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The Vineyard School Governing Board

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Minutes of Resources Committee meeting held on 15<sup>th</sup> May 2019 at 8am at the school

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

Meeting started at 8.10am.

| Item  | Action |
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| 1. <b><u>Apologies for Absence</u></b><br>The meeting was quorate. All governors in attendance.   |        |
| 2. <b><u>Governors' Declaration of Interests</u></b><br>No direct or indirect pecuniary interests were declared.  |        |
| 3. <b><u>Minutes from last meeting (23 January 2019) and matters arising</u></b><br><b>Governors agreed the Part I and Part II minutes of the 23 January 2019 were a true and accurate record. Signed copies were filed at the school.</b><br><br>Matters arising had been completed or were covered in the meeting agenda.   |        |
| 4. <b><u>Year end budget outturn</u></b><br>SS reported that the school's budget ends 18/19 with £14.5K surplus and £13K capital surplus, and an in-year revenue surplus of £51K. She highlighted that these numbers do not match the Borough's calculations. She has queried their calculation of in-year revenue out-turn, which they report as £64K. However, she explained that the process is such that the Borough will not adjust the balances for this year and that any reversals or accruals will be made in next year's budget to compensate.<br>SS explained the process in detail. Governors expressed their gratitude to SS for the clear picture she has provided and the work involved in getting to this point. ES expressed the SLT's feedback that it was excellent to have been provided a clear explanation and understanding of the budget position.<br><br>Governors asked about the situation of the catering budget. SS explained that the catering costs had not been accurately entered into the budget for last year. |        |

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| <p><b>Governors asked whether the catering provision breaks even. SS</b> explained that income was higher than expenditure, however the costs of SMSAs' salaries is not budgeted in the catering expenditure line; it is included under staff costs. SS will look into analysing the it. RR commented that they had reduced the numbers of SMSAs. There followed a discussion about some schools who request volunteer assistance to supervise lunchtime, vs the administrative burden this places on the school to manage a volunteer workforce.</p> <p>SS commented that next year's budget situation should be more accurate, since it is based on more realistic expenditure figures and there is a more rigorous debt-collection and payment in advance system in place. SS will investigate the possibility of implementing contactless payment systems at the office to facilitate payments from parents, in addition to ScoPay.</p> | <p>Investigate true cost of school meals, including staff. SS</p> <p>Look into contactless payment possibility. SS</p> |
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| <p><b>5. <u>Budget 3 Year Plan</u></b></p> <p>The draft budget for 19/20 was circulated for review ahead of the meeting. SS explained that at this stage the staffing costs, which account for the majority of the budget, are still in a state of flux, while they wait for the final staffing position to be confirmed after 31 May 2019 resignation deadline. She explained that worst case projections would leave a £25K deficit. She informed governors that they were not employing agency staff and were finding cover among the existing staff.</p> <p><b>Governors asked whether there were other areas that cost-savings could be made.</b></p> <p>RW explained that during the recruitment process they were being careful to employ staff who can add extra value and are aligned with the school's values. She provided governors with information about the Schools Direct programme.</p> |  |
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8.55am Emma Sutton and Richard Rosewell leave the meeting.

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| <p><b>6. <u>Budget 3 Year Plan</u></b></p> <p>Discussion moved onto whether there were any areas in the budget that the Friends of the Vineyard could cover, to relieve pressure on the school budget. For example:</p> <ul style="list-style-type: none"> <li>• ICT learning resources</li> <li>• PHSE curriculum</li> <li>• Website redevelopment</li> </ul> <p>SS will look into this.</p> <p>Discussion moved onto the cost repairs to the perimeter wall. SS commented that this will have to be referred to the Borough because it is too expensive to be accommodated in the capital budget. It was discussed that some of the properties adjoining the school should have entered into party wall agreements when extending their properties. This matter would be referred to legal services.</p> <p><b>Governors also asked whether the costs of tree surgery were included in the budget.</b> SS will look into this.</p> <p><b>Governors approved the draft budget.</b> The final budget will be presented for discussion at the next Resources Committee meeting on 5<sup>th</sup> June, when there will be a clearer picture of staff costs for the upcoming year.</p> | <p>Identify budget areas that could be accommodated within FOV budget. SS</p> <p>Check tree surgery is included in budget. SS</p> |
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9.10am James Lane leaves. The meeting is still quorate.

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| <p><b>7. <u>Bad Debt Policy and School Meals Bad Debt Policy</u></b></p> <p>SS explained that the situation with the school meals is so bad, she had prepared a separate policy to deal with debt relating to it. Governors felt that this should form part of the Bad Debt Policy as an appendix, and that debt collection in relation to the School Journey should also form another appendix.</p> <p>Discussion moved onto implementation. It was felt that parents should be requested to agree to these terms and conditions when they are paying for school meals via ScoPay. It was also agreed that these terms and conditions</p> | <p>Add School Meals and School Journey debt chasing into Bad Debt Policy as appendices. SS</p> |
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|     | <p>would be sent to Y2 parents before the end of the summer term to ensure they have signed up before the start of Y3.</p> <p><b>Governors asked about progress chasing historical debt. They requested an anonymised breakdown and an indication of the actions taken to date to recover that debt.</b></p> <p>There followed a discussion about improvements or changes that could be made to track payments and ensure a more rigorous process to check that children consuming meals have paid in advance. RW also highlighted a significant safeguarding concern, since at the present time it is not possible to be sure that all children have eaten lunch. Procedures need to be tightened. This will be discussed at SLT meeting.</p> <p><b>It was agreed that a deadline for outstanding debts should be communicated,</b> with a requirement to meeting with RW and SS after half term, if the deadline is not met.</p> <p>They also asked about information relating to the School Journey. SS will present this information at the next meeting. It is complicated by combining mandatory and voluntary elements.</p> <p><b>Bad Debt Policy to be revised to include school meal and school journey as appendices and presented for review at next Resources Committee.</b> It will go to June FGB for final sign off.</p> | <p>Information on historical school meal debt requested. SS</p> <p>Include policy on next agenda and FGB agenda. Clerk</p> |
| 8.  | <p><b><u>Virements</u></b><br/>No virements.</p> <p>SS explained that she considers there to be no purpose for virements.<br/><b>Governors agreed that there is no advantage to using virements, therefore there is no longer a requirement for a policy to undertake them.</b></p>   | <p>Remove Virements Policy from list of live policies. Clerk</p>   |
| 9.  | <p><b><u>Any other business</u></b></p> <ul style="list-style-type: none"> <li>Petty Cash – SS updated the meeting that the school will no longer be holding petty cash. It is time-consuming to reconcile and staff receive expenses payments via BACS.</li> </ul>   |  |
| 10. | <p><b><u>Part Two</u></b><br/>Confidential Part Two minutes taken and filed separately.</p>   |  |

Meeting concluded at 10am.

**Date of next meeting: Wednesday 5<sup>th</sup> June at 9am**

**Summary of action points:**

| Action point  | Responsibility |
|---|----------------|
| Investigate true cost of school meals   | SS             |
| Investigate contactless payment options for school office                                   | SS             |
| Identify budget areas that could be accommodated in FOV budget                              | SS             |
| Check tree surgery is included in 19/20 budget  | SS             |
| Add school meals and school journey debt chasing processes as appendices to Bad Debt Policy | SS             |
| Add Bad Debt Policy to next Resources and FGB agenda  | Clerk          |
| Remove Virements Policy from live policies list   | Clerk          |
| Provide information about historical school meal debt at next meeting                       | SS             |