



The Vineyard School Governing Board

Minutes of Resources Committee meeting held on 5th June 2019 at 8am at the school

- Present:** Emma Sutton (ES)
Ruth Whymark (RW)
Graham Stewart (GS)
Melanie Bywell (MB) – Chair
- In Attendance:** Svetlana Sanders (SS) – School Business Manager
Anna Mantle (Clerk)
- Absent:** James Lane (JL)

Meeting started at 8.33am

Item	Action
1. <u>Apologies for Absence</u> Apologies received and accepted from James Lane.	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Minutes of last meeting (15th May 2019) and matters arising</u> Part One and Part Two minutes for 15th May 2019 were agreed as a true and accurate record. Signed copies to be filed at school. Matters arising not addressed as part of the agenda: <ul style="list-style-type: none">• Contactless payment options – SS has researched some options and contacted AfC to gain clearance for its use. She is aware of one other school looking into this and she intends to contact them for information, having searched for guidance/policies on the subject and not found anything suitable.• SS updated the meeting that she had budgeted £4K for tree maintenance. A plan, identifying all trees in different stages of maintenance is still under review.	
4. <u>Budget</u> SS presented a revised budget for 19/20 based on a worst case scenario and still including the expenditure that will be proposed to be covered by FOV funds (£18K of expenditure). This worst case scenario predicts a £13K deficit. Discussion followed that revisions should be made so that a balanced budget is presented to FGB for sign off, since submitting a deficit budget to the LA at the end of the month will mean that work will have to start immediately on drawing up a debt recovery plan, when in fact it is highly unlikely that the worst case scenarios that this budget is based on will all happen. RW and SS will review	Review budget. RW and SS

<p>the budget line by line so that a balanced budget can be presented to FGB on 20 June.</p> <p>Governors asked whether monthly reviews of the budget position were happening. SS confirmed that she and RW meet monthly and the budget position is presented termly to governors.</p> <p>Focus moved on to the projections for 20/21. The projection indicates a significant deficit for Y2. SS outlined longer term plans which will help to address the deficit and result in more positive projections for 20/21.</p> <p>Governors noted that they need to be thinking of other income streams to help balance the budget in the short to mid term, since the real challenges with the budget will only be solved in the political domain with more funding from central government. The strategy would include encouraging more donations to Friends of The Vineyard and reviewing lettings and site hire. SS outlined that the lettings policy and lettings contracts needed reviewing. This will happen in September.</p> <p>Discussion about marketing documents to promote FOV to new parents will take place at FOV meeting scheduled for 13 June 2019.</p>	<p>Review lettings policy. SS</p>
--	--

<p>8. <u>Update on wraparound care provision transition</u></p> <p>Discussion moved onto Agenda Item 8 regarding the process of transition between Treehouse (current wrap around care providers) and Koosa Kids (due to take over the contract in September). RW updated the meeting that Koosa Kids are due to meet with existing school club staff with regards TUPE next week (w/c 10 June). She explained that Koosa Kids are insured to be keyholders and are keen to run holiday clubs, which will generate income for the school and take advantage of the school site during the holiday period.</p>	
--	--

9am Emma Sutton leaves. (Meeting remains quorate.)

<p>5. <u>Bad Debt Policy</u></p> <p>Governors discussed and agreed that the proposal to request one term and two weeks' advance payment for school dinners at the start of Y3 was reasonable.</p> <p>They discussed that every effort should be made to make the payment conditions on ScoPay as transparent and easy as possible. SS indicated that ScoPay set up would form a session at the Parent Engagement Day at the start of the academic year.</p> <p>Governors asked about how the school proposed to deal with persistent bad debtors. It was agreed that the school would charge an admin fee for every letter sent chasing a debt, since significant administration time is required to monitor and chase debts.</p> <p>Governors discussed the process to be followed if payment is not made subsequent to the reminder letter and administration fee. It was agreed that, if provision is not made by the parent for lunch, and the school is satisfied that the parent is able to pay, the final stage of non-payment would involve a SPA (single point of access) referral to the welfare officer at social services. Governors agreed that safeguarding the needs of our children is our primary responsibility. SS will include this in the policy.</p> <p>SS will also prepare a letter for current Y2 requesting notification of uptake of school dinners from September onwards and requesting payment.</p> <p>Governors agreed the policy including the processes outlined to enforce lack of payment.</p>	<p>Make updates to Bad Debt Policy. SS</p>
--	---

6.	<p><u>Update on bad debts</u> SS circulated information regarding the outstanding debts owed for school meals. Governors commented that the position was much improved from previously and commended SS on the efforts made to get to this point. SS indicated that the budget for 2019/20 will include more realistic figures and they will maintain an ongoing focus on collecting debts in this regard.</p>	
7.	<p><u>Cleaning contract tender process</u> SS explained that there is a cluster meeting of local schools on 26 June and she plans to discuss cleaning contracts at that meeting.</p> <p><i>Via email after the meeting, SS circulated the current cleaners' letter informing the school that their fees will increase by 5% in September. It was agreed that SS would push back and agree 2% increase.</i></p>	
9.	<p><u>Proposal for FOV request</u> There was a brief review of the list of budget items that it is proposed are covered by the FOV. RW indicated that there were a couple of other items that she would like to suggest are added to the list. The full details will be discussed and agreed at the FOV meeting on 13 June.</p> <p>Governors agreed in principle to the list of items being funded through FOV.</p>	
10.	<p><u>Any other business</u> The catering contract started in 2014 and was for a term of 3 years with the possibility to extend for a further two. Therefore, the contract has to be put out to tender. The new contract will include a requirement that caterers collect the money for school meals themselves and take over the process of collecting debts. It is noted that it will not be possible within the timeframes available for the tender process to complete and a new contract start from September.</p> <p>Governors agreed that this process will be undertaken at the start of the next academic year.</p>	

Meeting concluded 9.45am

Date of next meeting: 2 October 2019 at 8am

Summary of action points:

Action point	Responsibility
Review the lettings policy	SS
Revise the budget and resubmit to committee via email, ahead of FGB	SS
Update bad debt policy for submission to FGB	SS