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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 17<sup>th</sup> October 2018 at 8am at the school

- Present:** Melanie Bywell (MB)  
James Lane (JL)  
Ruth Whymark (RW)  
Graham Stewart (GS)
- In Attendance:** Wendy Robinson – School Business Manager (WR)  
Richard Rosewell (Associate Member) (RR)  
Anna Mantle (Clerk)
- Absent:** Emma Tuck (ET)

Meeting started at 8.04 am.

Item	Action
1. <b><u>Apologies for Absence</u></b> Apologies for absence were received and accepted from Emma Tuck.	
2. <b><u>Governors' Declaration of Interests</u></b> No direct or indirect pecuniary interests were declared.	
3. <b><u>Election of Vice Chair</u></b> Melanie Bywell remains Chair of the Committee (as agreed at 13 <sup>th</sup> September 2018 FGB). James Lane nominated for position of Resources Committee Vice Chair by Melanie Bywell and seconded by Graham Stewart. <b>Governors voted unanimously to appoint James Lane as Resources Committee Vice Chair.</b>	
4. <b><u>Terms of reference and scheme of delegation</u></b> Governors had reviewed the terms of reference and scheme of delegation relating to the Resources Committee and had no changes or amendments. <b>Governors agreed the terms of reference and scheme of delegation.</b>	
5. <b><u>Minutes from the last meeting (13<sup>th</sup> June 2018)</u></b> Matters arising from the last meeting were included as agenda items where necessary or had been completed. <b>The minutes and Part Two Confidential minutes from 13<sup>th</sup> June 2018 were agreed and signed off by governors as a true and accurate record.</b>	
6. <b><u>6 month budget report</u></b>	

WR provided governors with an overview of the current budget situation. She highlighted that according to the reports circulated ahead of the meeting, teaching staff costs were overspent by £19k. However she went on to explain that the report is inaccurate. **Governors asked whether this was due to the 3.5% pay increase.** WR explained that this position did not take into account the inflation pay award. She informed the governors that the budget information circulated ahead of the meeting contained year end budget predictions based on doubling the position at the six month mark. However, this is misleading because the total to date includes maternity cover which will not be duplicated in the second half of the year. She explained that the school can claim for maternity leave but only when the member of staff has claimed the money, and staff can choose to defer payment. Therefore the school is due to be able to reclaim some of the shortfall in this area.

WR informed governors that she had carried out a detailed analysis of staff costs, taking into account the 3.5% pay increase for Main Pay Scale staff, 2.5% for Upper Pay Scale and 1.5% for Leadership, and she calculated that the overspend compared to the budget would be £2,276. **Governors asked how these changes in salaries could be accommodated. They were aware that they had budgeted 2% for salary increases.** RW explained that the increases were partly funded. The government expected the school to budget for and find 1% increases and the rest is funded, calculated based on pupil numbers and assuming that all teachers are on the main pay scale.

Discussion moved to the cost of support staff. WR explained that they were aiming to reduce their reliance on agency support staff and planned to reduce this spend over the year. She also explained that the reassessment of job descriptions for teaching assistants this year had led to the coding of these line items in the budget to go slightly awry and these should be viewed as a total package. **Governors commented that the school had only budgeted for three new EHCPs this academic year.**

WR was asked to highlight any other areas of concern or note:

- She explained that there had been significant over-time or cover costs for the school caretaker in past months. Processes were now in place to agree over-time in advance.
- Cleaning company contract increased by 1.5% (negotiated down from 5.6%).
- Gas and electricity costs have all increased.
- Telephone costs overspent in order to provide telephones for all classrooms. There are still three classrooms lacking telephones.
- GDPR has demanded unforeseen extra cost to cover external DPO. **Governors commented that the extra cost is money well spent for peace of mind.**
- She highlighted the £20k pension adjustment which was wrongly allocated by the LA and which is cancelled out.
- No income received from wraparound care yet. No payment expected until September.

**Governors asked about rental income from other clubs.** WR explained that they had budgeted £16K for the full year and received £9.5K already. She predicted rental income would total closer to £17.5K. RW commented that the school had not increased rent for clubs for three years, despite increased utilities and cleaning contract costs. The school will review rental costs on an annual basis in future. **Governors asked whether there were other opportunities for income streams.** RW explained that they were considering opening the sports field on Sundays, hiring the hall out for parties, holiday clubs etc. With the reorganisation of the administration support team, a role is being developed to manage lettings and the remit will include exploring new income streams. James Lane volunteered to assist with this.

**Governors asked about I07 and the big adjustment in this line.** WR will do some investigation into this and will report back at the November meeting.

