

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Draft Minutes of the Resources Committee Meeting
Held via Teams on Tuesday 22nd February 2022 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Co-Chair of Governors, HP)
	Kristi Johnson
	Jo Guest (School Finance Manager) for items 3-5

1. Welcome, Apologies and Declarations of Interest

Welcome: The Chair welcomed everyone to the meeting. HP took notes for the minutes

Apologies of absence: Received and accepted from CB, DJ

Governors absent: None.

Declarations of interest: None.

2. Minutes of the last Resources meeting on 25/1/2022 and matters arising:

	Action
a	Appraisal policy monitoring – complete Spring term, report back summer term. Not Due - CARRY OVER
b	Roles affected by pay freeze – update committee when further information available. No further information yet - CARRY OVER
c	CB and KJ be booked on the NSPCC Safer Recruitment module by KM. COMPLETE – CB & KJ to report back when training is complete
d	All Governors to read KCSIE by 28 February 2022 and confirm to HC on completion, for recording on the SCR. CB will liaise with HC to send this request by email to all Governors. Not due – CARRY OVER
e	Complete summer term SCR monitoring and safeguarding monitoring visit and report back during the July Resources meeting. Not due – CARRY OVER
f	Tech review – report back when further information available from ICT service about budget needed to implement plans. Quotes to support the projects described will be considered as part of the budget planning meetings once they are received from the ICT Service and KRCS. CARRY OVER
g	Further delve into benchmarking – understanding pupil to adult ratios figures and what is included in the cost of finance. OUTSTANDING - CARRY OVER
h	Further action by the sub-group in relation to governor vacancies and clerk vacancy. The clerk vacancy is currently being advertised. HG has been in contact with two people who expressed interest in governor vacancies via a national site used to recruit vacancies, however further emails to arrange meetings with these people have not been answered. KJ will organise another meeting of the subgroup to progress further. Action - KJ
i	Personnel policy review by Judicium – complete updates on outstanding policies ready for approval by Committee at the next meeting. OUTSTANDING - CARRY OVER
j	Review First Aid policy – to be looked alongside the other medical policies, for all to be reviewed at the same time, to ensure consistency. OUTSTANDING - CARRY OVER
k	Health and safety policy – to go to H&S Committee for review. OUTSTANDING - CARRY OVER
l	Guide to information available – discuss review with HC OUTSTANDING - CARRY OVER
m	Arrange date for the Salary Committee to meet re: support staff – between 1 and 14 March. COMPLETE – the meeting is arranged for 8/03/2022
n	Resources minutes in school office – to be signed. COMPLETE

Signed.....Date.....

The minutes were approved and will be signed at the earliest opportunity.

3. School Finance Manager – period 10 budget monitoring report and date of upcoming meeting with School Financial Advisor

The finance report for the end of month 10 was circulated with the agenda. JG reported that currently the forecast for the end of the year was a £16.5k surplus although some of this is ring-fenced for spending on specific cost centres. The pre-school deficit is currently forecast to be £10.5k which is less than initially budgeted for. The year-end position is likely to be more favourable as some budget lines are forecast to be completely spent by year end but not all will be. This year's budget has enabled some high quality resources to be purchased for the children at the school in line with the StDP. KJ, as a new governor with finance expertise, was invited to observe a finance meeting at school to see first-hand how the HT and finance manager managed the budget and prioritised spending on an ongoing basis.

Action: KM, KJ

Question: Is there an expectation for when the pre-school budget will be balanced?

This is difficult to predict due to the staff costs and the fixed per hour income. The key will be making the most use of the space for income generation. There are some fees that have been discussed but not yet implemented such as administration fees or charging for snacks. KJ suggested offering wrap around care with parents making up the difference between the funded hours and the costs of provision. The fee policy will be reviewed in the summer term so that changes can be put in place for September.

Action: KM

The next meeting with the school's financial advisor is on 15th March with Governors invited to attend at 2.30 pm. It is expected that the school's funding for next year will have been finalised by then so it will be possible to start to have a look at spending priorities for next year ahead of setting the budget. KM will send an invite to the meeting a week in advance.

Action: KM

Question: VA asked how often Governors should receive the BMR spreadsheet.

It was agreed that JG would produce these quarterly for Governors (at months 3, 6, 9 and 12) and that monthly summary reports from the Orovia system would also be made available for Governors.

