

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Meeting of:	Resources Committee
Date/Time:	20 th February 2018 5pm
Location:	Patcham High School Meeting Room
Distribution:	Governing Body, Website (following approval at next meeting)
Present	Governors (voting) Stephen Berry (SB) Chair of Committee Di Bonner (DB) John McKee (JM) Headteacher Andrew Saunders (ASD) Lee Watts (LW) Geoffrey Theobald (GT) Other (non-voting) Janet Johnson (JJ) Clerk Linsey McGill (LM) SENCO (observer)
Apologies:	Anthony Lawes (AL) accepted Sarah Fitzjohn-Scott (SFS) accepted

	DECISIONS AND DISCUSSION	ACTION
1	WELCOME, APOLOGIES FOR ABSENCE AND DECLARATION OF INTEREST SB opened the meeting and apologies were considered. S Davies had been scheduled to attend as observer and her apologies were noted. ASD would be arriving late. No new interests were declared when invited and all governors could remain throughout and take full part.	
2	MINUTES OF LAST MEETING The minutes were agreed to be an accurate record of the meeting and signed by SB accordingly.	
3	MATTERS ARISING NOT REFERRED TO ELSEWHERE DB would forward the notes on anomalies. All other items had either been completed or required no further action.	
4	TERMS OF REFERENCE Subject to a spelling check, amending item 14 from approve to recommend the first formal budget plan, and acknowledging monitoring the health and safety policy was now under the remit of SFC committee, the terms of reference were approved for recommendation to FGB. JJ would make the amendments.	SB JJ
5	FINANCE REPORT 5.1 Update on projected outturn. Governors had already received and considered the projection as at 7.2.18 of the outturn and chart of accounts along with notes on anomalies. DB now gave further information. <ul style="list-style-type: none"> Based on the worst case scenario a £24k dr deficit was forecast. 	

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- Changes were due to the pay rise and maternity cover.
- Redundancy payments (35k) could now be spread over 5 years if governors approved.

Can you insure for maternity? Yes but it is too costly.

Are we going to have a short term contract or agency cover? It will depend who is going and from where. Governors were aware science was finding it difficult to recruit.

- ❖ In discussion it was agreed to spread the redundancy payments over 5 years.

5.2 Budget 2018/20

Governors had already agreed and considered: the school formula budget and notes on school funding 18/19 from the local authority; the budget so far 18/19 and its further breakdown. The projected deficit in the year was **£153k dr** and at year end, including 17/18 outturn, **£177k dr**. DB informed:

- It was the very first draft, just for one year
- It was based on worst case scenario if no staff changes and incorporated the school development, staff structure plan and pay rises for teaching and support staff.
- Improvements were expected as it continued to be worked on.
- Pupil premium expenditure was down by £30k and the higher needs block had changed.
- £24k was top-sliced by the local authority to fund 4 places at The Connected Hub.

Governors noted the breakdown had been usefully highlighted dependent upon ability to influence expenditure. It was noted for example there was no say in the increase in PFI expenditure of 4.3%. Staffing was now up at 90% of expenditure which was high.

What is the transport entry? 2 mini-buses. They are being used for sport and for attendance.

Is it pupil premium funded? A bit.

Reviewing possible use of the school's other assets, it was recalled the land was not available to the school but it was suggested the section 77 restriction may become void after a certain amount of time if playing fields were not used.

How are the other schools' budgets? Not able to balance.

Have you taken funds from the increased numbers of pupils expected into account? Yes but there is a delay in them being received and costs are increasing at a greater rate. We are expecting an extra £40k income from the first intake.

When do the pupils arrive? Sept 18 but we won't get funds till the next year via the census; however, we are receiving contributions from a growth fund this year to assist, of possibly £26k. DB and LM will liaise regarding pressures on funding provision under the Education and Health Care Plans and challenge the local authority where appropriate.

Do we have a lower percentage of pupil premium children than other schools? Yes, however we consider there is significant under-claiming in the locality.

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	<p>Can you include a column showing contribution from pupil premium? This is not possible as it is a local authority form.</p> <p>It was recalled staffing costs were a high percentage and the current staff was top heavy with those on the Upper Pay Spine. The 3 year plan had not yet been completed. The documents were accepted.</p> <p>5.3 Schools' Financial Value Standard This was not yet available and LW and SB would meet with DB to complete this prior to the next full governing body meeting.</p> <p>5.4 Lettings. The proposed fees had already been considered by governors. DB informed these had been benchmarked locally. All organisations were aware rates would be increased and the sums had been included in the budget calculations. How many attend the swimming clubs? A reasonable number and the local provider paid a slightly reduced rate in comparison to the larger concerns. ASD arrives 17.30 Do you benchmark? Yes When were they last increased? 2 years ago re the pool. What are the running costs in comparison with the charges? I don't break it down. ❖ The letting rates were agreed.</p> <p>5.5 Write Offs, Virements and Variations (if any) There were no items to report on this occasion.</p> <p>5.6 School Fund The letter from Kreston Reeves LLP as independent examiner of the school fund had already been received and circulated. No action had been recommended by them and governors were satisfied all was in order.</p> <p>5.7 Charging Policy The report and policy had not been received.</p> <p>5.8 Whistleblowing annual report JM confirmed there had been no incidents. ❖ Governors confirmed the up-dated local authority model policy was to be adopted, using current school contacts as appropriate.</p>	SB/DB
6	<p>SCHOOL IMPROVEMENT Governor Visit and Training Reports LW SB and JJ had attended School finance, budget management and sound financial management. JJ informed she had training material on file.</p>	

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7	<p>SCHOOL FORUM REPORT Governors had already read the report provided by a governor who now gave a summary, confirming budgets would continue to tighten. The report was accepted.</p>	
8	<p>SPORTS HALL UPDATE The planning application had been submitted.</p>	
9	<p>GDPR update The update had been received and it was confirmed further training had been undertaken. Issues being investigated at present were problems caused by each parent being required to opt in to data being held that was other than statutory. At the moment the SIMS system did not have facility to deal with a situation where opt in forms had not been received. There would also be difficulties with such pupils not being able to access educational software packages. Is there any requirement on us as governors to ensure it is being done? Yes but it appears to be acceptable if it is not all in place by the May date as long as it is in hand and we are doing all we can.</p>	
10	<p>POLICY REVIEW The staff welfare policy was noted. JJ JM and SFS would take a review of policies forward. JJ continued to maintain a list of statutory policies and when they were reviewed by governors.</p>	
11	<p>Any other business. LM withdrew. New posts for internal recruitment only. JM had already circulated the job description for two positions to be for internal applicants only. For the Senior Leader for the Bridge the cost would not be for a new post and for the Assistant Headteacher role an increase in budget of £5-10k was expected. The roles were required due to a change in circumstances, in response to the Ofsted inspection. What happens re the Bridge post - you say it won't cost more, but about the applicant's position? The cost will be the TLR going to someone else. It will have to be a senior leader that can run it like a mini school. We need to have about 12 students, all very challenging and funded at £6k each. The hours' commitment, is that in or out of the Bridge? Out. The systems aren't in place re teaching and learning. The structures need tightening and a teacher is needed to oversee it and lead it properly. You say it doesn't always work at full capacity. Can you offer it elsewhere? Yes but we need to take responsibility for our own children. It is a good facility but needs to be better. We cannot take on more than we can deal with. ❖ The positions were approved. Are there any other staffing problems? Recruitment of science teachers was still difficult. This was further explained. Governors thanked JM and as there was no further business, the meeting closed 18.19</p>	

Signature noted in minutes 14.5.18