**Resources Committee**  
**11<sup>th</sup> March 2020 – 4.30pm**

Venue: School Meeting Room

**Minutes**

The meeting began at 4.35pm												
	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES &amp; MEETING AIMS</u>			<u>ACTION</u>	<u>COMMENTS</u>						
<b>Procedural</b>												
<b>1</b>	<b>Welcome and Apologies for Absence Declaration of pecuniary interests pertaining to this meeting</b>	Present: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">LA Gov</td> <td style="width: 33%;">Co-opted Gov</td> <td style="width: 33%;">Staff</td> </tr> <tr> <td>Brian Cook - Chair</td> <td>Brian Martin</td> <td>Chris Luxford - Head Teacher</td> </tr> </table> Karen Yorke-Dunne - Clerk MV and JB were invited to this meeting as members.			LA Gov	Co-opted Gov	Staff	Brian Cook - Chair	Brian Martin	Chris Luxford - Head Teacher		
LA Gov	Co-opted Gov	Staff										
Brian Cook - Chair	Brian Martin	Chris Luxford - Head Teacher										
<b>Report of the Last Meeting and Items Brought Forward</b>												
<b>2</b>	<b>i) Approval of minutes from meeting of 20<sup>th</sup> November 2019 ii) Matters arising including progress made on the actions raised iii) Update on an items not covered on the agenda</b>	The minutes of the meeting of the 20 <sup>th</sup> November 2019 were agreed and signed by the Chair as a true representation. PP – assessment drops will take place in the final week of this term. Books have been purchased Teachers are covered by sickness Insurance. FSU staff are not covered. <b>If Clare is sick, what are we committed to pay?</b> <b>We would pay her wage but we very rarely would have to buy-in cover as another member of staff would cover her.</b> It would cost £500 to cover support staff sickness. <b>Historically, do you have a high level of sickness?</b> <b>No staff are very good.</b>										
<b>Monitoring and Accountability</b>												
<b>3</b>	Outcomes of Audit – Nov 19	Positive audit, items brought up include: MJ & CL are the only staff with financial responsibility to sign for expenditure. Ideally should have one-person request order and 2nd to pay for it.			Monitor that all tasks from audit are complete – next meeting.							

		Non order transactions Purchase orders must be embedded.		
4	Finance Data Collection -	<p>Only BC has the budget monitoring information – BM given a summary of expenditure. November we were on target to have £12K overspend (use reserves) now in February £21K overspend.</p> <p><b>Why has this changed so much?</b> <b>Through extra TA at £7K plus on costs</b> Premises is showing an overspend but we are waiting for the money to be returned to us for the build. BC to request separate SEN line in budget to bursar (Janet) via CL. Governors discussed that the FSU has 2 core workers plus the teacher, more staff are needed as the year progresses as more children attend.</p>		Janet to attend school on 19 <sup>th</sup> March
5	Review spending against budget plan (FRS Report) <ul style="list-style-type: none"> <li>o Pupil Premium</li> </ul>		Next meeting	
6	3 year budget plan – future spending	<p>CL has to go through the porthole to access the 3 year budget. Suzette met with MJ &amp; CL to prepare the budget, only SLA's still to be increased. BC checked the accumulative deficit £19k until end of April. CL left the room for a few moments.</p> <p><b>What is our expectation of children numbers in September?</b> <b>Was thought 10 but will be 12 coming into reception.</b> Having the FSU has improved our intake. We have gone from 66 pupils to 75 over 3 to 4 years. <b>FSU is showing £15K less then we have received. Why?</b> <b>We are still to receive the money.</b> <b>When do we expect to get the money?</b> <b>Between now and the end of the financial year. We receive funding termly depending on the amount of children we have.</b> We need to identify who is responsible for the FSU. <b>It is a governor run unit</b> Governors to have a separate resources meeting for FSU while it is governor run.</p>	<p>Governors agreed to take the budget to FGB to be ratified on 22<sup>nd</sup> April 2020</p> <p>Date to be arranged for a separate resources meeting for FSU to include Clare.</p>	
7	Benchmarking	BC has looked at benchmarking – 2018-19 figures show that		

