

GOVERNING BODY OF RYHILL J & I SCHOOL

RESOURCES COMMITTEE MEETING MINUTES

DATE:

Monday 11 November 2019

TIME:

4.30 pm

LOCATION:

School

PRESENT

Chair:	Cllr Mrs F Heptinstall	
Headteacher:	Mrs E Jones	
Governors:	Mr R Davidson	Ms S Earl
	Ms M McCabe	Mrs P Tolley
In Attendance:	Mr M Jones - School Business Manager (SBM)	
	Ms J Goddard - Observer	
	Ms A Kenyon - Observer	
Clerk:	Mrs B Hughes	
Apologies:	Ms L Heaton	Mr W Manifold

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
1. APOLOGIES FOR ABSENCE	
Apologies for absence were received from Ms Heaton and Mr Manifold. Resolved 8 <i>That Governors consent to the absences.</i>	
2. DECLARATIONS OF INTEREST	
There were no declarations of interest in the meeting agenda.	
3. MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2019	
Resolved 9 <i>That the minutes of the meeting held on 30 September 2019 which had been circulated with the agenda, be approved.</i>	
4. MATTERS ARISING FROM THE MINUTES	
Health and Safety The Headteacher reported that since the last meeting there had been a further leak in the roof. This would be discussed in detail later in the meeting.	

ITEM	ACTION
<u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u>	
5.	REVIEW PAY POLICY
	The SBM reported that the LA Model Pay Policy 2019/20 was still awaited and would be brought to the next meeting.
SGS	
7.	TO DETERMINE INCREMENTAL PAY PROGRESSION FOR THE HEATEACHER, TO BE COMPLETED BY 31 DECEMBER
	Governors noted that the Headteacher Performance Review meeting would be held on 20 November 2019. Mrs Tolley reported that a preliminary meeting had been held with the School Improvement Advisor.
8.	REVIEW OF FINANCIAL MANAGEMENT POLICY AND FINANCIAL PROCEDURES MANUAL
	<p>The SBM presented the Financial Management Policy for Governors' Information. He advised that there were a few changes, which had been identified, and that the Purchasing Policy, which was in line with the LA requirements had been included.</p> <p>Q: What was the position in relation to financial benchmarking? A: A meeting was to be held with the LA Finance Officer to allow accurate benchmarking to take place.</p> <p>Mrs Tolley commented that benchmarking was an important, valid tool. The SBM commented that whilst he agreed with this, it had to be noted that benchmarking data tended to be in arrears.</p> <p>Resolved 11 <i>That the Financial Management Policy be approved.</i></p>
9.	BUDGET MONITORING AND EXPENDITURE PROPOSALS INCLUDING PUPIL PREMIUM, SPORTS PREMIUM AND LINKS TO THE SDP
	<p>Budget Monitoring Governors received copies of the Budget Monitoring Report. They noted the proposed carry forward surplus balance of £104,472, an increase due to increasing Nursery numbers and Pupil Premium funding.</p> <p>The SBM reported that it was planned to reduce the permitted carry-forward surplus figure to 8% from 15%. If this figure was breached, and the school carried forward an excess figure, there would be a need to show what the money was earmarked for.</p> <p>The Headteacher reported that there would be a need for an extra full-time Teaching Assistant from January 2020 owing to the intake into the Nursery of pupils with additional needs.</p> <p>Q: Could this not be done through internal redeployment? A: No, there was a heavy need throughout school and TA resources were stretched. The post would need to be advertised externally and the recruitment process instigated.</p>

ITEM	ACTION
<p>Resolved 12 <i>That TA recruitment be approved.</i></p>	
<p>10. AUDIT OF SCHOOL FUND</p>	
<p>The SBM reported that the Audit of the School Fund had been undertaken by Mr D Galley. He presented the report and commented that there were no changes to the School Fund Constitution; however, new signatories were needed.</p> <p>Resolved 13 <i>That the Audit of School Fund be approved.</i></p>	
<p>11. PREPARATION FOR SCHOOLS FINANCIAL VALUE STANDARD</p>	
<p>The SBM presented the following documents for approval:</p> <ul style="list-style-type: none"> - Leasing Items Register; - Crisis Management Policy; - Financial Risk and Controls Checklist. <p>Resolved 14 <i>That the above documents be approved.</i></p>	
<p>12. SAFEGUARING/HEALTH AND SAFETY</p>	
<p>The Headteacher reported that whole school face-to-face Safeguarding training had been completed on 15 October 2019.</p> <p>The SBM reported that the Caretaker had undertaken PAT testing training at a cost of £600. This would allow him to test all appliances within the school on a rolling programme and would avoid external annual costs for this.</p>	
<u>GENERAL ITEMS</u>	
<p>13. ANY OTHER BUSINESS</p>	
<p>Lunchtime Supervisor The Headteacher reported that the recruitment process was underway for a Lunchtime Supervisor.</p> <p>Parent Teacher Association (PTA) Governors were advised that the PTA had spoken to pupils with regard to fundraising and they had suggested they would like a stage for the school hall. The SBM reported that the cost was likely to be around £3k. It was hoped that fundraising throughout the year could fund this by the end of the school year, and also improve parental engagement.</p>	
<p>14. DATES OF FUTURE MEETINGS</p>	
<p>Resolved 15 <i>That the following committee meeting dates be noted:</i></p> <ul style="list-style-type: none"> • <i>Spring term 2020: 20 January and 9 March;</i> • <i>Summer term 2020: 27 April and 29 June, all at 4.30 pm.</i> 	
MEETING CLOSE TIME: 5.45 pm	

CHAIR