



The Vineyard School Governing Board

Friars Stile Road, Richmond TW10 6NE

Minutes of Resources Committee meeting held on 9th June 2020 at 10am via conference call

Governors Present: Ruth Whymark (RW)
Graham Stewart (GS)
Melanie Bywell (MB)
Firas Ali (FA)
James Lane (JL)

In Attendance: Svetlana Sanders (SS)
Richard Rosewell (Associate Member) (RR)
Anna Mantle (Clerk)

Absent: Amy Salem (AS)

Meeting started at 10am

Item	Action
1. <u>Apologies for Absence</u> Apologies received and accepted from Amy Salem	
2. <u>Governors' Declaration of Interests</u> No direct or indirect pecuniary interests were declared.	
3. <u>Minutes from last meeting (25th March 2020) and cleaning contract working group (7th May 2020)</u> Minutes from the last Resources Committee were agreed as a true and accurate record. Hard copy to be signed and filed at school at the next opportunity. Minutes from a working group (meeting held 7 th May 2020) convened to review the school's cleaning contract were circulated and agreed via email. Meeting to review revised proposals to take place early July. Hard copy to be signed and filed at school at the next opportunity.	Clerk Clerk
4. <u>Update on the situation in school</u> The meeting started with a discussion about how the phased return to school had been received by staff, parents and pupils. Governors enquired about the wellbeing of staff and senior leadership. RW emphasised that everyone is extremely stretched at the current time and that the school is proactively offering support, as well as carrying out individual risk assessments for BAME staff.	

5.

Year End Outturn 2019-20

Financial Monitoring Report (FMR), extra notes and year end detail from AfC had been circulated in advance. SS explained that the numbers in the school FMR were adrift from the AfC information due to rounding of numbers.

Governors commented that the variance had doubled since their last meeting. SS informed them that this was due to current commitments of £61K. No posts had been made since lockdown until the start of May. She is tracking cashflow constantly. She had circulated information on committed spend and comments in advance of the meeting. The year ends with £66,600 surplus in actual terms and £24,497 capital surplus.

SS commented that the AfC budget outturn does not include commitments, therefore it states a surplus of £128,432

10.24 Richard Rosewell leaves the meeting

6.

Budget 2020-21

Details had been circulated, including SS' notes, in advance of the meeting.

Governors asked whether the incorrect pupil count on the spreadsheet affected the numbers. SS explained that the cells on the spreadsheet are locked and she had requested that the numbers are amended, however this detail did not drive the numbers in the remainder of the document.

Governors commented that the projected balance in 2020-21 is now £0, when it was previously forecast as a negative number. They asked what had changed to improve the projected outcome.

SS explained that the impact of the school closure to everyone except keyworker children and the phased return had resulted in a surplus of £25K in government funding for school lunches. She said that the current DfE guidance was that schools would not have to repay the surplus, although it will be reduced because SMSA salaries still require paying. SS also explained that the Staff Absence Scheme had been put on hold for the summer term, therefore the school has not paid £12K into the scheme, however it also will not be able to claim through the scheme either.

SS provided governors with some commentary on other changes to the budget in light of the Covid-19 pandemic:

- Catering income is reduced, but so are costs.
- Government guidance is that £50K additional funding for increased premises related costs (including utilities and resources needed to keep the school open, such as hygiene services) associated with keeping schools open during the Easter and/or summer half term holidays and additional cleaning.

SS also commented that the school would request assistance from Friends of The Vineyard to cover budget items in I13, covering staff CPD and additional home learning costs.

She also highlighted that SEND funding is not final. She expects movements there which will have an impact on staffing.

There was a discussion about E01 to explain the changes to expenditure on staffing for the next academic year. The increase covers an increase in Director of Learning FTE to ensure full time DoL cover for each key stage, 5 additional TLR appointments have been made to ensure the curriculum is enhanced, and there is additional cover for a staff member who is shielding and another on maternity leave. SS also commented that there is a member of staff doing training and to be released to support the SENCO. Governors asked when they would be able to provide support. RW explained that support can be provided while training, in fact it will be instrumental in helping to achieve the award.

<p>SS explained that E18 included additional costs for cleaning materials. This can be reclaimed from the government.</p> <p>SS also explained that E19 had changed to cover repayment to parents for cancelled school trips and unpaid club invoices.</p> <p>She explained that Koosa Kids were potentially considering running summer club at the school, so there was potential for income which she has not included in the budget. However, this is uncertain at the moment, and there is also uncertainty about whether other clubs will be able to run in September.</p> <p>Governors asked about the big picture overview, which is that income is mostly flat (0.5% increase compared to last year) and expenditure is up 8.5%. They asked SS to explain this increase.</p> <p>SS explained that three teachers were being employed for the next academic year for posts currently covered by agency staff. She had also budgeted for an increase in salaries for support staff and teaching staff.</p> <p>Governors asked whether SS could strip out the extra Covid-19 expenditure in order to be able to make like-for-like comparisons with previous years' budgets and be able to extrapolate the impact of Covid-19.</p>	
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10.52 Richard Rosewell rejoins the meeting

<p>6. <u>Budget 2020-21</u> There was a long discussion about what could explain the 8.5% increase in expenditure and how the staffing changes affected that.</p> <p><i>SS reviewed staffing and checked the budget after the meeting and circulated an explanation and breakdown of staffing numbers. She also split out the Covid-19 expenditure from the budget.</i></p> <p>No further questions on the budget.</p>	
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11.25 James Lane leaves the meeting.

<p>7. <u>Exceptional Covid-19 expenditure</u> This had been covered in other parts of the meeting.</p> <p>Governors thanked SS for all her hard work producing a thorough budget and for her keen attention to detail.</p>	
<p>8. <u>Any Other Business</u> <i>In response to a question raised at 27 November 2019 School Development & Pupils Committee, when the "Supporting Pupils with Medical Conditions" policy was reviewed, SS had found out the insurance situation covering parent volunteers on school trips. They are considered as employees under these circumstances and have the same level of insurance cover. This information was circulated to governors via email.</i></p>	

Meeting concluded 11.30am

Date of next meeting: To be confirmed

Summary of action points:

Action point	Responsibility
File hard copy signed minutes at school when possible	Clerk
