

**RESOURCES COMMITTEE MEETING  
(Finance, Personnel and Premises)**

on

**Tuesday, 29th November 2022 at 4.00pm**

**VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**Committee present: Marion Wilcock (MGW), Adam Rowland (AFR), Peter Clinch (PC), Sandra Boyd (SB), Matt Stuart (MS)**

**Associate Members: Justina Pughe Morgan**

**Clerk: Louisa Rydon (LR)**

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
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<b>MINUTES</b>	
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b> PC and MGW attended the meeting via Teams.</p>
<b>2.</b>	<p><b>Declaration of Interests</b> None.</p>
<b>3.</b>	<p><b>Election of Chairman</b> MS was duly re-elected as chair of the committee for a further year</p>
<b>4.</b>	<p><b>Election of Vice Chair</b> MGW was duly re-elected as chair of the committee for a further year.</p>
<b>5.</b>	<p><b>Notice of AOB</b> a) <u>Drainage pump maintenance at college</u> MGW raised her concerns with WSCC's request for governors to sign a binding document with an undertaking for the drainage as a condition of planning. Governors were aware that due to a mistake by the contractor the surface water drainage now had to be pumped. The maintenance for the pump would be yearly with replacement after 20 years. The committee discussed the risks: extra costs to school budget, unknown flooding impact and liability. They asked for it to be added to the risk register and agreed not to sign the document at this point. More information on the risks as well as collateral warranties were needed.</p>
<b>6.</b>	<p><b>Approval of minutes dated 27<sup>th</sup> June 2022</b> The minutes were approved and signed as a true record.</p>
<b>7.</b>	<p><b>Matters arising/action grid</b> Included in agenda.</p>
<b>8.</b>	<p><b>Confirmation of procedure followed when job re-evaluation carried out. Note changes to SBM role</b> AFR had clarified the steps taken to evaluate and re-grade the SBM post as requested by the pay committee.</p>
<b>9.</b>	<p><b>Summary of Staffing Position</b> Report received. The committee discussed the issues WM and all schools were facing with recruitment. They were delighted that the steps taken to encourage recruitment had been successful and that other work was ongoing to find long term solutions. The radio advert had been deemed unnecessary, as other methods had led to the recruitment for the TA vacancies. Recruitment for the admin assistant had not been successful so a temp remained in place.</p>

LR 5/12/22  
MGW/AFR

10	<p><b>How are we managing with Bromcom?</b></p> <p>The committee were fully aware Bromcom was launched in schools without a trial and JPM and her team were having to work with a system which still included many errors and inaccuracies. The committee were sorry for the amount of extra work this was causing and the challenge of running a budget without access to accurate information. WSCC did not seem to be acknowledging the scale of the problem and JPM felt that liaising directly with Bromcom when possible was much more effective. There was a steering group in place to secure a functioning system by the end of term but JPM did not see an end to the issues.</p>	
11	<p><b>Report on current budget</b></p> <p>JPM had sent a set of accounts to the committee but highlighted the errors in the figures due to Bromcom problems. She circulated her written report detailing the increased pay awards for teachers and staff and the measures in place to reallocate funds to meet the costs. The committee discussed the unknown rises in gas and electricity charges and the impact of large increases. MGW noted that WSCC were still unable to estimate charges for the new college site.</p>	
12	<p><b>Review of lettings charges</b></p> <p>The committee had received the current charges and agreed to review them in the spring term due to the uncertainty of energy costs.</p>	Agenda 14/3/22
13	<p><b>Anything to report on 3 year forecast – waiting for confirmation of submission date</b></p> <p>WSCC had delayed the date for submission and the committee noted it was impossible to predict at this stage. JPM confirmed WM were in a good position with the current carry forward but the risk of getting closer to a deficit going forward was recognized.</p>	
14	<p><b>Confirmation the website is compliant (checklist attached)</b></p> <p>The website was compliant. The pupil premium report was being worked on and would be uploaded onto the website by 31/12/22.</p>	
15	<p><b>Plans in place for School Fund Audit 21/22</b></p> <p>Strictly Education had been asked to carry out the audit.</p>	
16	<p><b>Has the NGA membership been renewed</b></p> <p>Yes.</p>	
17	<p><b>Risk Register</b></p> <p>Drainage maintenance costs. Risks with Bromcom and energy costs were already recorded.</p>	LR
18	<p><b>AOB</b></p> <p>Under item 5.</p>	
19	<p><b>Impact of meeting on pupils</b></p> <p><b>Prudent financial management to ensure larger than anticipated staffing costs are met for best provision for pupils.</b></p> <p><b>Budgeting for unknown energy costs.</b></p>	
20	<p><b>Date of next meeting</b></p> <p>Tuesday, 14<sup>th</sup> March at 4pm, School</p> <p>Thursday, 29<sup>th</sup> June at 4pm, School</p>	

SIGNED.....*Matt Stuart*..... DATE..... 14<sup>th</sup> March 2023.....

ACTION GRID NOVEMBER 2022			
5	More information on pump costs and maintenance before signing undertaking for costs. Add to risk register	MGW LR	Ongoing ✓
12	Review of letting charges to take into account increased energy charges, spring 23	JPM	✓
14	Pupil premium report onto website by 31/12/22	JPM	✓