



The Vineyard School Governing Board

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

Minutes of Resources Committee meeting held on 2nd October 2019 at 8am at the school

Governors Present: James Lane (Vice Chair – acting Chair) (JL)
Graham Stewart (GS)
Amy Salem (AS)
Firas Ali (FA)
Melanie Bywell (MB) – by phone
Ruth Whymark (RW)

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

Absent: None

Meeting started at 8.02am.

Item	Action
1. Apologies for Absence None. Melanie Bywell (Chair) was unable to attend in person so James Lane (Vice Chair) chaired the meeting.	
2. Governors' Declaration of Interests No direct or indirect pecuniary interests were declared.	
3. Terms of Reference and Scheme of Delegation Terms of reference and the scheme of delegation had been reviewed and agreed at September FGB. Governors had reviewed the specifics for the Resources Committee and had no further changes. Governors unanimously agreed the terms of reference and scheme of delegation.	
4. Minutes from last meeting 5th June 2019 Governors agreed the minutes of the last meeting (5 June 2019) are a true and accurate record. Matters arising were covered in the agenda of this meeting.	

<p>5.</p>	<p><u>6 month budget report</u> Svetlana Sanders had circulated an updated budget and commentary to governors ahead of the meeting.</p> <p>She explained that the budget had been significantly impacted by the change in the Department for Education's arrangements for funding teachers' salary increases. The previous budget had been based on the DfE's commitment to fund salary increases for the next two years. This has now changed to funding 0.75% and leaves the school with £15,000 salary costs to cover. It is not possible to provide an accurate forecast outturn at the moment, because the unions are still in discussions regarding pay. SS has based the budget on 2% salary increase across the board. Outcome will depend on the Unions' ongoing negotiations.</p> <p>Governors asked whether the increase is to be applied consistently across the payscales.</p> <p>SS indicated that the budget was based on applying the same increase to all payscales.</p> <p>Teachers' pensions are due to increase in November. This is already reflected in the forecast.</p> <p>SS expressed her concern that the government will not fund the pension next year, which would represent a large pressure on the existing budget.</p> <p>In year spend is currently forecast as -£37K.</p> <p>Governors asked what efforts can be made to increase income.</p> <p>SS is due to review lettings at the school. With a Site Manager and Assistant in place, the school could consider lettings of both halls.</p> <p>Governors commented that this is a challenging time.</p> <p>RW indicated her intention to explore all extra lettings opportunities.</p> <p>There also followed a discussion regarding the bungalow on school premises that will be vacated because the caretaker is retiring. A working group is to be established to explore various options and will report back at the next meeting.</p>	<p>Clerk</p>
<p>6.</p>	<p><u>Bad Debt Update</u> There is a catering debt of £4.4K for current pupils and £400 for current staff. Historical debts of £7.5K for pupils who have left the school and £700 for staff also exist. The school has made every effort to recover these debts, however there are not the records/proof to pursue the historical debts much further.</p> <p>There followed a discussion about how the situation can be improved and monitored more closely, including employing an extra School Meals Supervisor to oversee who takes lunch and follows up on the day with parents whose children have forgotten packed lunches and had a hot dinner instead.</p> <p>There was a discussion about whether there is an electronic system that might be suitable for use in primary school. It was agreed that in the short term, the school would concentrate on raising awareness of the requirement to pay in advance via ParentMail and issue an agreement for parents to sign, as well as making it a feature of school newsletters.</p>	
<p>7.</p>	<p><u>Capex Report</u> SS updated governors that she had submitted a bid for funds from the LA to refurbish the KS2 toilets. She is awaiting the response. The school will be required to contribute at least £20K as a condition of the bid. There are funds in</p>	

	the school's capital budget, since other capital projects have been funded by the PTA or Friends of The Vineyard.	
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8.40am Amy Salem leaves.

9.	<u>Health & Safety Audit Update</u> RR updated governors that they were yet to receive an updated report following a recent short visit by the Health & Safety Auditor, who is seeking advice from a Fire Safety expert. RR explained that he expects one of the outcomes to be a requirement to update the doors near Y3, and to explore fire safety options in the office/photocopy area. SS will explore who should cover the costs of this, because it relates to vulnerabilities arising from the design of the recent building works.	
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8.45am Melanie Bywell leaves the conference call.

8.	<u>Health & Safety Audit continued</u> SS updated governors that the stone top to one of the gate pillars has been dislodged by a delivery lorry and was removed by the LA. The pillars are a protected feature of the grounds and the stone must be restored. A structural engineer is required to review and assess the other side. SS will submit a capital bid to cover costs. Unfortunately the CCTV camera does not film the top of the pillars, so it did not capture which lorry knocked it. SS also updated governors about the status of the cupboards in upper KS2 which have all been reviewed, following the discovery that one of them was not fixed to the wall properly. Governors were satisfied that precautions had been taken to avoid injury and were reassured that spot checks are being undertaken. The issue is being taken seriously by the contractors, but the process of review is rather slow. RW commented that these incidents raise concern about the quality of the work carried out when the building was expanded and the process undertaken to sign the work off. Governors discussed approaching the LA to instruct a formal survey and make good any defects. JL (Health & Safety governor) to book time for H&S walk.	JL
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9.	<u>School Financial Value Standard (SFVS)</u> SS to circulate the previous year's SFVS. Governors to review updates and review the new online SFVS format.	SS
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10.	<u>Charging & Remissions</u> This policy had been reviewed at FGB and signed off, pending the Resources Committee agreeing the following outstanding points: <ul style="list-style-type: none"> • Governors had suggested charging £20 for confirmation letters, since it was a more accurate reflection of the admin cost to the school. SS indicated that she felt £20 is too much of a jump from £0. She suggested £15. Governors agreed. • It was agreed that the refunds on amounts of £3 took too much time and were cancelled out by the admin time involved. Governors agreed to remove this from the policy. Governors unanimously agreed the policy. Frequency of review: Annual Review date: October 2020	SS
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11.	<u>Health & Safety Policy</u> This policy was updated last year. It will be reviewed at the next meeting. There are no significant changes.	Clerk
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Meeting concluded 9.20am

Date of next meeting: 20 November 2019 at 8am.

Summary of action points:

Action point	Responsibility
Update from working group on next agenda	Clerk
Book H&S walk	James Lane
Circulate last year's SFVS	Svetlana Sanders
Update signed off Charging & Remissions Policy	Svetlana Sanders
Add Health & Safety Policy to next agenda	Clerk
Add lettings information to website	RW to lead