

Patcham High School
GOVERNING BODY

Meeting of:	Resources Committee
Date/Time:	15 th June 2017 5pm
Location:	Patcham High School
For:	Full Governing Body, Website
Present:	Governors (voting) Stephen Berry (SB) Chair of Committee Di Bonner (DB) Sarah Fitzjohn Scott (SFS) Chair of Governors Anthony Lawes (AL) John McKee (JM) Headteacher Charlie Miller-Cooper (CMC) Andrew Saunders (ASD) Geoffrey Theobald (GT) Lee Watts (LW) Other (non-voting) Janet Johnson (JJ) Clerk Allie Woodford (AW) English Director (observer)

MINUTES

		ACTION POINT SUMMARY	By When
4	SB	Set up agenda plan, ensure reports for next meeting requested. Liaise JJ	Sept
4 &7.5	SB	Review terms of reference	27.6.17
4	SB	Follow up with DB agency costs	
4	SFS	Take forward succession plan and SDP monitoring to FGB	27.6.17
4	SFS	Take forward long term planning – How/When to FGB	
4	SFS	Take forward external verification with Chairs/JM as appropriate	
7.5	SB	Take budget to FGB	
8	SB JJ	Liaise CG re Safer recruitment falling within SFC remit	
10	DB	Circulate Capital Write Off list for FGB	21.6.17 (ASAP)
12	JM	Circulate latest up-dated SDP for FGB	21.6.17 (ASAP)
14	JJ	Send DB up-dated governor declaration form	Sept
16	SB	Take forward Training item	

	DISCUSSION AND DECISION	ACTION
1	INTRODUCTION SB opened the meeting. There were no apologies to consider.	
2	DECLARATION of Interest in items on the agenda. No new declarations were made when invited. All governors could vote	

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	and contribute throughout.													
3	MINUTES OF MEETING These were agreed to be an accurate record and signed by the chair accordingly.													
4	MATTERS ARISING (if not covered elsewhere) 4.1 SB would take action re the terms of reference and annual agenda plan. He would also meet with DB regarding the agency costs. 4.2 The succession plan and school development plan monitoring would be reviewed at the next meeting of the full governing body. 4.3 SFS informed external verification had been reviewed but a final decision had not yet been made. Partnerships with other schools had been considered and other reviewing processes for example with Pixel schools. Some concern was raised that the school might have benefited from being part of the local teaching school alliance but at the time it was set up PHS did not meet the criteria. Long-term planning would be a matter for full governing body discussion. All other actions had either been completed or discussed elsewhere.	SB SFS SFS SFS												
5	STAFF UPDATE JM reported verbally on staff movements and gave the annual disciplinary and grievance policy report. There were vacancies for English (2), modern foreign language (1) Food tech (1) Caretaker (1). The SENCO was recruiting Teaching Assistants. One member of the PE staff had been made redundant as a result of the recent staffing restructure. There were no ongoing issues relating to disciplinary and grievance matters. In discussion governors were satisfied there were no points for concern. Is the staff budget affected by the changes? It has all been accounted for in the budget. Has sickness absence improved? Long term sickness has improved as those involved have either returned or moved on. There was a clearer policy re short term sickness and further measures were set to commence in September.													
6	PAY PROGRESSION Does the budget cover for pay progression? Yes. ASD would review them in October and make recommendation to the pay committee.													
7	FINANCE 7.1 Governors had already received and considered the outturn for 2016/17, the budgets for 2017/18, 2018/19 and 2019/20 along with the cost centre information. SB now signed the documents. 7.2 Outturn 2016/17 The final figure was £36k deficit. The only invoice not included was for exams as these had not taken place at the time. The deficit was an improvement on the £80k deficit originally forecast and governors congratulated DB and JM for this achievement. 7.3 Budget 2017/18 The 3 year projected budgets were as shown below. JM and DB took questions.													
	<table border="1"> <thead> <tr> <th>Year</th> <th>Net position Year</th> <th>Cumulative</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>£36,685</td> <td>£613</td> </tr> <tr> <td>2018/19</td> <td>£57,407</td> <td>£58,020</td> </tr> <tr> <td>2019/20</td> <td>£ 4,616</td> <td>£62,636</td> </tr> </tbody> </table>	Year	Net position Year	Cumulative	2017/18	£36,685	£613	2018/19	£57,407	£58,020	2019/20	£ 4,616	£62,636	
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	<p>7.1 Why does expenditure on the head of curriculum areas reduce then rise again? Because a member of staff on the top of the pay scale is leaving.</p> <p>What pupil numbers are you working on? An intake of 220. We did not appeal the 13 appeals.</p> <p>Has the apprenticeship levy been included? Yes</p> <p>How frequently do you meet to review the budget position? At least weekly to keep it under control.</p> <p>Now we are in a higher inflationary position should we not factor this in to the budget? I have done a little bit. Utilities haven't gone up much as we should have improved services and plant that should allow for a reduction.</p> <p>What do we get for the £10k payment to Albion in the Community? We have a co-ordinator for clubs. She is employed by the Albion.</p> <p>Have you started 'Rarely cover'? Have you allowed for it in the budget? Yes .</p> <p>Have the formalities of that been introduced to staff? They are already aware of it and they will receive it in writing by the end of term and it will start in September.</p> <p>Is all the pupil premium income included in the budget? Yes but we do not know yet how much would actually be received.</p> <p>7.5 Governors recommended</p> <ul style="list-style-type: none"> • The looked after children pupil premium income was checked as following information received at the school forum it might not be forthcoming in future. JM informed the learning mentors would ensure all the correct claims would be made. • Approval of the budget in the sum of £5,158,331 by the full governing body • The full governing body consider amending the terms of reference to clarify that the power to set the budget be delegated to Resources committee. • Tight budgeting was to continue. <p>See also item 11.2 GT and LW arrive 5.45</p>	<p>SB</p> <p>SB</p>
8	<p>POLICY REVIEW</p> <p>Governors had already considered the report from JJ. They now delegated review of the staff leave of absence policy and staff privacy notice to the headteacher. They recommended review of the safer recruitment policy be moved to the Students Families and Community committee as part of their Child Protection policy review. JM was able to confirm the business continuity plan had been reviewed following advice from the Home Office prompted by the recent terror attacks.</p>	<p>JJ/SB/CG</p>
9	<p>PFI up-date</p> <p>DB informed there would be quite a lot of work over the summer. This was mainly the swimming pool, boilers and pipework along with some investigative structural work and the installation of a more robust liner. This would result in the closure of the pool until 1.10.17.</p> <p>Variations have been put in for the 'youth centre'. The rent would be £7k per year plus alterations to the premises. The role of it is changing and it is being staffed from within the school. No new staff were needed.</p> <p>How will you ensure the builders are out by 1.10.17? Actions were discussed to governors' satisfaction.</p> <p>The cost of the variations so far is expected to be about £20-24k</p>	