		income & expenditure were both higher last year compared to the previous year. All figures are relative to numbers of children and staffing. Very difficult to compare with other schools as we do not know their commitments. Easier to look at our spending year on year.		
8	SFVS	CL to pass the final version of the SFVS to BM & BC to agree by email before submitting	CL to email SFVS to governors to be agreed.	
9	Extended Services – FSU & Wrap Around Care	BM to monitor application of funding of SEN children in FSU Wrap around care currently has an overspend; this is due to parents not paying on time. Afterschool club currently costs £1. <b>Children should not be able to attend until they have paid their bill.</b>	MJ to chase payments of wraparound care.	
10	Curriculum spending	The majority of spending is on staffing at the moment as good quality teaching is needed rather than resources.		
11	Minibus	This is not a priority at the moment. Would be a great asset to support sporting activities as well as other trips. Could approach local companies for sponsorship. Governors discussed asking the PTA for playground equipment. There are grants available but they do take time to fill out application forms etc.	To remain on the agenda	
12	<b>Staffing Matters</b>	We have a consistently strong staffing team. Part 2 We have a high level of staff on or near the UPS.		
13	<b>Strategic Partnerships – Committee Views</b>	All governors were present at the strategic meeting no feedback required. CL attended the HT meeting on Friday for the MSP. Governors spoke about formal partnerships with other schools. <b>Does it help with Ofsted for each school?</b> <b>No other then having support from other professionals.</b>		
14	<b>Health and Safety:</b> Accessibility Plan	KYD fed back to governors that the company they had chosen for the accessibility audit is comparable to other services, if they chose to go ahead they should expect actions.	Ask Jane Byrne to look at Accessibility plan/audit	
15	Health and Safety Policy	Governors agreed to replace the front door using capital funding (2019) of £4888. Out of 3 quotes governors chose Nordic.	Front door to be replaced	

		<p>Fencing at the back of Early Year needs to be replaced, it was also suggested to resurface the area at the same time, this would cost £4435 which could be taken from next year's Capital spending.</p> <p><b>Do we have a repairs budget?</b>  <b>It would not cover this amount.</b></p> <p><b>Do we need to resurface now?</b>  <b>It would make more sense to carry-out the resurfacing at the same time as the fencing.</b></p> <p><b>Is there still a list of county approved suppliers?</b>  <b>Yes MJ generally uses them but we are expected to acquire 3 quotes.</b></p>	CL to resend quotes to BM for approval.	
16	Emergency Management Plan & Business Continuity Plan	This was reviewed in September 2019 with all other policies.		
17	<p><b>Contract Review -</b></p> <p>i. SLA – Service level agreements</p> <p>ii. Website review</p>	<p>i) We are looking to renew all contracts with no changes.</p> <p>ii)The website is looking professional. Q&amp;L are due to ensure that all statutory items are on the website in May. BM stated that the pictures were a little distorted. <b>This may be because tablet used instead of computer, will check.</b></p>	<p>Governors agreed to renew SLA's</p> <p>Clerk to have log-in to update Governor section</p>	
18	<b>Correspondence –</b>	None		
19	<p><b>Items Not on the Agenda –</b></p> <p>Urgent Items</p> <p>Items taken forward to the next meeting</p>	<p><b>Are there any Corona virus updates on whether the school will close?</b></p> <p><b>We are waiting to find out.</b></p> <p><b>Do we have an obligation to teach?</b></p> <p><b>We are unsure what is expected of schools at the moment.</b></p>		
20	<b>Governor visits –</b> feedback from visits/walks that have taken place	<p>BC has monitored the budget with the bursar.</p> <p>Data collection wk 11/3/2020</p> <p>Data collection wk 29/6/2020</p>		
21	<b>Governor Training –</b> Feedback and requests	JB has attended governor Induction training. MV was unable to attend.		
22	<b>Date &amp; Time of Next committee meetings</b>	22 <sup>nd</sup> April 2020 –FGB		

The meeting concluded at 6.50pm

