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The Vineyard School Governing Board

Friars Stile Road, Richmond TW10 6NE

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Minutes of Resources Committee virtual meeting held on 27<sup>th</sup> January 2021 at 2pm via Zoom

**Governors Present:** Firas Ali (FA)  
James Lane (JL) (Chair)  
Graham Stewart (GS)  
Ruth Whymark (RW) Head Teacher  
Alice McArdle (AMcA)

**In Attendance:** Richard Rosewell (Associate Member) (RR)  
Anna Mantle (Clerk)

**Absent:** None

Meeting started at 2.04pm

Item	Action
1. <b>Apologies for Absence</b> None, although Alice McArdle was delayed and not present from the start. The meeting was quorate throughout.	
2. <b>Governors' Declaration of Interests</b> No direct or indirect pecuniary interests were declared.	
3. <b>Minutes of the last meeting (18 November 2020)</b> Governors agreed the minutes from the last meeting were a true and accurate record. Hard copy minutes to be signed and filed at school when next possible. Electronic version filed online.	Clerk
4. <b>SFVS</b> Sample version and additional comments circulated ahead of the meeting. Benchmarking with similar schools to be undertaken. It was agreed that GS would review the document and then circulate the document to the committee for further review.  <i>Note: Subsequent to the meeting, the deadline for SFVS submission was extended to 21 May 2021.</i>	GS and SS
5. <b>FMR Update</b> FMR had been circulated for review ahead of the meeting. Assumptions in the document were based on a return to school after half term, which was now going to be delayed until at least 8 March 2021.	

	<p>SS updated governors that the carry forward to 21-22 budget had increased from the reported figure in November. She explained that this was due to removing the cost of swimming and school trips. She also explained the basis of her assumptions for the projected school meals budget. She also highlighted that the carry forward was likely to be used to cover EHCPs and potential HR contingency costs in the early part of the next financial year.</p> <p>SS drew governors' attention to the Staff Absence Scheme costs which the school is paying into without benefit at the moment, because there are no staff off long term sick. Governors will review whether to continue with this scheme at the next opportunity.</p> <p>SS also drew governors' attention to the projected overspend on premises/grounds budget lines and referred them to her commentary accompanying the report. There is a requirement to replace external doors in the hall and refurbish the shared area in Y1 and Y2, plus there are two boilers requiring maintenance at the moment.</p> <p>There was a long discussion about the current urgent requirement to renew the school's utilities contracts. An error in the system has led to the school being out of contract for four months now, with communication from the utilities company going to the previous SBM. SS had sought out quotes as a comparison and took governors through the various alternatives and associated costs. Governors reviewed the options. They agreed with SS' assessment that the best option was to renew with the incumbent supplier to avoid having to back pay the four months out of contract at a higher flexible rate, but noted it would be beneficial to get the gas and electricity contracts onto the same renewal cycle so that cost savings from combining supply of both through one company could be explored in future.</p>	
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<p>6.</p>	<p><b><u>Policies</u></b></p> <p>Health and Safety Policy had been circulated in advance. It had been updated with details on food safety following feedback at the previous committee meeting.</p> <p><b>Governors approved the policy.</b></p> <p>Data Retention Policy circulate in advance. No comments. It was agreed to delegate full review of data protection policies to Simon Williams, link governor for data. There was a discussion about whether Simon should be asked to join the Resources Committee. Clerk to discuss with Antony Cook.</p>	
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2.50pm Firas Ali leaves

<p>7.</p>	<p><b><u>FOV budgeting</u></b></p> <p>Spreadsheet shared in advance for information. It was agreed that a plan for fundraising options would be put together for when school returns fully.</p>	
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<p>8.</p>	<p><b><u>Budget questions</u></b></p> <p>There was a discussion about the 21-22 budget.</p> <p>Governors thanked SS for the hard work that she had done to get the budget into a healthy position.</p> <p>SS counselled caution that the projected surplus included commitments carried forward into 2021, as well as accrued catch up funding that would be spent appropriately before the end of the academic year. She also highlighted the significant costs necessary to maintain the site and buildings from a health and safety perspective (some of which will be covered by capital budget from the council).</p> <p>Governors also reflected on how they might start to plan strategically for different expectations arising from the current pandemic situation.</p>	
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**Governors asked how the school's financial situation compared with other schools.**

RW commented that schools with significant reliance on rental income or extended day provision income were struggling. Governors commented that although maximising the potential of lettings was a good income stream for "normal" times, it would be prudent to ensure the school's budgeting did not become overly reliant on it.

There was a discussion about the Green Room and bungalow and progress on these areas. SS has emailed the consultant at the council with regards proposed timelines for the bungalow, since the school is paying council tax etc. for the building at the moment but is unable to rent it out to an employee of the school at the moment. Once an update on timelines is provided, SS will circulate for review.

Meeting concluded 3.05pm

**Date of next meeting: 17 March 2021**

**Professional Negligence Statement:** Advice given by governors at The Vineyard School is incidental to their professional expertise and is not being given in their professional capacity.

**Confidentiality Statement:** Governors should respect the confidence of those items of business which the Governing Body decides and not disclose what individual governors have said or how they have voted within a meeting.

Signed: .....

Dated: .....

Name: ..... Chair of Resources Committee

**Summary of action points:**

Action point	Responsibility
File minutes	Clerk
SFVS	GS and SS