

# Swimbridge Church of England Primary School Governing Body

Resources Committee						
Date/Time	27.02.20, 8.45am	Location		Head's Office		
governor name	Initials/Signature			In attendance	Absent With apology (sanctioned)	Absent without apology (not sanctioned)
Ed Bond	EB	Foundation	Chair	Y		
Julia Harvey	JF	Foundation		Y		
Claire Nickels	CN	Foundation			Y	
Sandra Tibbles	STb	Head			Y	
Dave Wyeth	DW	Parent		Y		
Gemma Poland	GP	Acting for the Head		Y		
In Attendance		Initials	(anyone who is not a governor/associate)	Minutes to		
Natalie Stanbury		NS	Clerk	Attendees, apologies, website		
Lee Wadsworth		LW	Business Manager			

Ref	Details of Discussion	Action
1	<p><b>Welcome and Apologies</b></p> <p>Apologies were sanctioned from CN and ST. The meeting was quorate.</p>	
2	<p><b>Declarations of interest</b></p> <p>No new declarations recorded.</p>	
3	<p><b>Matters Arising</b></p> <p>All actions complete.</p>	
4	<p><b>Business brought forward by the Chair</b></p> <p>Corona virus information was discussed and Governors were assured information had been disseminated to parents, carers and staff.</p> <p>Advice is generic – with hand washing and good hygiene at the centre of guidance</p>	
5	<p><b>Agree the Part 1 minutes of the previous meeting held on 31.10.19</b></p> <p>These were agreed at the last FGB as an accurate and true record.</p>	

# Swimbridge Church of England Primary School

## Governing Body

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6	<p><b>Monitor budget, and any additional funding streams, report to FGB, comparing expenditure to date with forecast figures</b></p> <p>Budget monitor will be presented at the meeting.</p> <p>Lee Wadsworth (LW) presented the latest budget monitor and reported we are predicting a very small overspend of approximately £200. In reality, certain areas budgeted for such as supply staff would not be spent and would lead to a small surplus at the end of the financial year. At the last Resources Committee Meeting we were predicting a carry forward of £8000 but as a result of some unavoidable and difficult to predict spend being made, we would currently not be in this position at the end of the year. The spend was unavoidable and necessary for health and safety (boiler, roof repairs and building adjustments and sickness cover) Governors acknowledged, that in the current financial climate, to be in a position of potential carry forward was positive and bucks the trend in the current financial climate for many schools.</p> <p>Governors enquired and asked for explanation on the nature of spending outside of those figures budgeted for. LW explained the unplanned for spending was due to unavoidable staffing costs (documented at a previous meeting), roofing repairs (discussed at the last Resources committee), receiving less than the predicted for funds to cover staff pensions and NI contributions and other unavoidable maintenance costs that would have been impossible to predict (documented at the last meeting). Staff sickness has also been an unplanned for and unavoidable cost.</p> <p>How can we be sure we are building a contingency for the future that takes into account some of the less predictable costs? A buildings survey was completed by the Diocese that highlighted areas for improvement which needed to be tackled urgently – these included unavoidable one-off costs that will not form part of the regular spend going forward. This is largely due to underspend in this area and efforts had been made to utilise the capital budget administered by the Diocese to ensure we are making the best use of income available to us.</p> <p>Staffing remains the singular biggest expenditure line within our budget and the Pay and Performance Committee will monitor this closely. Systems continue to be in place to monitor pay review and ensure this is a fair and robust process.</p> <p>LW also enquired whether additional SEND funding could be applied for – GP explained this was an on-going task being undertaken by our SENDCO.</p> <p>Governors were assured the 3 year budget process was in evidence. LW and ST will attend a budget workshop at West Down School, with Karl Murphy-Brown of Devon Finance in attendance to lead the workshop and answer questions. It will also be an opportunity to share practice with other Business Managers and Heads from our wider CCSP circle.</p> <p>Plans were made to ensure the Resources Committee will receive the draft budget 7 days prior to the FGB on March 23<sup>rd</sup> 2020.</p>	
Page 2		Signature of Chair

