

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

on

**Tuesday, 10<sup>th</sup> November 2020 at 4.30pm**

on TEAMS

**Committee present: Marion Wilcock (MGW), Miriam Owen (MO), Adam Rowland (AFR), Peter Clinch (PC), Sandra Boyd (SB), Rob Landauer (RL)**

**Present as prospective new governor: Matt Stuart (MS)**

**Associate Members present: Justina Pughe Morgan**

**Clerk: Louisa Rydon (LR)**

**BUILDING UNIQUE FUTURES TOGETHER**

MINUTES	
<b>1. Welcome, Introductions and Apologies</b>	
Matt Stuart was welcomed to the meeting and introductions took place. AFR and SB would join the meeting as soon as commitments allowed.	
<b>2. Declaration of Interests</b>	
None to declare in the meeting.	
<b>3. Election of Chairman</b>	
RL was duly elected as chair for the next year.	
<b>4. Election of Vice Chair</b>	
MGW was duly elected as vice chair for the next year.	
<b>5. Are there any changes to the Terms of Reference</b>	
MGW was concerned that monitoring the website and IT were not on the terms of reference. They discussed the most appropriate place for them and did note the cross over with the policy committee. LR to remove any reference to website on the L&WB ToR, if it was there and add a clause to the Resources for final approval/discussion at the FGB.	
	FGB 30/11/20
<b>6. Notice of AOB</b>	
None.	
<b>7. Summary of Staffing Position – see agenda item 12</b>	
<b>8. Report on current budget and prediction for year end</b>	
JPM reported on the impact covid 19 restrictions had had on the predicted expenditure and for clarity an extra column for covid adjustments had been added to the budget. She also confirmed the payments received/expected from the covid catch up grant. The committee were pleased to learn of the projects (increased solar panels, canopies outside all classrooms, personal Ipads for college students and an improved PMLD playground) that had been implemented with the available funding.	
JPM noted the positive impact the government grants for teachers' pay increases were now having on the budget. She currently expected WM to be on budget with a carry forward of 8%. On questioning from governors, she explained that the 8% was on the WSCC budget and did not include the amount received for out of county pupils.	
The committee were relieved to hear that the NHS were finally submitting their	

	<p>invoices. They also noted the system implemented for subject leaders to bid for their funding to ensure expenditure was driven by need was working well.</p> <p>The committee checked their meeting schedule was in line with the budget requirements and agreed to make their March FGB the budget meeting rather than as currently planned in April.</p>	<p>LR 12/11/20</p>
<b>9.</b>	<p><b>Anything to report on 3-year forecast</b></p> <p>JPM had received indicative figures from WSCC and would submit a report to the next FGB.</p>	<p>JPM 2/1/20</p>
<b>10</b>	<p><b>Receive School Fund Audit 18/19</b></p> <p>A new auditor was in place and governors had reviewed the audit checklist. JPM confirmed the actions had been adhered to and the next visit for the 19/20 accounts had been booked and governors would receive the report at the spring meeting. The auditor would change every three years to guard against any complacency.</p>	<p>Resources 10/3/21</p>
<b>11</b>	<p><b>Anything to report on:</b></p> <p>a) <u>Website</u></p> <p>The committee understood the need to build a new website and were pleased to learn it would be more user friendly. They checked the timelines and that no disruption was anticipated in the changeover.</p> <p>b) <u>IT</u></p> <p>The committee were aware of the sudden vacancy and the difficulty WM had faced without a technician in place. They discussed the challenge of recruiting to the position and possible advertising avenues. The temporary candidate was working well, though it was not a long term solution. The committee supported JPM's action and agreed it was worth waiting for the right candidate.</p> <p style="text-align: right;"><i>AFR and SB joined the meeting.</i></p>	
<b>12</b>	<p><b>Summary of Staffing Position</b></p> <p>AFR had submitted his report and advised on the current covid situation. The committee were encouraged by the number of the staff originally advised to shield who were happy to review their risk assessments. They were aware of the pressures on the staff team and the reasons for closing classes and passed on their appreciation that to this point only two classes had had to close for one day. They appreciated the feedback that pupils and staff felt safer wearing face masks and were adhering to the government advice.</p> <p>MGW highlighted the ToR responsibility for recruitment of the headteacher and deputy headteachers and governors would be involved in the proposed senior management team review.</p>	
<b>13</b>	<p><b>NGA membership renewal</b></p> <p>The committee discussed the benefits of NGA gold membership and approved the subscription. PC offered to send all governors a reminder of what governors could access through the NGA. (Subscription runs from October to October.)</p>	<p>PC 30/11/20</p>
<b>14</b>	<p><b>Risk Register</b></p> <p>The committee approved removing the NHS invoices risk as the outstanding invoices had been received.</p> <p>Following training, MGW had some suggestions for running the risk register to discuss with LR.</p>	<p>LR 12/11/20</p> <p>MGW/LR 30/11/20</p>

15	<b>AOB</b> <u>Chair contact with JPM</u> RL/MGW to discuss the chair's actions outside of the committee meetings and to liaise with JPM. <u>Strategy meeting</u> The next meeting was confirmed with leadership structure and website update as main agenda items.	RL/MGW 2/12/20
16	<b>Impact of meeting on pupils</b> <b>Within budget and extra expenditure on projects for benefit of pupils.</b> <b>Robust audit process on school fund.</b> <b>New website planned with easier use.</b> <b>Good IT temporary solution in place for IT and waiting to recruit the ideal candidate.</b> <b>Strong response to covid measures with risk assessments implemented and reviewed ensuring limited disruption to classes.</b> <b>NGA membership giving governors access to training and advice.</b>	
17	<b>Date of next meeting</b> Wednesday, 10th March 2021	

SIGNED.....*Rob Landauer*..... DATE.....10<sup>th</sup> March 2021.....

ACTION GRID NOVEMBER 2020		
5	Check mention of IT/website and add clause to resources. Review all committee terms of reference together.	✓
8	FGB budget meeting to be moved from April to March	✓
9	3 year budget forecast	✓
13	Reminder of benefits of NGA membership to governors with link governor report	✓
14	Update risk register to remove NHS invoices. Consider new protocol for risk register.	✓ MGW/LR
15	Discussion on responsibilities of chair.	✓