



The Vineyard School Governing Board

Minutes of Resources Committee meeting held on 13 June 2018 at 8am at the school

Present: Melanie Bywell
Graham Stewart
Robert Stanton
Ruth Whymark
James Lane (by phone)

In Attendance: Richard Rosewell (Associate Member) (RR)
Wendy Robinson (School Business Manager) WR
Anna Mantle (Clerk)

Absent: Emma Tuck

Meeting started at 8.04 am

Item	Action
1. <u>Apologies for absence</u> Apologies received and accepted from Emma Tuck.	
2. <u>Declarations of interest</u> No direct or indirect pecuniary interests were declared.	
3. <u>Minutes of last meeting (9 May 2018) and matters arising</u> Note made to request report on insurance situation to be made at October 2018 meeting of Resources Committee. Governors agreed that the minutes dated 9 May 2018 were a true and accurate record of the meeting.	

While organising for the budget documents to be displayed on the meeting room screen, discussion moved to later points in the agenda to maximise meeting time.

4. <u>Role descriptions</u> Governors agreed to add training requirements to each of the role descriptions circulated for this committee. No further changes discussed. Role descriptions to be circulated to FGB at July meeting.	Clerk to add training and circulate to FGB
5. <u>NGA and The Key</u> Governors discussed the merits of both types of subscription and whether it was necessary to have both. It was agreed that both have different strengths; The Key is a great resource for information and NGA Gold membership affords the group access to legal advice as well as training options. Governors emphasised their commitment to good governance and agreed that they would	

	<p>take up subscriptions to both The Key and NGA Gold membership for the next year and review usage at the end of the subscription period. Discussion moved onto where these expenses would be accommodated in the budget. They questioned whether there was a governance expense line. WR explained that governor expenses are included in line E22 "Admin Supplies". Governors requested that more detail be available to report on governance expenses.</p>	<p>WR to include detailed report on governance expenses as part of budget report</p>
<p>6.</p>	<p><u>2018/19 Budget</u> Governors questioned why there was a carry forward of -£37K in the circulated budget document, when the 17/18 outturn discussed at the meeting on 9 May 2018 totalled a deficit of £68K. WR explained that the -£68K deficit reported was based on actual spend and commitments. The difference is that this version of the budget, which has been scrutinised and agreed by the LA, is based on actual spend.</p> <p>Governors asked where the changes are. WR explained that "Staff development and training" and "building maintenance" contained committed spend, and the biggest change is in E25 "catering supplies" (£27K).</p> <p>WR to circulate a re-adjusted budget, containing only actual spend and no spend commitments, after the meeting.</p> <p>Governors questioned why the school is budgeting to spend £52k less on catering in the next year than they have spent this year. WR explained that it is difficult to estimate how much will be spent on catering. £66,200 is the minimum they will spend. It is likely to be more. However, the catering spend is balanced by income, so higher spend will be matched with higher income.</p> <p>Governors asked for more information about the visibility over and transparency in the catering budget to be confident that outgoings are balanced by incomings. WR explained that at the end of every month she cross checks income against expenditure. It is sometimes difficult because parents are charged termly rather than monthly, however the system logs outstanding payments and there is a system in place to chase payment from parents. Governors asked whether the caterers are paid on a variable basis dependent on the number of people eating lunch, rather than a fixed rate. WR confirmed they are a variable cost.</p> <p>It was discussed and agreed that because this line item constitutes a significant outgoing, it deserves scrutiny. Therefore governors requested that scrutiny of this area of the school budget forms part of the agenda at next year's Resources meetings.</p> <p>Governors requested more information about the £86k increase in Education Support Staff costs. They were told that this covers a point 22 increase in salary, as well as an increase in SEND support hours. Combining TA and LSA job descriptions to create "Teaching & Learning Support Assistants" means that the school has a more flexible workforce that can adapt to support more SEND children and step in to provide cover for teachers as necessary. It is more expensive, but it decreases the need for separate SEND teacher provision. It also promotes staff retention and gives staff the opportunity for progression. The increase in the budget is mostly down to the requirement to increase SEND hours from 450 to 515.</p> <p>Governors asked whether WR was happy with the definitive SEND income figure in I03. WR confirmed she was and that she had budgeted for an extra 3 children with SEND requirements in next year's intake.</p> <p>Governors discussed the budget for teaching staff. UPS teachers will be replaced by NQTs. RW also explained how TLRs would be distributed between the new Director of Learning salaries and that one new TLR (PHSE) has been added for 2018/9.</p> <p>Focus moved to E07 and the cost of SMSA staff. RW explained that in comparison with other similar sized schools, the LA had advised their costs for lunchtime staff was high. They plan to review the model once the changes to</p>	<p>Clerk to add catering budget overview to Oct Resources agenda</p>

