

GOVERNING BODY OF RYHILL J & I SCHOOL

RESOURCES COMMITTEE MEETING MINUTES

DATE:	TIME:	LOCATION:
Monday, 20 January 2020	4.30 pm	School

PRESENT		
Chair of Committee:	Cllr Mrs F Heptinstall	
Committee Members:	Mr W Manifold	Mrs P Tolley
	Mrs M McCabe	
In Attendance:	Mr M Jones (School Business Manager)	
	Ms J Pollard (Observer)	
Clerk:	Mrs S Robinson	
Apologies:	Mr R Davison	Mrs L Heaton
	Mrs S Earl	Mrs E Jones
	Ms J Goddard	

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
1. APOLOGIES FOR ABSENCE	
Apologies for absence were noted. Resolved 17 <i>That Members consent to the absences.</i>	
2. DECLARATIONS OF INTEREST	
There were no declarations of interest.	
3. MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2019	
Resolved 18 <i>That the minutes of the meeting held on 11 November 2019 be signed as a correct record, subject to the following amendment:</i> <i>Under "Present", "Ms A Kenyon" be removed from 'In Attendance'.</i>	SGS
4. MATTERS ARISING FROM THE MINUTES	
There were no matters arising from the minutes.	

ITEM	ACTION
<u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u>	
<p>5. BUDGET MONITORING / APPROVAL OF BUDGET It was agreed that this agenda item would be considered later in the meeting.</p>	
<p>6. EXPENDITURE PROPOSALS It was noted that this item would be would be considered later in the meeting.</p>	
<p>8. PREPARATION FOR SCHOOLS FINANCIAL VALUE STATEMENT The School Business Manager (SBM) informed Members that the SFVS would be completed at a meeting arranged with Chris Hemingway, LA Finance Officer, on 7 February 2020.</p> <p>Whistleblowing Policy Members received a copy of the Whistleblowing Policy. The SBM explained that there were no significant changes to highlight. Resolved 19 <i>That the 'Whistleblowing Policy' be approved.</i></p> <p>Health and Safety Compliance Report The SBM distributed a copy of the Health and Safety Compliance report that had been provided by ENGIE.</p> <p>Q: Who pays for corrective work required? A: The school pays ENGIE for compliance work. Reactive work can now be out-sourced. The school request quotations for all work.</p> <p>Q: Are quotations from other companies lower than those received from ENGIE? A: Usually. The school is saving money on work that is undertaken.</p>	
<p>9. REVIEW PAY POLICY Members received a copy of the Pay Policy. Resolved 20 <i>That the 'Pay Policy' be approved.</i></p>	
<p>5. BUDGET MONITORING / APPROVAL OF BUDGET Members received a copy of the School Budget Monitoring Report for the period April 2019 to January 2020. The SBM highlighted the following variation within the report:</p> <ul style="list-style-type: none"> • Income – R9132 Contributions to Educational Visits had been reduced by £2,000; <p>Q: What is the process for parents who cannot pay for educational visits? A: The school would do everything to facilitate a funding plan for parents. Pupil Premium children do not qualify for free educational visits. It is at the parent's</p>	

ITEM	ACTION
<p>discretion whether or not they make a contribution. The school may subsidise these visits at the discretion of the Headteacher.</p> <p>Q: What would happen if every parent decided not to pay for educational visits? A: To meet the ethos of the school the Headteacher would want educational visits to continue. However, the number of trips would be reduced considerably as the current educational visits program would not be sustainable without the support of parent contributions.</p> <p>R9258 Meals and Refreshments had been reduced by £2,500;</p> <ul style="list-style-type: none"> • Employee Costs – R1080 Maternity / Paternity / Adoption Pay. The LA was looking into this expenditure item; Staffing Costs had increased due to the appointment of the additional TA, one member of staff had returned from long term sickness absence and the additional LSA's. • Supplies and Services – R4000 Equipment had increased by £1,500; R4210 Clothing Pupils had reduced by £2,175; R4300 Printing and Stationery had reduced by £1,100; R4411 Music Lessons had increased by £1,320 to cover the costs for the charanga programme; <p>Q: Who are the charanga lessons aimed for? A: They are for both Primary and Secondary school children.</p> <p>R4500 Computer Equipment – New Hardware had reduced by £500; R4505 Computer Equipment – New Software had reduced by £1,000; This item would be offset in April 2020. The web-site was due for renewal, out of date and not suitable for the school's needs, it needed to be revamped.</p> <p>Q: Will the school be able to update the new web-site? A: Yes.</p> <p>R4950 Sport Facilities – Fees: this related to the outdoor gym equipment.</p> <p>Q: Has the outdoor gym equipment been purchased? A: Yes. The cost was £5,000. The school had £17,795 Sports Premium funding this year and a surplus had been carried forward from the previous year, leaving a total allocation of £23,250.</p> <p>Q: How many pieces of equipment have been purchased? A: 5. The equipment is suitable for Key Stage 1 and Key Stage 2 children.</p>	

ITEM	ACTION
<ul style="list-style-type: none"> Total expected Surplus contingency was currently £103,547. Although this was above the 8% threshold (approx. 90k), additional funding for 2020/21 would see this potentially rise to 95-100k. <p>Dinner Money Debts Q: Have the dinner money debts been cleared? A: The parents cannot build up debts, the system recognises when they have built up to a certain amount.</p>	
10. SAFEGUARDING / HEALTH AND SAFETY	
<p>Roof Update The SBM informed Members that he had received an email from ENGIE to advise that the capital program for the roof scheme had been approved.</p> <p>Storage Issues Members were advised that the storage issues were being addressed. Rather than hire in an expensive container the school had decided to purchase a new wooden playhouse for Nursery. This would be used in the short term as a storage solution until the roof was repaired. It would then replace the old playhouse. The cost was approximately £500.</p>	
ANY OTHER BUSINESS	
<p>PTA Update Mrs McCabe informed Members that a PTA letter had been sent out and it had advised parents that £2,000 had been raised for the school over the Christmas period. She explained that the cost of the stage would be around £3,500 and an application for additional funding for the project would be submitted.</p>	
<u>GENERAL ITEMS</u>	
11. DATE AND TIME OF NEXT MEETING	
<p>Resolved 21 <i>That the following resources committee meeting dates be noted:</i></p> <ul style="list-style-type: none"> <i>Spring term 2020: 9 March 2020 at 4.30 pm; and</i> <i>Summer term 2020: 27 April 2020 and 29 June 2020 at 4.30 pm.</i> 	SGS
MEETING CLOSE TIME: 5.30 pm	

CHAIR