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10	<p>CAPITAL WRITEOFF A list would be forwarded for approval by the full governing body. DB would follow this up with ICT .</p>	DB SB
11	<p>SCHOOL FORUM 11.1 SB reported surpluses of schools in the local authority (LA) had dropped from £4.367m to £432k. The DfE were changing the limits that secondary schools could run a deficit from a 20% to 100% of the maximum collective balances with and individually from £250k to £500k. The DfE were also now pushing for local authorities to borrow the money to pay for the deficit. 11.2 Governors acknowledged the massive amount of good work involved in achieving a balanced budget. In comparison with the deficits expected by most of the secondary schools in the area this school was doing very well.</p>	
12	<p>OFSTEDSCHOOL DEVELOPMENT PLAN – Are we on track? The school self-evaluation and review of the development plan would take place at the next meeting of the full governing body. Next year’s plan was currently being worked on with priorities expecting to remain the same, for example improving quality of teaching.</p>	JM
13	<p>ICT HEALTH CHECK Governors had already received and considered the report on information security health check provided by Paul Platts, education computing consultant. DB confirmed any matters arising were being addressed and would be on the new school development plan. A list of governor school emails would be provided. DB confirmed the school was on track to be ready for the amendments to the Data Protection Act due in 2018. The report was accepted.</p>	
14	<p>GOVERNOR INTERESTS JJ informed she was up-dating the annual declaration form and reminded governors they should satisfy themselves that staff involved in the contract process had also made declarations. JJ would forward the new form to DB who would use the form for the staff review.</p>	JJ
15	<p>ADMISSIONS Local issues were discussed and governors were of the opinion the local community should support their local school.</p>	
16	<p>TRAINING UP-DATE This item was not taken</p>	SB
17	<p>ANY OTHER BUSINESS 17.1 Following the restructure what is the mood amongst staff? It is much calmer now but less settled in PE as expected. Do staff know about the budget? With the restructure they were informed but they don’t really ask. In discussion governors decide no further action is required at present. 17.2 DB confirmed there had been a review for IR 35 and all payments had been accounted for. 17.3 JM informed ASP, the system to replace Raise online, was useful and easy to use. 17.4 JM informed 3 groups of pupils had been nominated for the City Youth in Action award. 17.5 Sports Hall. Funds were not coming in very quickly and in discussion it was felt it was not sufficiently well known that it would be for community use and that there would be a 9pm curfew on use of the new pitches. There being no further business the meeting closed 6.45</p>	