	<p>the location of the EY and KS2 classes has taken place, in order to assess the requirement for supervisory oversight of the movement of classes around the school to and from lunch. They are aware of the substantial increase represented in this budget line and will be looking to focus on cost efficiency without compromising the lunch experience. RR commented that this was the first year operating two halls for lunch. It is agreed that this has made a much better lunch experience for the children. RW also explained that they will be looking at play experiences next term.</p> <p>Process request: Governors commented that the way the budget is presented makes it difficult to understand how numbers flow from one sheet to the next. They requested that budget spreadsheets contain the formulae, rather than just the numbers, in future so that they can follow the logic and reference cells.</p> <p><i>WR circulated a final draft of the budget amending 17/18 out turn and including agreed governance expenses via email after the meeting.</i></p>	<p>WR to produce budget in spreadsheet with formulae in future.</p>
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9am RR leaves the meeting

7.	<p><u>Governor expenses policy</u> Governors agreed that the circulated policy was reasonable, important to attract a diverse range of volunteers and was based on best practice.</p> <p>Governors unanimously agreed the policy. It will be circulated to the FGB.</p>	<p>Clerk to circulate policy at July FGB.</p>
8.	<p><u>Central Record of Recruitment and Vetting Checks</u> It was noted that RR and Charlotte had recently attended safer recruitment training. The circulated policy is the standard best practice version from Kingston and Richmond. No further comments from this committee, but it was decided it should go to D&P committee for review by safeguarding governors.</p>	<p>Clerk to add this to the June D&P Committee agenda.</p>
9.	<p><u>Staff code of conduct</u> Governors commented that they felt this is a good comprehensive document.</p> <p>Governors questioned whether the code should contain specific mention of religion, since it explicitly references partisan politics. RW explained the school's designation as a community school means that shared worship is broadly Christian. (If the school were designated a multi-faith school, shared worship would treat each of the main religions equally.) RW explained that they follow a broadly Christian education, reflecting the main Christian festivals, with an R.E. scheme that is set by a board of local religious representatives in Richmond chosen to reflect the demographics of the county. RW explained that the Teaching Standards do cover not proselytising but she agreed that the code should include religion as well as politics.</p> <p>Governors asked how the code affects staff with children at the school. RW explained that she would provide them with guidance on the boundaries. Since changes have been made to the admissions terms, it is likely that there will be more staff with children at the school in future.</p> <p>Governors asked how the code would be introduced. RW explained that it would be introduced at staff training days in the next academic year and given to new staff. She told governors that safeguarding guidelines require a code of conduct and that setting clear expectations of behaviour makes staff management easier. She acknowledged that its introduction represents a cultural shift.</p> <p>Governors agreed that the code should go to the FGB for final sign off with changes tracked for ease of review.</p>	<p>Include religion in code of conduct - RW</p> <p>Clerk to ensure code goes to July FGB</p>
10.	<p><u>CONFIDENTIAL: Staff restructure update</u> Update from RW on staff structure for 2018/9 was provided. Confidential notes taken and filed.</p>	

9.34am JL leaves the meeting

11.	<u>Any other business</u> There was a question about the outcome of the Health and Safety site visit on 22 May. WR explained that JL (lead governor for Health and Safety) had taken part in the audit led by the Kingston borough representative, along with WR, RW, RR and the school caretaker. The report is not available yet, but the process was very rigorous and once finished it will come to this committee for review. In interim there were some areas to address immediately. JL had talked to the school caretaker about filing information and managing certifications. It was agreed WR would gather feedback from the school caretaker and follow up with JL. Governors requested JL to report back feedback at the next Resources committee (October 2018).	WR to follow up with caretaker. Report feedback at October Resources committee
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9.37am Meeting concluded.

Date of next meeting: 17 October 2018

Summary of action points:

Action point	Responsibility
Add training to role descriptions and circulate to FGB	Clerk
Organise signing up for The Key and NGA	Clerk
Include detailed report on governance expenses as part of budget report	WR
Add catering budget overview to Oct Resources agenda	Clerk and MB
Produce budget in spreadsheet with formulae in future.	WR
Clerk to circulate governors' expenses policy at July FGB.	Clerk
Clerk to add Central Records and Safer Recruitment to the June D&P Committee agenda.	Clerk
Include religion in code of conduct	RW
Clerk to ensure code of conduct goes to July FGB	Clerk
Follow up on health and safety audit with the school caretaker	WR
Provide update for October Resources committee	JL