

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Meeting of:	Resources Committee
Date/Time:	14 th May 2018 5pm
Location:	Patcham High School Meeting Room
Distribution:	Resources Committee, Website Governing Body
Present:	Governors (voting) Stephen Berry (SB) Di Bonner (DB) School Business Manager John McKee (JM) Headteacher Lee Watts (LW) Other (non-voting) Janet Johnson (JJ) Clerk Rachel Strong (RS) Director of Maths, observer
Quorum:	3 governors in addition to the headteacher required to be present for decisions to be binding. The meeting was quorate throughout.
Apologies:	Anthony Lawes (AL) - noted Andrew Saunders (ASD) - accepted Sarah Fitzjohn Scott (SFS) - accepted Geoffrey Theobald (GT) - accepted

ACTION PLAN SUMMARY

Item	Owner	Action	Due By
3	SB	Follow up actions on the SFVS action plan, liaise DB	
5	DB	Review and update FOI policy	Autumn Resources meeting
6	SB	Take budget to FGB, liaise DB/JM as appropriate if any further information required	27.6.18
10	SB DB	Review Annual Agenda Plan, Liaise JJ	27.6.18

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	DISCUSSION AND DECISION	ACTION
1	INTRODUCTION SB opened the meeting and apologies were considered. No new declarations of interest were made when invited and all governors could take full part throughout.	
2	MINUTES OF LAST MEETING The minutes were agreed to be an accurate record and signed accordingly.	
3	MATTERS ARISING The actions had been completed or were being discussed elsewhere. Amendments to the SFVS action plan were noted. SB would co-ordinate	SB DB

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	governor visit to the finance office. DB was working on the business continuity plan.	
4	<p>POLICY REVIEW</p> <p>Governors had already received the proposed charging and allowances policies.</p> <p>4.1 Charging and remissions DB informed the policy was the local authority model. ❖ The policy was approved as presented for review in three years. It was noted letting rates would continue to be reviewed annually.</p> <p>4.2 Capability & Appraisal ❖ Amendments to the standard model appraisal policy were tabled and approved.</p> <p>Governors had already received and considered the appraisal objectives 2017 and new documents clearly outlining expectations for each of the upper pay spine thresholds. They recalled this was an action following the Ofsted visit and supported their introduction. ❖ The capability policy, a local authority model wording was approved for another 3 years.</p> <p>4.3 Governors' allowances. This had been up-dated to reflect current governance structure. ❖ The policy was approved for review in 3 years.</p> <p>4.4 Website check A governor had checked the website for compliance with items required to be published. Recommendations for further attention were:</p> <ul style="list-style-type: none"> ○ Curriculum content of some subjects for each year. ○ Date of review of the next pupil premium review strategy. ○ A review of the accessibility plan. ○ The catch up premium for the current year to be inserted rather than showing as to be confirmed. <p>All the other items were in order and the list was accepted. JM confirmed these would be dealt with.</p>	
5	<p>GDPR & FREEDOM OF INFORMATION RESPONSIBILITY of the FULL GOVERNING BODY</p> <p>Governors had already received and considered the Freedom of Information policy, the IRMS information management toolkit and the Data Protection Policy. DB gave a brief up-date on the implementation of GDPR. The school had made much progress. School emails for governors would soon be available. JJ recommended a facility for group filing for governor files be set up to be linked with the emails and informed time would be needed to check through old paper governor records.</p> <p>Governors supported the school in entering into an agreement with Orbis to provide the service of a Data Protection Officer at a cost £1050 per annum for secondary schools</p> <p>❖ The Data Protection Policy (including GDPR) was approved. It would be reviewed in one year in the first instance. DB would provide a report on effectiveness as part of the review and put forward any suggested amendments.</p> <p>The freedom of information policy was requested to be updated and reviewed at the autumn term meeting.</p>	DB

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6	<p>FINANCE REPORT</p> <p>Governors had already received and considered the final outturn 2017/18; the reconciliation; the draft budget 2018/19 and the school formula budget. The 3 year indicative budget, staff structure and services to schools purchase and asset management plan and asset register had not been provided.</p> <p>6.1 Final outturn 17/18</p> <p>The outturn had finalised at £26,757.30 which was not unexpected. £15k of this was from curriculum underspend in some departments and DB informed requests to carry forward the budget were being subject to close scrutiny.</p> <p>It was noted overspending on staffing was due to maternity costs.</p> <p style="padding-left: 40px;">❖ The outturn was approved.</p> <p>6.2 Budget 2018/19</p> <p>The draft budget in the sum of £5,219,978 had already been considered along with supporting documents the high needs allocation and the overall funding summary. It was noted high needs and pupil premium income had decreased. The projected outturn was currently £40k in deficit. The budget had not been finalised or the 3 year budget as they were awaiting the end of May deadline for resignations. Some reductions in the deficit were thought possible following appointments to current vacancies.</p> <p>Have you benefitted from the £15m the local authority put aside from previous capital funding for a new school that was not now going ahead?</p> <p>This had been set to be divided unevenly (e.g. Varndean £5m and Patcham £1m amongst maintained schools in the authority, without apparent consideration for current condition of premises, previous funding allocations, current facilities, long term pupil numbers or needs across the authority. Local Councillors have delayed distribution and were insisting on a tighter plan.</p> <p>Governors considered it would be short-sighted to focus all funds into one or two schools that already had good facilities whilst there were needs re poor buildings elsewhere. They offered their assistance with the local authority.</p> <p>DB confirmed staffing was now down to 85% of the budget which included agreed and anticipated raises.</p> <p>Governors supported submitting a balanced budget as required by the local authority and agreed a redrafted budget should be put forward to the full governing body for approval at the July meeting.</p> <p>6.3 Schools' Financial Value Standard. This item had been taken under matters arising.</p>	SB
7	<p>SCHOOL FORUM REPORT The items to be reported had been covered under item 6.2</p>	
8	<p>SPORTS HALL UPDATE</p> <p>JM informed planning was likely to be recommended and then it needed to go to committee. If it were agreed and the money was made available the</p>	

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	4G pitch could commence next term. Are there plans for using the devolved formula capital this year? These were discussed to governors' satisfaction.	
9	SCHOOL IMPROVEMENT There were no further reports.	
10	ANNUAL AGENDA PLAN 18/19 SB and DB would produce this for the July FGB and would also liaise with JJ. There being no further business, the meeting closed 17.49	SB DB

..... Signed dated