# Swimbridge Church of England Primary School Governing Body

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7	<p><b>Make plans to agree Schools Financial Value Standards document and ensure submission to the LA</b>  <b>Make plans to undertake SFVS financial competencies matrix and book any required training.</b></p> <p>Governors discussed the completion of this task.</p> <p>ACTION – LW, EB and NS to meet on the 17<sup>th</sup> March, 9am to carry out the completion of the SFVS document and for EB to prepare to report and areas of note (including any training needed) and recommend sign off to FGB.</p>	ACTION LW, EB, NS
8	<p><b>Complete financial benchmarking using the DfE tool. Review and discuss findings and make any recommendations to FGB</b></p> <p>LW reported benchmarking is completed as an ongoing task and ST is alerted to any areas of note as a result of this exercise.</p> <p>Governors discussed with LW any areas she felt would benefit from governors looking at when they complete the CFR Benchmarking exercise. LW noted that utilities and in particular electricity spend has increased recently and would benefit from a further investigation.</p> <p>ACTION – DW to prepare a document for FGB using the DfE's Schools Financial Benchmarking service for discussion at the next FGB. NS to ensure CFR Benchmarking is added to the next FGB agenda.</p>	ACTION – DW, NS
9	<p><b>Review and recommend the model Finance Policy put forward by Devon Audit to FGB</b></p> <p>Governors discussed the model policy.</p> <p>ACTION – NS to forward the model by email for consideration by the Resources Committee for recommendation at the next FGB.</p>	ACTION - NS

# Swimbridge Church of England Primary School Governing Body

Ref	Details of Discussion	Action
10	<p><b>Consider any H &amp; S issues</b></p> <p>DW reported the completion of the planned H&amp;S walk prior to this meeting.</p> <p>DW confirmed he would provide a detailed monitoring report of the walk.</p> <p>Governors asked if there were any key issues that needed to be highlighted. DW explained imminent issues include the fencing in the playground. However, in the context of the planned playground upgrade in consultation with Pentagon Play (discussed at the last Resources meeting). While this is a potential security issue – plans had been made to reinforce the area immediately with the view to incorporating this into the wider strategy for the playground.</p> <p>Governors enquired about the long term plans for a caretaker and acknowledged that we have a very willing force of parents currently – this might not always be the case. Governors remain aware of the situation for potentially increasing the role of the caretaker remit when finances allow.</p>	
11	<p><b>Review and adopt the Accessibility Plan to ensure it reflects current need</b></p> <p>Governors agreed to review the plan in consultation with the SENDCO and report on the this at the next meeting.</p>	
12	<p><b>Review and adopt the School Emergency Management Plan</b></p> <p>DW reported the Emergency Management plan was updated following the last Financial Audit inspection.</p> <p>Governors agreed to review this in the summer term.</p> <p>ACTION – NS to amend the review cycle for the Emergency Management Plan.</p>	ACTION - NS
13	<p><b>Consider staffing and recruitment</b></p> <p>GP left the meeting at this time. This section of the meeting was held confidentially in Part 2.</p> <p>GP returned to the meeting and reported there is currently a temporary maternity leave teaching post currently being recruited for in accordance with our recruitment policy. EB confirmed he is safer recruitment trained and is involved in the short-listing process.</p>	
14	<p><b>Review and recommend the following policies:</b></p> <p><b>Redundancy</b> – no change to the DCC model (routine review) – this policy was agreed.</p> <p><b>Maternity</b> – to reflect the November 2019 DCC model with references to iTrent – this policy was agreed.</p>	

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15	<p><b>Ensure plans are in place to monitor staff wellbeing</b></p> <p>ACTION – NS – to gather resources and guidance available to Governors for the monitoring of well-being of staff</p>	ACTION NS
16	<p><b>What impact has this meeting had on outcomes for children? How does this relate to the 3 core roles of a governing body?</b></p> <ul style="list-style-type: none"> <li>• <b>Ensuring clarity of vision, ethos and strategic direction;</b> Adoption of the updated model Maternity Policy – ensuring our strategic direction in this area.</li> <li>• <b>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;</b> Discussion of the systems in place for the well being of staff and support available for governors</li> <li>• <b>Overseeing the financial performance of the organisation and making sure its money is well spent.</b> Monitoring of the budget and additional funds to ensure our finances continue to be managed well. Seeking an overview of projected areas of pressure within the budget.  Ensuring the budgeting process is in action and attendance of external advice has been sought via Devon Finance  Making plans to complete the CFR Benchmarking exercise and the Schools Financial Value Statement in order to enhance our understanding of our financial probity and ensure our resources are well managed.  Health and Safety walk completed.</li> </ul>	
	<p><b>Date of Next meeting</b> <b>Thursday 11<sup>th</sup> June, 2020, 8.45am</b></p>	

The meeting closed at 10.30am

**Signed**  
**(Chair of Committee)**

**Date:**

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ACTION – NS to forward the model by email for consideration by the Resources Committee for recommendation at the next FGB.

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