



The Vineyard School Governing Board
Friars Stile Road, Richmond TW10 6NE

Minutes of Resources Committee held at 8am on 14th November 2018 at the school

- Present:** Emma Tuck (ET)
Melanie Bywell (MB)
Ruth Whymark (RW)
Graham Stewart (GS)
James Lane (JL)
- In Attendance:** Svetlana Sanders (SS)
Richard Rosewell (Associate Member) (RR)
Anna Mantle (Clerk)
- Absent:** None

Meeting started at 8.06am

Item	Action
1. <u>Apologies for Absence</u> None	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Minutes from last meeting (17 October 2018) and matters arising</u> There was not time to cover this in the meeting. Request for feedback on minutes to be submitted to the clerk via email. No changes made. Minutes signed off as accurate record of the meeting during conference call (12 December 2018 with Graham Stewart, James Lane and Melanie Bywell present). Governors agreed the minutes for 17 October 2018 were a true and accurate record. Matters arising not dealt with in other areas of the meeting agenda: <ul style="list-style-type: none">• JL still to meet with Abigail Huntington to discuss lettings• I07 detail still required	
4. <u>Update on catering income</u> MB started by thanking Svetlana Sanders (SS) for her work in the absence of the School Business Manager (SBM). SS began by outlining the outstanding debt owed for school meals (£24K). She explained that statements had been sent out this week to parents and letters sent out to families of pupils who have left the school. She indicated that it may prove difficult to recover some of the debt owed by parents of pupils who no longer have any children in the school. Governors asked what percentage	

	<p>might have to be written off. SS explained that she does not have in-depth knowledge of the children in the school to be able to identify how many on the list have left.</p> <p>RW outlined her concerns that no efforts were made to chase Y6 pupils for outstanding school meal payments at the end of the summer term, as has happened in previous years. SS outlined the requirement for tighter processes in future. RW explained that it was her intention to stop people falling into further debt and to move to a system where there must be £25 credit in a child's account (enough to cover the two week notice period required to switch from school meals to packed lunch).</p> <p>Governors asked how they plan to recover the debt. RW explained that statements were sent out on 13 November. Each case would be sensitively assessed and individuals contacted to agree a solution. She outlined her intention to build in a warning system to warn parents their account is on the verge of going into arrears. There was a discussion about automating the process and the school will investigate ScoPay's ability to support automated emails etc.</p>	
<p>5.</p>	<p><u>Update on budget out-turn</u></p> <p>Governors asked SS for detail about I07 because there were big adjustments in this line when the budget was presented at the last (17 October 2018) meeting. SS did not have extra detail to present to the meeting. She explained that there is a paper from the DfE which explains where to code income, which might help to explain the adjustments and to check whether income is coded correctly.</p> <p>Discussion moved onto recovering income from TreeHouse (out of hours care provider). Governors asked the terms of engagement agreed with them. RW explained that the contract details termly payment, however it has been agreed the school would give them the first six months to organise themselves. Nothing further has been done to recoup payment. Governors asked if they paid in arrears. RW explained that this was the case. The contract requires them to pay a percentage of their turnover. There is a requirement to set up a process to request payment.</p> <p>Governors asked whether a protocol for collecting money from income-generating activities existed.</p> <p>RW agreed that a process and mechanisms for chasing income and recovering debts are required. SS commented that it is also important to consider whether the cost of chasing some persistent late-payers makes their letting contract cost effective. RW re-iterated her plan (outlined at 17 October 2018 meeting) to review lettings as a bigger project – with Abigail Huntington taking responsibility. JL indicated his intention to organise a meeting with AH in the next few weeks.</p>	
<p>6.</p>	<p><u>Sports Premium report</u></p> <p>SS explained to governors how the Sports Premium is calculated and paid. RR confirmed that both Sports Premium and PPG reports for 2017/8 had been published on the school website. (He indicated that there are two elements missing from the Sports Premium report which are waiting to be updated by the SBM). Governors asked whether they were required to agree/sign off the reports before they are published. RW indicated that it was good practice for the reports to come to the Resources Committee before they are published. (Clerk has added this detail to the Annual Governance Plan for review at last meeting of summer term.)</p> <p>Governors were requested to review the reports published on the website and to provide feedback on the format.</p>	<p>Review format of Sports Premium and PPG reports</p>
<p>7.</p>	<p><u>Staffing budget out-turn</u></p> <p>SS indicated that her top priority in the SBM's absence is to check the budget has been adjusted to take into account agreed salary changes. At the present time, the projected out-turn is as budgeted, although there are some questions around over-time. RW explained that she was implementing a rigorous process to measure and control both over-time and expenditure.</p>	

8.45am Emma Tuck, James Lane and Richard Rosewell leave the meeting.

8.	<p><u>Budget out-turn</u> SS indicated that, from her experience, there are mechanisms to monitor and restrict spend that could be put in place, in order to make some easy savings and maintain confidence in the budget out-turn. RW agreed. SS went through other areas of the budget. One area for further investigation is the coding of income from the PTA. SS will investigate this further.</p> <p>In the short term, SS will start to establish processes (including an audit process) to manage sign off and authorisation of payment of invoices, over-time and coding of income. She emphasised that her priority is salaries, which need to be sorted out before 18th November 2018.</p> <p>SS explained that AfC now expect the school to send budget monitoring reports every quarter (this is a new requirement for 2018/9). They are working with SBMs to facilitate this.</p> <p>Governors thanked SS for all her help and input.</p>	
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9.16am Svetlana Sanders leaves.

9.	<p><u>Pay Policy</u> It was agreed to defer review of the pay policy. SS needs to check the numbers are correct. MB and other governors to review the detail (particular reference to sign off by the Resources Committee, and check whether Resources or the Pay Committee should be signing off different elements). Request for governors to send comments/amendments via email, pending conference call to sign off.</p> <p><i>RW confirmed that SS had checked the numbers in the pay policy. MB updated the policy with reference to constitution of the committee and process. Pay policy circulated via email to the full committee. Query over wording under "Access to Records". DPO contacted to request clarification. Amendment made to refer staff to the privacy notice with relation to accessing their records and other data. Pay policy signed off as part of 12 December 2018 conference call and referred to FGB for final approval.</i></p>	
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10.	<p><u>Health & Safety Policy</u> Reviewed by RR. Request to governors to send comments/amendments to the Clerk, pending conference call to sign off.</p> <p><i>No amendments received via email. Conference call on 12 December 2018. H&S policy approved.</i></p>	
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11.	<p><u>Any Other Business</u> It is a requirement of the updated KCSIE to carry out Section 128 checks on new and existing governors. Clerk is liaising with the school to make sure that this is completed.</p>	Organise Section 128 checks - Clerk
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12.	<p><u>Part II</u> No Part II minutes taken.</p>	
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Meeting concluded at 9.25am

Date of next meeting: Wednesday 23rd January 2019 at 8am.

Summary of action points:

Action point	Responsibility
Meet with AH regarding lettings	JL
Set up conference call to review and sign off outstanding policies	Clerk
Organise Section 128 checks on all governors	Clerk
Review format of PPG and Sports Premium reports	All