

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

on
Wednesday, 10th March 2021 at 4.30pm
on TEAMS

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

Matt Stuart (MS)

Associate Member: Justina Pughe Morgan

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES	
1.	Welcome, Introductions and Apologies Apologies were received and accepted from Adam Rowland.
2.	Declaration of Interests None to declare in the agenda.
3.	Notice of AOB None.
4.	Approve the minutes of the meeting dated 10th November 2020 The minutes were approved and electronically signed as a true record.
5.	Matters arising/action grid LR/MGW to complete revised risk register format.
6.	Report on current budget and prediction for year end (End of financial year predictions received.) JPM reported on the underspend due to the pandemic restrictions and the expenditure on the outdoor covered area and increase in solar panels. She anticipated a carry forward of £360k which was within the 8% limit. The committee went through the cost centres. <i>Questions for JPM</i> Q: Are maintenance costs going up as the school building ages? A: Yes but governors had anticipated that and there was a healthy reserve and capital funds. Q: How are the laptops being funded? A: We are using the catch up funding but will have to use the IT budget to pay for them before claiming the money back. Q: What is the situation with the staff member on long term sickness? A: The policy in place is being strictly followed. Q: How are the supply costs being managed? The supply costs for teacher and support staff varies from year to year and I am considering moving them into one cost centre to avoid the fluctuating figures and having one accurate cost centre. The committee appreciated supply costs had been low during lock downs but due to a long term teaching absence, the teaching budget had been exceeded. Q: Have we considered taking out insurance?

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	<p>A: We have costed it out in the past but felt it would not be value for money particularly in view of the flexibility within our staff to organize cover.</p> <p>Q: Is there another company apart from WSCC who would give a quote for insurance?</p> <p>A: Yes and we have received quotes but they are still too expensive.</p> <p>Q: How has covid impacted on spending?</p> <p>A: There have been several areas where we have been unable to commit funding as anticipated, such as links training for pupils and these will be carried forward.</p> <p>Q: Are the subject leads putting in for accurate curriculum costs?</p> <p>A: Yes, this is the third year subjects leads have been asked to submit requests for their budget and they have been increasingly accurate.</p> <p>Q: What will be the impact on student numbers and budget with the decision to give year 11s the opportunity to repeat the year?</p> <p>We are expecting 130 pupils for the college next year. The top up funding we receive will be for the actual number of pupils on roll. The base funding is for the number of planned places so the impact will not be felt until the following year.</p> <p>Q: Could there be a change to the number of planned places?</p> <p>The current planned places number is 259. WSCC set the numbers yearly.</p> <p>Q: Can you clarify the spending on the bike?</p> <p>A: Yes, the Friends have donated the funding for the bike through a grant but the school pays the invoice and claims the money back from The Friends.</p> <p>RL thanked JPM for the end of year figures and the committee were confident in the very accurate budgeting.</p>	
7.	<p>Summary of Staffing Position</p> <p>AFR would report at FGB but JPM confirmed a review of the leadership structure was ongoing and there was full support staff team in place.</p>	
8.	<p>Receive School Fund Audit 19/20</p> <p>The committee noted the benefits of using a company to audit the School Fund and the issues highlighted at the previous audit had now been addressed, but the outstanding funds (circa £7,000) needed to be spent. JPM confirmed it had been anticipated the funding would be used to support families who were unable to meet the full costs of school trips but these had been cancelled this year. SB checked that pupil premium funding was also used to ensure eligible pupils were able to attend trips. The committee established that The Friends tended to raise money for specific items the school needed. MGW wondered if WM could re-start the Duke of Edinburgh programme. The committee established that the fund would not grow going forwards, and as it was historic funding, did not feel it had to be spent immediately. They agreed to consider the funding at Strategy and felt it might be suitable for any extras needed in the new build.</p>	<p>Strategy 17/3/21</p>
9.	<p>Approve:</p> <p>a) <u>Statement of Internal Control</u> Recommended for signature by FGB chair.</p> <p>b) <u>Scheme of Delegation for financial powers</u> The committee carefully discussed the opening statement and whether it applied to WM as a foundation school. After consideration, they agreed the sentence applied to the delegated budget and could be left in. The committee recognized it would be helpful if JPM was added as a signatory to</p>	<p>FGB 24/3/21</p> <p>JPM/AFR</p>

	<p>cheques/BACs payments. JPM to discuss with AFR for approval at FGB.</p> <p>It was agreed to add disposal of obsolete equipment as a standard agenda item to record any items over £1000.</p> <p>Approval for SLAs item for Autumn agenda. The committee asked that quotes from other providers were sourced for this discussion to ensure WSCC was competitive.</p> <p>JPM confirmed WM do not have an accumulating fund.</p> <p>Approval of lettings fees and policy to next Resources. On questioning, JPM confirmed how the insurance worked for hirers ie they could take out their own insurance or purchase WM's at an extra cost.</p> <p>Scheme of delegation recommended for approval at FGB.</p> <p>c) <u>SFVS</u></p> <p>SFVS submission date moved to 28/5/21. If the SFVS was ready for the first FGB meeting of the Summer term, it would be approved then. Alternatively, a Resources meeting would be timetabled for the summer term.</p>	<p>24/3/21 JPM all agendas JPM Autumn agenda</p> <p>Resources agenda</p> <p>FGB 24/3/21</p> <p>FGB 20/4/21</p>
10	<p>d) Anything to report on:</p> <p>a) <u>Website</u></p> <p>The feedback on the new website had been good and JPM confirmed it was user friendly. Video content was currently being made for upload.</p> <p>b) <u>IT</u></p> <p>The committee were disappointed to learn of the challenge of recruiting to the technician post. JPM explained how the system would work best for WM. MS commented on the value of having both external and internal IT support to ensure consistency if there was a change in personnel. JPM was happy with the current temporary fix but was aware of the need to find a permanent solution by the end of the summer term. Report to Summer term FGB/Resources meeting.</p>	<p>FGB 20/4/21</p>
11	<p>Risk Register</p> <p>Add IT support.</p>	<p>LR 19/3/21</p>
12	<p>AOB</p> <p>None.</p>	
13	<p>Impact of meeting on pupils</p> <p>Accurate budgeting.</p> <p>Robust investigation into value for money for staff insurance costs/SLAs.</p> <p>School Fund effectively audited with plans for spending of funds to benefit pupils.</p> <p>New modern website working well.</p> <p>Thought for most proficient IT support.</p>	
14	<p>Date of next meeting</p> <p>Budget to be discussed at 24/3/21 FGB meeting.</p> <p>Summer term resources items to be taken at FGB meeting on 20/4/21.</p>	

SIGNED.....*Rob Landauer*..... DATE.....28th June 2021.....

ACTION GRID MARCH 2021		
5	Revised risk register to FGB	LR/MGW
8	Consider allocation of School Fund monies.	Strategy 31/23/21

9a	Statement of internal control recommended for approval at FGB	✓
9b	Scheme of delegation recommended for approval. Add JPM as signatory to cheques/BACS. Disposal of obsolete equipment over £1000 constant agenda item. SLA approval in Autumn term with quotes sourced from WSCC and an alternative provider. Approval of lettings fees & policy to Summer FGB/Resources	✓ ✓ Autumn 28/6/21
9c	SFVS to Summer FGB/Resources	✓
10b	Report on IT technician recruitment/Resources	28/6/21
11	Add IT support to risk register	✓