4. Review financial systems in school and Statement of Internal Control (SIC)

The Statement of Internal Control is no longer required by the LA but the committee agreed that having one is good practice, however the detail of an SIC may be covered within other LA documents. JG noted that schools are advised to adopt the LA guidance for financial staff working in schools, including the Scheme of Financial Regulations for Schools. JG agreed to forward the LA documents to VA. To be followed up at the next Resources meeting about the need for a SIC.

Action: JG, VA

5. Review effectiveness of services used by school

In order for the GB to be able to see when contract for key services are up for renewal and contracted notice periods, JG has added a sheet to the BMR which will show this. The key services are catering, cleaning, IT services and HR services; these are higher value services. The contract next coming up for renewal is catering. KM is having monthly meetings with the provider to monitor provision. It was noted that the school has decided to stay with the LA offer for insurance.

6. Schools Financial Value Statement 2020/21

Signed.....Date.....

VA has completed a draft version of the SFVS which has been circulated to governors for any comments. There are still a few queries that VA will clarify with JG. VA requested comments from other members of the Resources committee.

Action: HP, KJ, CB

The final version needs approving by the full GB. VA will bring it to the next meeting on 15th March.

Action: VA

7. Policy reviews

Due to the short amount of time since the last meeting, it has not been possible to complete the reviews of the policies actioned at the last meeting. These will be carried over to the next meeting. KM has received confirmation from Judicium that they can complete policy reviews termly, so in future we can submit them in line with the three tiers identified by Judicium in order of priority with Tier One in the autumn term, Tier Two in the spring term and Tier Three in the summer term.

8. HR Related Staff Matters

The following discussion is minuted confidentially.

9. Report from the H&S Committee

The minutes from the meeting held on 27/01/2022 and the report from the H&S walk held on the same day were circulated in advance of the meeting. VA noted that the inspection walk was very positive resulting in a few minor actions. She reported that there is now a holistic approach taken by the H&S committee, linking the budget, the buildings assessment report and the Strategic Development Plan.

10. Pre-school update

Considered under previous items, nothing further to add.

11. End of year staff and governor social

It was agreed that it would be good to plan for an in-person event in the school hall. The favoured format would be a very informal get together where staff and governors could pop in for tea and cake bring children along if needed. KM will look for the best date in the school diary and VA will put forward this suggestion at the next full GB meeting.

Action: KM, VA

12. AOB

HP highlighted the email she had sent round about the governor conference on 12th March. Places are limited to 2 governors per school without incurring additional cost. Please let HP know if you are interested in going. KM said that she would be interested in attending if there were not 2 governors able to attend.

13. Review impact of the meeting

The benefits of having the school's finance manager coming to relevant resources meeting was noted as being particularly beneficial, allowing questions to be raised both about the school finances but also about how the budget is reported and how schools are financed. The focus ensuring that the agenda content is focused on strategic matters is ensuring the meeting is efficient and effective.

Meeting closed: 7.45pm

Action summary:

	Actions carried over from the previous meeting	By whom
a	Appraisal policy monitoring – complete Spring term, report back summer term.	VA
b	Roles affected by pay freeze – update committee when further information available.	KM
c	All Governors to read KCSIE by 28 February 2022 and confirm to HC on completion, for recording on the SCR. CB will liaise with HC to send this request by email to all Governors. Email has been sent, so first part of action is complete	ALL
d	Complete summer term SCR monitoring and safeguarding monitoring visit and report back during the July Resources meeting	CB
e	Tech review – report back when further information available from ICT service with quotes needed to implement plans	KM
f	Further delve into benchmarking – understanding pupil to adult ratios figures and what is included in the cost of finance	VA, KJ
g	Personnel policy review by Judicium – complete updates on outstanding policies ready for approval by Committee at the next meeting	KM
h	Review First Aid policy – to be looked alongside the other medical policies, for all to be reviewed at the same time, to ensure consistency	KM
i	Health and safety policy – to go to H&S Committee for review	VA, KM
j	Guide to information available – discuss review with HC	KM
	New Actions	By whom
k	Arrange another meeting of the subgroup leading on Governor recruitment	KJ
l	KM to invite KJ to a finance meeting in school	KM/KJ
m	Review the pre-school fee policy and bring to resources for discussion	KM
n	Send out an invite for the next meeting with the school's financial advisor	KM
o	Send the LA guidance for financial staff working in schools to VA. Update at next Resources meeting about the need for a SIC.	JG VA
p	Send any comments of the draft version of the SFVS to VA	HP, KJ, CB
q	Bring the final version of the SFVS to the full GB meeting on 15/03/2022	VA
r	Find a date for staff-governor social in summer term and bring suggested format to full GB meeting on 15/03/2022	KM, VA