JL to meet with staff member responsible for managing lettings

WR to report on I07 at November meeting

<p>Discussion moved to the sports premium and PPG spend. RW sought reassurance that reports on these were updated on the website. It was agreed that these reports should come to the Resources Committee for oversight and review. These will be added to the November Resources Committee Agenda for this year and also added annually to the agenda of the last meeting of the school year.</p>	<p>PPG and Sports Premium Reports added to Nov Agenda and annual calendar</p>
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8.47am Richard Rosewell leaves the meeting

<p><b>6. <u>6 month budget report continued</u></b>  <b>Governors asked about the line item “Parental support for SEN”.</b> RW explained that the school had employed a TA to support a child ineligible for an EHCP at the parents’ request and invoiced them. She explained that this was pragmatic solution with the child’s best interests at heart and fulfilled the school’s statutory obligations. The suggestion had arisen at a “Team Around the Child” meeting, released the class TA to focus on the rest of the class and made a huge difference to the child concerned. <b>Governors commented that they liked the flexible approach but acknowledged the difficult issues it raises.</b></p> <p>Governors had no further questions about individual line items. However, they commented that there is a worrying trend indicated in this report compared to the predicted position at the start of the budget year, since the final carry forward has reduced by £6K. They highlighted that without increased income, the school will be in deficit next year because the school will have increased expenditure. RW explained that the predicted budget outcome is based on a forward prediction of staff costs along the same lines as the first six months of the year (April to September), however significant changes have been made to the staffing structure for the second half of the year. Governors commented that they require an updated prediction based on the true position. This will be brought to the next meeting.</p> <p>It was agreed that Resources Committee members would be invited to month end budget monitoring meetings with WR and RW, to monitor real-time actual costs.</p>	<p>Updated budget outturn predictions to be presented at November meeting.</p> <p>Invite circulated to month end budget meeting.</p>
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<p><b>7. <u>Catering budget update</u></b>  WR informed governors that having reviewed the catering budget in detail, there is a significant amount owed for school lunches. Payment has not been chased systematically, however this has been rectified and a process has now been established. She outlined the process that will now be undertaken and outlined the communications that would be sent out. <b>Governors commented that careful consideration needs to be made of the communication and that payment plans should be considered for large outstanding bills.</b> RW also mentioned that the same pro-activity is required to chase payment for the school journey. It will be within the remit of someone in the school admin team to monitor that voluntary payments for school trips cover the cost of the trips themselves. There was discussion about exploring using one system for parent communications and payments, rather than requiring parents/carers to change platform to pay, having received notification via a different application.</p>	
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<p><b>8. <u>Virements</u></b>  No significant virements. MB signed off administrative virements at the end of the meeting.</p>	
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<p><b>9. <u>Teachers’ pay award</u></b>  <b>It was agreed that the Pay Committee (three members of Resources Committee minus staff) would meet on 1<sup>st</sup> November at 9am to review and agree pay recommendations.</b></p>	<p>Add Pay Review to annual calendar.</p>
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10.	<p><b><u>School Recs Audit Report</u></b> WR to circulate outcomes from last audit carried which includes updates on the actions fulfilled as a result of the report's recommendations.</p>	Circulate audit outcomes to committee
11.	<p><b><u>Any other business</u></b></p> <ul style="list-style-type: none"> <li>• Uniform account – previously governors had agreed closing the “Uniform” account and transferring the funds to the “Head Teacher’s” account. This hasn’t been completed because the previous Head Teacher is the only signatory on the account. Permission was sought and granted to ask Judy Pearce to sign off closing the account and transferring the funds to the Head Teacher’s account.</li> <li>• <b>Governors asked for feedback about the recent school developments.</b> RW said that feedback had been overwhelmingly positive from parents and staff, although some still question the rationale for change She felt that the Engagement Day had really helped to showcase the positive changes and celebrate the new spaces. RW was keen to acknowledge the hard work of the whole staff, particularly the EY team, and expressed her immense gratitude for the support from the parent community clearing outside spaces and funding extra resources.</li> <li>• <b>Governors asked about general morale in school.</b> RW stated that it had been a busy start to the year. The Wellbeing Strategic Team are in the process of collecting responses to a questionnaire sent out to staff. Results will be presented at the November D&amp;P committee and sent for review at FGB in December. She explained that the Directors of Learning are working well together and that the administrative team has been re-organised. A parent questionnaire will be sent out this week to gather feedback from them.</li> <li>• <b>H&amp;S Audit.</b> JL provided a brief overview of the outcomes from the H&amp;S audit. He planned to meet with RR later in the day (17 October 2018) and to organise another walk around before Christmas. <b>JL asked whether there was a requirement to audit the new outside works.</b> RW explained that the school were going to ask the H&amp;S consultant from Kingston to check all the new equipment and to review the works, since this would form part of their SLA. She highlighted that all equipment had been signed off safe by the RoSPA audited company that installed it. JL commented that it was necessary to identify new kit with different maintenance requirements to ensure ongoing maintenance is managed correctly.</li> </ul>	WR to close Uniform account

Meeting concluded at 10.04am.

**Date of next meeting: Wednesday 14<sup>th</sup> November at 8am.**

**Summary of action points:**

Action point	Responsibility
Meet with staff member responsible for managing lettings (Abigail Huntington)	JL
Report on I07 at November meeting	WR
Review PPG and Sports Premium reports at November meeting	Clerk to add to agenda
Add PPG and Sports Premium report review to the agenda of last Resources meeting of summer term	Clerk
Updated budget outturn predictions to be presented at November meeting.	WR
Circulate invitation to month end budget meeting.	RW/WR
Add Pay Review to annual planning calendar	Clerk
Circulate School Recs Audit outcomes to committee	WR
Close Uniform Account	WR