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The Vineyard School Governing Board

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Minutes of Resources Committee meeting held on 9 May 2018 at 8am at the school

- Present:** Robert Stanton (RS)  
Graham Stewart (GS)  
Ruth Whymark (RW)  
Emma Tuck (ET)  
Melanie Bywell (MB)  
James Lane (by phone) (JL)
- In Attendance:** Richard Rosewell (Associate Member) (RR)  
Anna Mantle (Clerk)  
Wendy Robinson
- Absent:** None

Meeting started at 8am

Item	Action
1. <b><u>Apologies for absence</u></b> All present. James Lane joined the meeting by phone.	
2. <b><u>Declaration of interests</u></b> No direct or indirect pecuniary interests were declared.	
3. <b><u>Minutes of the last meeting (24 January 2018) and matters arising</u></b> Note made to amend reference to statements and replace with EHCP. No other matters arising. <b>Governors agreed that the minutes from 24 January 2018 were a true and accurate record.</b>	
4. <b><u>12 month actuals year to date</u></b> WR informed the meeting that despite predicting £34k carry forward, the year ends with -£37k. She explained that the main reason for this was the school had received £26K less SEND funding than they had been told to expect. (The challenge with SEND funding is that it takes months for the funding to come through and it is always out of sync.) The rates bill of £12k accounts for some of the deficit as well. This can be recouped but not in this financial year.  <b>Governors asked about E19 and the £93K discrepancy</b> WR explained that PTA costs go into E19 and are then charged back. She highlighted that the income from the PTA is included in I12.  <b>Governors requested more transparency in future.</b> WR explained that she plans to tally the balance in more detail for next year.  <b>Governors asked about I09 catering supplies.</b> WR explained that these are the	

	<p>upper school catering income. The lower school catering is covered by a universal grant included in I18.</p> <p>WR explained that the notes accompanying this reconciliation explained the major differences and provided context for next year's budget.</p> <p><b>Governors had no further questions.</b></p>	
<p>5.</p>	<p><b><u>Draft 1 budget review 2018/9</u></b> Governors had reviewed the budget documents circulated ahead of the meeting.</p> <p>Governors commented that the budget increase compared to last year is due to the growth fund (since pupil numbers are flat) and they are aware that, when considering the three year plan, this level of funds may not be available in two years' time.</p> <p>Governors asked questions about line items which differed significantly (positively and negatively) in comparison with the 17/18 budget, including:</p> <ul style="list-style-type: none"> <li>• The number of EHCPs in the 18/19 budget since it seems lower than actual numbers. RW confirmed that they have referred this back to the LA and are chasing up the SEND team to confirm the number of EHCPs are in place.</li> <li>• Questioning whether there was confidence in the predicted increase in income from facilities and services. There is confidence in this figure.</li> <li>• A question about the provision of additional grants, e.g. the P.E. grant and whether they are under threat. They were reassured that the P.E. grant is ringfenced for the next two years.</li> <li>• Governors asked a series of questions about staff cost increases. They were informed that savings were being made where possible, including planning to employ Schools Direct teachers where the school receives money back for training, and planning to look at the job descriptions of TAs and LSAs to ensure effective deployment of these resources more flexibly when needs arise. The increase in staffing costs covers the inflation-rate salary rise, pension and NI obligations. The increase in premises staff costs includes budgeting for a part-time apprentice role to cover extra workload and begin the succession planning process.</li> <li>• There was significant scrutiny of the large increase in "Other Staff Costs". WR explained that there are lunchtime staff in two halls now and that there has been a high turnover in this area. Governors challenged whether there was a different model to manage costs better. They were informed that the lunchtime experience has been much improved by running two lunch halls and that if TAs were used for lunch cover, costs would be significantly higher. There might be a requirement to put up the cost of lunches to cover these costs. <b>Governors requested information on the proposed size of any potential increase.</b></li> <li>• The buildings maintenance budget was questioned because it is significantly lower than the 17/18 budget. WR explained that the amount in the budget reflected a return to a more typical spending level (based on 5 years' data).</li> <li>• <b>Governors questioned whether there was less income from pay-outs than paid in premiums?</b> WR explained that she had done some analysis of the value of being in the LA insurance scheme and she had decided it is a good scheme. They have been hit by a clawback of £5k this year, however this is not a usual occurrence. <b>Governors commented that based on the numbers in the budget, it would seem the school would be better off self-insuring.</b> It was agreed that this would be reviewed.</li> <li>• <b>Governors challenged whether the carry forward that is predicted for 2018/9 is realistic, considering this year's experience.</b> WR confirmed that she is confident, however it will require hard work. RW stated that it is a question of having clear cost centres and a live feed on key costs and income areas. The LA is helping the finance team to set up a system to improve budget tracking in real time and more detail.</li> <li>• <b>Governors asked whether there were changes the school could make about the process for committing to spend funds.</b> WR</li> </ul>	<p>WR to review insurance and report at October committee meeting.</p>

