



**Forsbrook C.E. (C) Primary School
Resources Committee Minutes
Tuesday 21st May 2019**

Present	Mrs C Bratt, Rev I Coates, Mrs W Keeble, Mrs K Minor	
Apologies		
Absent	Mr J Harrison	
In Attendance	Mrs N Mitton, Clerk	
Item	Action/Comment	Owner
119.	Opening Prayer Colleague governors were welcomed to the meeting with an opening prayer.	
120.	Apologies No apologies were received. Mr J Harrison was recorded as absent.	
121.	Declaration of interest There were no declarations of interest for any items appearing on the agenda.	
122.	Minutes of the last meeting Minutes from the meeting on 3 rd April 2019 were made available on the governor portal and accepted as a true and accurate copy.	
123.	Matters arising Item (55, 64, 82, 93) All SEN funding has now been received. Item 94, all debts are now resolved. Item 115, the redundancy costs as referred to have been paid and built into the budget.	
124.	Carry forward – final 2018-2019 budget The carry forward was presented to governors, £39k. This was made up of an underspend in learning resources, AEN funding not expected and a small saving on staffing. Governors were satisfied.	
125.	Budget approval 2019-2020 Governors reviewed the total resources allocation sheet and budget planning report. Total reserves are £70,512. AEN funding has increased and more is expected which will reflect staffing. There is an underspend in 2018/19 on the devolved formula capital in addition to the government grant which is ringfenced to formula capital. (£17k approx.). It was suggested to governors that this money would need to be spent on the roof repairs. (Req post budget planning). The headteacher has taken into consideration the school development plan, ICT requirements and the outcomes from the building inspection when setting the budget.	

	<p>Governors asked for further detail on the recent issues with the roof and any associated costs. The local authority have costed the damage from the leak, roof repairs and electrics at approximately £40k. The school has been asked to make a contribution.</p> <p>Pupil premium (PP) was reviewed, the majority of funding goes towards TA support. PP students also receive additional enrichment. Some funding is used to subsidise educational visits and residential.</p> <p>SEN has changed since the report was provided with the call out notice.</p> <p>Reserves will be used to pay back an energy bill from 2015. Governors asked the headteacher to ensure that the request was legal due to the length of time lapsed before making any payment (£7k). Capital reserve of approximately £10,760 was approved to be spent on the roof.</p> <p>Nursery outturn is £38k (£20k already deducted for the electronic gates). There are plans for the outside areas and the headteacher would like governors to consider money being donated to the school for reading books.</p> <p>Budget 2019/20 Teaching staff costs have increased since the report was produced, an NQT was budgeted for but a mainscale teacher recruited. Redundancy costs for the TAs was budgeted. A strong deal for staff absence insurance has been negotiated. Costs associated with the sports coaches has been covered by the sports premium funding. Power maths was noted as a new cost, this reflected objective 3 in the school development plan and the impact will be reported on a FGB meetings.</p> <p>The school is tied in to a 3 year contract with purple mash, staff have been retrained and reminded to use the resource but it will not be renewed.</p> <p>Governors asked what benchmarking had taken place, particularly around staffing. Photocopying was also raised as an area to review. There are no printers in classrooms. The headteacher will work with the partnership to carry out a benchmarking exercise.</p> <p>The overspend on catering last year was challenged, census date (snapshot) is the issue.</p> <p>Music fees to parents have been increased (£10 raise) and an additional deal for Chartwells (cleaning) has been negotiated. Governors queried whether swimming charges come out of sports premium, it was confirmed that only national curriculum swimming does.</p> <p>There were no further questions from governors. The budget plan was approved.</p>	<p>Governors</p> <p>KM</p> <p>KM</p>
126.	<p>Nursery minutes, fees and budget plans</p> <p>The nursery sub-committee have reviewed the budget plan and the proposed staffing changes. All agreed that a permanent, dedicated deputy was required. An internal appointment has been made.</p> <p>Following a review by the county advisor, the layout to nursery will change to support safeguarding and improvements will be made to the outdoor area.</p> <p>Governors were asked to consider increasing the rent and the out of school club fees by £1.</p> <p>The budget plans for the nursery were reviewed, the cook has left and the new Chartwells SLA includes providing meals for the nursery. (rent increase to cover the costs to the school</p>	<p>Governors</p>

	<p>budget)</p> <p>Governors approved the nursery budget.</p>	
127.	<p>5 year budget modeller</p> <p>It was noted that the modeller shows a deficit but the carry forward isn't indicated.</p> <p>Governors asked to revisit this in autumn term once the staff changes were confirmed.</p>	Clerk
128.	<p>Finance audit</p> <p>Governors noted the outcome and recommendations made in the finance audit.</p> <p>Financial limits (commissions for staff family members and/or governors) to ensure that the financial integrity of the school was upheld. A £2k cap was agreed.</p> <p>The audit was accepted by governors.</p>	
129.	<p>Debt review</p> <p>There were no outstanding debts to report.</p>	
130.	<p>SFVS and scheme of delegation</p> <p>WK to scan and email the completed finance skills matrix to the CoG. CB to follow up with JH his completed matrix.</p> <p>A new SFVS has been released. Governors agreed to review this at the September meeting.</p> <p>Following the recent finance audit a number of suggestions were made in relation to the Scheme of Delegation D4 was discussed in great detail, governors approved the amendment to £25k. E1 amendment approved. Governors approved the scheme of delegation.</p>	<p>WK CB Governors</p>
131.	<p>Policies</p> <p>Work to ensure that a policy checklist and website compliance will take place during the summer break.</p>	KM/NM
132.	<p>Date and time of the next meeting</p> <p>It was agreed to plan the autumn term meetings at the FGB.</p> <p>There was no further business and the meeting closed.</p>	CoG