

## GOVERNING BODY OF RYHILL J & I SCHOOL

### RESOURCES COMMITTEE MEETING MINUTES

**DATE:**

Monday, 16 March 2020

**TIME:**

4.30 pm

**LOCATION:**

School

#### PRESENT

<b>Chair:</b>	Mr R Davidson	
<b>Headteacher:</b>	Mrs E Jones	
<b>Committee Members:</b>	Mr W Manifold	Mrs P Tolley
<b>In Attendance:</b>	Mr M Jones (SBM)	
<b>Clerk:</b>	Mrs E Wood	
<b>Apologies:</b>	Mrs A Kenyon (Maternity leave)	Mrs S Earl
	Mrs L Heaton	Cllr Mrs F Heptinstall
	Mrs M McCabe	

#### ITEM

#### ACTION

#### PROCEDURAL ITEMS

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	
	<p><b>Consent to Absences</b>  <b>Resolved 23</b>  <i>That consent be given to the absences of Mrs A Kenyon, Mrs S Earl, Mrs L Heaton, Cllr Mrs F Heptinstall and Mrs M McCabe.</i></p>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest with regards to the agenda for the meeting.	
<b>3.</b>	<b>MINUTES OF THE MEETING HELD ON 20 JANUARY 2020</b>	
	<p><b>Resolved 24</b>  <i>That the minutes of the meeting held on 20 January 2020, be signed; and</i>  <i>That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.</i></p>	SGS
<b>4.</b>	<b>MATTERS ARISING FROM THE MINUTES AND ANY ACTIONS</b>	
	<p><b>School meals debts</b>                  Some significant amounts of debt had been invoiced to the debtors, with the LA chasing payment. The school had a new Parent Pay policy in place and Governors were informed that parents could not be in debit for more than £30 within their Parent Pay account.</p>	

ITEM	ACTION
<b><u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u></b>	
<p><b>5. BUDGET MONITORING / APPROVAL OF BUDGET INCLUDING DETERMINATION OF SURPLUS BALANCE / DEFICIT PLANS</b></p> <p>Governors were presented with the Budget Monitoring Report April 2019-February 2020.</p> <p><b>Q: At code R1080, is all the maternity pay in now?</b>  <b>A:</b> Not all, as we only receive the payment upon their return to work. So some of the maternity pay will come in next financial year.</p> <p>The SBM informed the committee that the school had started placing orders for the following financial year already, in order to have them as commitments in the system as soon as possible.</p> <p>It was noted that there had been a number of issues with the online financial system crashing regularly and so the SBM had been logging the issues with the Finance Team in order to ensure that any problems were dealt with as soon as possible.</p> <p><b>Q: Where does the carry forward leave us with regards to being over the 8% threshold?</b>  <b>A:</b> If we breach threshold this year, that will not be the case for years two and three of the budget and so the carry forward will then come under the threshold. Also, once the roof works are complete we will need to spend some of the budget on refurbishing the booster room and so this will decrease the carry forward.</p>	
<p><b>7. FINALISATION OF SFVS</b></p> <p><b>Premises Development Plan</b>  The SBM presented the premises development plan, explaining the items within the plan for the current academic year. He then went on to explain the items within year 1 of the plan – what had been planned in so far and where within the budget the items would be funded from.</p> <p>Governors were informed that three quotes had already been sought for the Nursery grass play area. Quotes were also being sought for classroom decoration and refurbishment work for the future. The playground wall and necessary fencing work was another area where the SBM was seeking quotes for being completed.</p> <p>Years 2 and 3 of the plan reflected work to be carried out for IT requirements and further decoration and refurbishment across the school.</p> <p><b>Benchmarking</b>  Governors noted the content of the benchmarking report. A discussion was had with regard to bringing the cooking kitchen in-house, with the SBM explaining that there were a number of actions ongoing.</p>	

ITEM	ACTION
<p><b>SFVS</b> The SFVS document had been completed. One action was outstanding, which was the completion of the financial skills matrix by one Governor which needed to be carried out as soon as possible before the SFVS could be signed off and submitted.</p> <p><b>Resolved 26</b> <i>That the Chair of Governors contact the Governor in question to request that the financial skills matrix be completed as soon as possible.</i></p> <p><b>Annual Governance Statement</b> The committee agreed with the positive answers to all questions within the Annual Governance Statement, being confident that all areas were under control. Further training for staff on Aggresso has been carried out, as had been identified.</p>	CofG
<p><b>8. SAFEGUARDING/HEALTH AND SAFETY</b></p>	
<p><b>COVID-19</b> The committee was informed that the school continued to follow Public Health England and DfE / Government guidance with regard to actions linked to COVID-19. That day, the SLT had carried out risk assessments on activities across the school, with a number of occasions having been postponed or cancelled in order to minimise contact with children by people from outside the school building.</p> <p><b>Resolved 27</b> <i>That the Headteacher will send Governors the risk assessments and information sent out to parents with regard to COVID-19.</i></p> <p>A staff briefing would be held the following day to discuss their expectations of how to keep information up to date on the class dojo in the event of a school closure, this also included how parents' attention would be drawn to the information.</p> <p><b>Q: How many staff can you cope without before you would need to start looking at closure?</b> <b>A:</b> The threshold is three teachers before we would have to start looking at class closures. The first plan would be supply cover, but if we cannot get supply cover then we would need to look at alternative options. Nursery closure is one option, as it is non-statutory.</p> <p><b>Q: If Nursery closes, what will happen to the funding?</b> <b>A:</b> We have received no specific guidance as yet, but we may expect that the funding would be suspended.</p> <p><b>Q: What will happen with regard to SATs?</b> <b>A:</b> Again, we have had no guidance as yet. One of the options could be that they base outcomes on teacher assessment; but we will await further information before being able to confirm anything.</p>	HT

<b>ITEM</b>	<b>ACTION</b>
The committee held a discussion about the school being able to offer as much as possible with regard to web-based educational resources, including signposting to what is available for free, should the school have to close.	
<b><u>GENERAL ITEMS</u></b>	
<b>9. DATES OF FUTURE MEETINGS</b>	
<b>Resolved 28</b> <i>That future meetings of the committee be held in the school, at 4.30 pm, on the following dates:</i> <i>27 April 2020</i> <i>29 June 2020</i>	All
<b>MEETING CLOSE TIME: 5.55 pm</b>	

CHAIR