	<p>explained her intention to ensure the cash is available before buying resources, and to wait 30 days before paying invoices.</p> <ul style="list-style-type: none"> <li>• They will also push back hard on the LA about EHCP funding, and recognise the requirement to manage the budget for PPG and PE grant closely for reporting purposes.</li> <li>• <b>Governors asked whether the school experienced cashflow issues – and go into the red at the end of the month.</b> WR reassured them that they do not have an overdraft facility so they are not incurring extra costs, however the balance does have to be managed very carefully at the end of the month.</li> </ul>	
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8.53am Emma Tuck leaves and James Lane leaves the call.

6.	<p><b><u>Virements</u></b> No virements.</p>	
7.	<p><b><u>NGA and Key membership payments</u></b> No time to discuss at this meeting. Carried over until next meeting.</p>	Ensure NGA and Key goes onto June agenda
8.	<p><b><u>Governors' expenses policy</u></b> No time to discuss at this meeting.</p>	Add to June agenda
9.	<p><b><u>H&amp;S report</u></b> RR explained that he had reviewed the report produced by the LA inspector following the accident at the school before Easter. It highlighted two issues with the KS2 climbing frame:</p> <ol style="list-style-type: none"> <li>1. Rotten wood on the step – which has been cordoned off</li> <li>2. Damaged brickwork – which was fixed during the Easter holidays</li> </ol> <p>RR confirmed that the cycle of H&amp;S walkarounds continues.</p> <p><i>JL provided an update via email after the meeting: As H&amp;S lead, he is scheduled to take part in the review on 22 May and will organise a pre-review meeting with RR.</i></p>	

9.05am RW leaves the meeting.

10.	<p><b><u>Staff code of conduct policy</u></b> No time to discuss this at the meeting. The proposed code of conduct including comments from the D&amp;P committee will be recirculated for review over email. Send comments to the Clerk.</p>	Comments to be sent to the Clerk.
11.	<p><b><u>Staff Plan/Restructure Update</u></b> Postponed until next meeting</p>	Add to June meeting agenda
12.	<p><b><u>Flexible work requests</u></b> Part II confidential minutes taken and filed regarding this matter.</p>	
13.	<p><b><u>Any other business</u></b> WR requested moving money from the uniform account into "Head Teacher expenses". <b>Governors asked for more information about the uniform account.</b> They were told that this comes from commission paid to the school on uniform sales. <b>Governors asked whether the school still received money from commission on school photo sales.</b> WR explained that this money is used to fund staff tea and coffee. Returning to the uniform account she explained that they had ringfenced £2.5k for bursary for uniform but had only received one request for assistance purchasing uniform in recent years. Second hand uniform is easily and readily available, and the PPG can be used for such expenses. <b>Governors approved moving the money from the uniform account into Head Teacher expenses.</b></p>	

Time Meeting concluded 9.10am

**Date of next meeting: 13 June 2018 at 8am.**

**Summary of action points:**

<b>Action point</b>	<b>Responsibility</b>
Review insurance situation and report at October 2018 meeting	WR
Put NGA and The Key subscription discussion onto June meeting agenda	Clerk and MB
Put governor expenses policy onto the June meeting agenda	Clerk and MB
Staff code of conduct – review and submit comments to Clerk ahead of next meeting	All
Staff plan/restructure update onto June meeting agenda	Clerk and MB