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

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Minutes of Resources Committee meeting held on 22<sup>nd</sup> January 2020 at 8am at the school

- Present:** Ruth Whymark (RW)  
Firas Ali (FA)  
Amy Salem (AS)  
Graham Stewart (GS)  
Melanie Bywell (MB)  
James Lane (JL) – by phone
- In Attendance:** Svetlana Sanders (SS) (School Business Manager)  
Richard Rosewell (Associate Member) (RR)  
Anna Mantle (Clerk)
- Absent:** None

Meeting started at 8.05am.

Item	Action
1. <b><u>Apologies for Absence</u></b> None	
2. <b><u>Governors' Declaration of Interests</u></b> No direct or indirect pecuniary interests were declared.	
3. <b><u>Minutes of last meeting (20 November 2019)</u></b> Governors agreed the minutes from the last meeting (20 November 2019) are a true and accurate record.  Governors were keen to ensure that it is clear in the minutes from 2 October 2019 that the 2.75% pay increase applies to all points on the main payscale.	
4. <b><u>Budget monitoring</u></b> SS had circulated a budget monitoring spreadsheet for review ahead of the meeting. She explained that the budget is in a better position now with a projected surplus of £30K.  Governors went through some of the line by line analysis, starting with the staffing spend. SS explained that the line for teachers' salaries is underspent but this is offset by the spend on agency staff which is overspent due to staff maternity leave and current vacancies. RW explained that this situation should change in September. They have already advertised teaching vacancies internally.	

	<p><b>Governors asked whether long term absence costs are covered by insurance.</b> SS confirmed that they are, up to 150% of what the school had paid in. However, she cautioned that they will stop paying at that point.</p> <p>She also went through the details behind maternity and long term sick costs, as well as the costs of site management. She explained that they had hired a new site manager.</p> <p>Discussion moved onto school meals. The budget shows a small surplus, however this does not take into consideration the cost of utility bills, extra cleaning and other hidden costs. She explained that there are still late/non-payers, and they are still struggling to recover the full costs.</p> <p>SS also explained about the bad debt situation. There remains a significant amount in historical debt that will probably have to be written off despite all their efforts to recoup it. In addition to this, there is a £3K-£4K bad debt from current parents regarding school lunches. She emphasised the efforts the staff are taking in chasing these debts on a daily basis. <b>Governors asked how many parents this represented.</b> SS indicated it is 7 or 8 in each year group. There was a discussion about how to encourage people to pay. It was agreed that RW and SS would review the process together and agree a plan of action to continue to pursue the debt rigorously. Governors thanked SS for all the efforts she and her team put into this.</p> <p>SS provided an overview of the current admin team and their responsibilities.</p> <p><b>Governors asked about the overall TA situation and how it's working.</b> RW explained that in KS2 there are no TAs, except for specialist SEND support. In Reception and KS1 they have HLTAs and use them as associate teachers who can provide PPA cover for staff. She explained that it is financially a more efficient way of covering PPA.</p> <p><b>Governors asked how the smaller number of children on EHCPs is impacting the provision of SEND support at the school.</b> RW explained that they have one member of staff on long term sick and they have employed a TA to support the child in question. They are fully staffed for all children with plans and every child who requires support has adequate support. She also explained that there are some children whose applications for plans are progressing.</p> <p><b>Governors asked about the progress of the Schools Direct staff in school.</b> RW reminded governors that this is the second year of employing Schools Direct teacher training staff. She explained the process and that it is an efficient and effective way of recruiting good quality teaching staff at the start of their careers, plus the school receives a grant to cover pay. <b>Governors asked whether additional management time is required.</b> RR provided details of the management time required and commented that it is positive management time.</p>	
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5.	<p><b>Premises Update</b></p> <p>There is no official update on the request to the LA for funding for refurbishing the toilets. If this does go ahead, the school has to contribute £20K. There should be a surplus at the end of the year.</p> <p>SS updated the meeting that there are problems with a leak in the metal roof. It is difficult to find contractors who will deal with metal roofs. She is finding out whether repair works might be covered if it was part of the recent expansion.</p> <p>There was a conversation about the plans for the PTA-funded multi-use games area project under discussion. RR will circulate the plans that are under discussion at the moment.</p>	RR
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8.45am Amy Salem leaves

6.	<p><b><u>Premises Update continued</u></b>  SS provided an update on the short term situation with the bungalow. It is due to be redecorated next week. It was agreed that JL would approach a local estate agent to provide a market valuation in order to set a rental price. With regards longer term plans, RW and SS are completing a SWOT analysis ahead of re-booking the feasibility meeting with the LA.</p> <p>FA provided an update that the decision regarding the planning permission for the KS2 climbing frame will be made by 2<sup>nd</sup> March 2020.</p>	JL
7.	<p><b><u>SFVS</u></b>  MB to provide commentary to SS.</p> <p>Deadline for submission 30<sup>th</sup> March 2020.</p> <p>It was agreed it would be completed by the start of March for circulation via email to the whole FGB.</p>	MB
8.	<p><b><u>Policies</u></b></p> <p>Circulate Health &amp; Safety Policy.</p> <p>Pay Policy to be updated with 2019-20 details. With this detail updated, Capability and Appraisal elements all approved and signed off.</p> <p>Lettings Policy still being worked on. Add to next agenda.  There followed a discussion about how to overcome the barriers to evening lettings due to the requirement to have keyholders and be assured that the school will be closed up properly.</p>	Clerk

9.05am James Lane leaves the meeting.

9.	<p><b><u>Any Other Business</u></b>  RW provided an update from a recent local Heads meeting. In the last few years there has been a switch by the LA to Wandsworth overseeing their employment insurance schemes and without consultation cover for early retirement due to ill health has been removed. This has resulted in schools having to cover the costs (sometimes very significant costs) if support staff are forced to retire due to ill health. The Head Teachers' forum in Richmond is following NAHT guidance and conducting an investigation into how this decision was made. It has been suggested that the Chair of Governors/Chair of Resources Committee lodge a protest at what has happened. A pro forma letter will be circulated.</p> <p><b>Governors asked what the school's exposure is to the risk.</b> RW explained that it applies to all support staff, not teaching staff who are covered under the teacher pension scheme.</p> <p><b>Governors agreed that they would support the collective campaign to lodge a protest at the situation.</b></p>	
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Meeting concluded 9.15am.

**Date of next meeting: Wednesday 25<sup>th</sup> March, 8am.**

**Summary of action points:**

Action point	Responsibility
Circulate details about MUGA	RR
Approach local estate agent for market valuation of bungalow for rental purposes	JL
Commentary for SFVS	MB
Health & Safety Policy	Clerk

Update pay policy	SS
Add Lettings policy to March agenda	Clerk