

**WOODLANDS MEED
FULL GOVERNING BODY MEETING – RESOURCES COMMITTEE
Wednesday, 1st May 2019 at 4.45pm
VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**FGB present: Miriam Owen (MO), Simon Virgo (SV), Marion Wilcock (MGW), Peter Clinch (PC), Sandra Boyd (SB), Robert Landauer (RL), Bill Hatton (BH), Heather Trott (HT), Alan Robinson (AR),
Clerk: Louisa Rydon (LR)
Associate Members: Justina Pughe Morgan
Clerk: Louisa Rydon (LR)**

BUILDING UNIQUE FUTURES TOGETHER

DRAFT MINUTES	
1.	<p>Welcome, Introductions and Apologies</p> <p>The resources committee meeting was confirmed as an FGB at the meeting on 27/3/19. All governors had been asked to attend to review and approve the 2019/20 budget.</p> <p>Apologies were received and accepted from Adam Rowland and Rose Griffiths.</p>
2.	<p>Declaration of Interests</p> <p>SB: chair of governors at Windmills SV: Director of Ofsted registered Childminder Agency</p>
3.	<p>Notice of AOB</p> <p>PC asked governors who had attended the recent learning walk to send their report/feedback to him asap.</p>
4.	<p>Approve:</p> <p>a) <u>Scheme of Delegation for financial powers</u> Approved. MGW to sign at next meeting with JPM.</p>
5.	<p>End of Year Finance Report 2018/19</p> <p>Governors had received the prospected close down figures for 2018/19. JPM explained that an extra refund of £1,022 was owed from WSCC which would add to the carry forward.</p> <p>RL had been pleased to note the figures and asked why less had been spent than anticipated. JPM explained the budget had allowed for a 2% increase in teacher salaries but the DfE had funded the pay rise with a grant. Also, teachers had not spent all the funding they had requested for their subject development.</p> <p>Governors asked for clarification and JPM confirmed that the template for requesting money for 2019/20 had been tightened up to ensure teachers put a lot of thought in to what they were spending the money on and it would allow monitoring of the expenditure during the year. Governors asked teacher governors for their thoughts and both HT and AR believed as teachers became used to requesting the funding and had robust plans in place for spending the money, the funding would be fully spent for the benefit of pupils. Careful monitoring would take place at the end of each term.</p> <p>JPM confirmed that any remaining ring-fenced funding (ie pupil premium, sports grant funding) had been carried over to 2019/20.</p>

	<p><u>3 Year Budget Plan</u></p> <p>Governors studied the current 3 year projection. They were aware of the difficulties special schools were facing to set balanced budgets and were pleased that the steps taken to keep Woodlands Meed within budget had proved to be effective and that the current projection for 20/21 was manageable. JPM noted that the anticipated rise in pupil numbers would mean WM was closer to meeting the budget. Governors stressed the importance of being aware of the status of the 3 year budget to ensure they were able to keep it under careful control.</p>	
6.	<p>Review and Approve Budget 2019/20</p> <p>Governors had received the budget. They noted the owed extra £11,022 from WSCC and understood expected pay rises/supplements had been costed in. On questioning, JPM confirmed:</p> <p>Funding for a mental health nurse was met externally. She explained the complications with delayed invoices (2 years in arrears) from the NHS for nurses pay and the marked increase. Governors were extremely concerned and asked for it to be added to the risk register.</p> <p>The possible fundraising position was not included in the budget</p> <p>The utility bills were back to normal levels following the mistake made by WSCC so were lower than last year</p> <p>Training costs had reduced as WSCC was giving grants for the apprenticeships.</p> <p>Governors thanked JPM for presenting the budget so clearly and approved the budget figure of £5,192,232.00 for 2019/20.</p>	LR 3/5/19
7.	<p>Record of Chair's Urgent Action & Update on Newbuild progress</p> <p><u>See part 11 minutes</u></p>	
8.	<p>Receive Minutes of Emergency Property Meeting, 24/3/19</p> <p>Reported verbally.</p>	
9.	<p>Approval of Resources Minutes dated 13th March 2019</p> <p>The minutes were approved and signed as a true record.</p>	
10	<p>Matters Arising/Action Grid</p> <p>a) <u>Appointment of School Fund Auditor and Audit</u></p> <p>JPM had contacted the firm suggested by MO but had not received a reply. RL offered to approach some contacts and asked JPM to send a list of what was expected.</p> <p>JPM confirmed other schools were also finding it difficult to appoint auditors and were looking into possible solutions.</p>	RL/JPM 22/5/19
11	<p>Confirmation on disposal of obsolete equipment</p> <p>Nothing to report.</p>	
12	<p>Anything to add to Risk Register</p> <p>Risk of NHS invoices received 2 years in arrears for nurses.</p>	LR 3/5/19
13	<p>AOB</p> <p>None.</p>	
14	<p>Impact of meeting on pupils</p> <p>Close down figures demonstrate good financial management</p> <p>2019/20 budget approved</p> <p>3 year budget plan showing secure future</p>	

	Funding for subject development tightened up.	
15	Date of next meeting 13/5/19 Property, Health & Safety 4.30pm College 22/5/19 Policy 3.30pm & FGB 4.45pm School 10/6/19 Learning & Wellbeing 4.30pm College 19/6/19 Strategy 4.00pm School 11/7/19 Policy 3.30pm and FGB 4.45pm School	

SIGNED.....*Sandra Boyd*..... DATE.....22nd May 2019.....

ACTION GRID MAY 2019

3	Governors to send feedback from learning walk to PC	All
4	Scheme of delegation signed by chair of governors	MGW/JPM
10	Appointment of school auditor.	RL/JPM
12	Nurses invoices onto risk register	LR