

Eastchurch C of E Primary School

Minutes of the Resources Team Meeting Held at the school on Friday 7th October 2016

Present: Aaron Janes (Chair of Resources), Tracy Ryan, Yvette Gutheil

In Attendance: Lynette Elliston (Clerk), Sarah Hunt (Head of School), Michelle Crowe (Head of School), Andy Booth (Observer)

Apologies: None

	Meeting commenced 10.30am	Action
1.	Welcome and apologies for absence Aaron Janes welcomed all and there were no apologies for absence	
2.	Declaration of Business Interests None	
3.	Elect Chair Aaron Janes had self nominated for the role of Chair of the Finance and Resources Group, AJ left the room and Governors voted unanimously for AJ to continue as Chair of the Finance and Resources Group for 1 year, AJ returned and accepted the role	
4.	Minutes of the previous meeting This was the inaugural meeting of the Finance and Resources group.	
5.	Staff Structure (document shared) The Head shared the document which illustrated the current staff structure. <ul style="list-style-type: none"> ❖ Governors asked if the role of SENCO was included in the Senior Management Team and were advised this was correct as with the Phase Leader Roles. Governors established roles within the staffing structure. <ul style="list-style-type: none"> ❖ Governors asked if there were any current vacancies and were advised that there was a vacancy for 1:1 Teaching Assistants at St Clements and All Saints, the closing date for applications was 07/10/16. ❖ Governors asked what the quantity of agency staff was and any additional costs and were advised that there were none. The Head shared upcoming potential difficulties in recruitment which may be incurred in the event of Teachers leaving "in year".	
6.	Financial Management and Governance self assessment Governors discussed the matrix document and the need to complete the self assessment process; outcomes would be reviewed at the next meeting and used as a tool to identify required training Action Complete self review assessment and return to Chair Add Financial Management and Governance self assessment to next agenda	All Clerk
7.	Year end budget figures Year end 2015/16 budget figures had been reviewed and agreed by Governors.	
8.	Budget monitoring April – Sept 2016 (document shared) Budget 2016/17 monthly monitoring – Governors reviewed the document provided. <ul style="list-style-type: none"> ❖ Governors questioned £46,659.00 variance amount on income and were advised that the Interim Executive Headteacher and Executive Headteacher posts had already been budgeted for, savings had been made from catering and the Executive Headteacher post remaining vacant in January, there had also been 	

	<p>successful high needs funding applications made.</p> <ul style="list-style-type: none"> ❖ Governors questioned progress with catering following the change of process and were advised that the initial response from staff had been positive and the transition was due to commence on 28/10/16, sample menus would be sent home with pupils. ❖ E19 – Governors challenged the learning resource figure and were advised that remaining funds not spent would be clawed back at Christmas. ❖ E06 – Governors challenged the overspend in Catering Staff and were advised that this was owing to staff leaving and no further salary costs, these were projected costs. ❖ E25 - £42,915.00 overspend on supplies was challenged by Governors and Governors were advised that this was owing to the outsourcing of catering from the end of October 2016; this would be removed from that point. ❖ E30 – Direct Revenue Financing was questioned and Governors were advised £10,000.00 was allocated to the IT project which contained new plans for resourcing moving forward. ❖ E14 - £4,499.00 Governors questioned the reduction in spend and were advised that this was owing to a reduced requirement for products. ❖ E24 – Governors sought clarification and were advised that this figure was owing to the process involved in the invoicing of Friends of Eastchurch School (FOES) which was explained, the Head further shared information of the resources supplied by FOES. ❖ E09 – Variances were queried and Governors were advised that there had been no changes, BPS toolkit predicted a forecast and the adjustment column had no relevance and would be removed from future reports. ❖ E27 – Governors questioned the item and were advised this was for the Speech and Language Therapist. ❖ E28 – Governors questioned the item and a breakdown was provided this included Clerking etc <p>The Head explained the Balance Control Mechanism (BCM) figure and the process of claw back; any extra money would be used for other identified requirements. Governors were happy with the report. Approve 6 month monitoring – Governors approved the 6 month monitoring Review and approve virements – Governors were satisfied following the review of the document and virements and year end forecasts were approved.</p>	
<p>9.</p>	<p>Pupil Premium Grant and Sports Premium Pupil Premium Grant (PPG) – An explanation of the process of qualification was shared with Governors and the importance of the school Census document.</p> <ul style="list-style-type: none"> ❖ Governors asked how PPG was disseminated and were advised that some funds were targeted and some for wider use. <p>The PPG analysis Sept 2015 – July 2016 (document circulated) was shared and explained.</p> <ul style="list-style-type: none"> ❖ Governors asked if the funding amount received had changed and were advised that the school had received more PPG funding in the previous year. ❖ Governors asked what factors contributed to the reduction and were advised that fewer qualifying pupils and the introduction of Universal Free School Meals had an impact on the figure; the Head shared processes in place for identifying eligible pupils. ❖ Governors questioned progress data feedback showing PPG pupils who had outperformed non PPG pupils and were advised that the outcomes were correct. ❖ Governors questioned what interventions were in place to support PPG pupils where less progress had been made (handwriting) and were advised that more training had been introduced for Teaching Assistants TAs and external support bought in; better writing partnerships would also be explored. ❖ Governors questioned levels of progress and the head explained the process of measure where levels of concern were highlighted, SEN interventions to start in term 2. ❖ Governors questioned if high needs funding was in place for the highest level of need pupils and were advised that successful applications had been made in many 	

	<p>cases although there were some pupils awaiting transfer to specialist schools provision.</p> <ul style="list-style-type: none"> ❖ Governors asked if there were any support interventions in place for parents to support pupils and were advised that these were often not accessed by the parents. <p>Governors were happy with the Sports Grant Premium information (shared)</p> <ul style="list-style-type: none"> ❖ Governors questioned the sports tracking system used and the Head advised that there may be possible funding complications with costs to be reviewed in the following year (April 2017). <p>Governors were happy with both the Pupils premium and Sports Premium feedback and the reports for both were contained on the school's website.</p>	
10.	<p>Voluntary Fund The school did not have a Voluntary Fund.</p>	
11.	<p>School Plan Priorities The priorities from the school plan were shared and would be reviewed at the next meeting</p>	
12.	<p>Buildings/Health and Safety</p> <p>A Health and safety visit by Governors had been planned for the upcoming week and outcomes would be fed back to Governors by the next FGB meeting. Appropriate training would be identified and completed by Heads of School and Staff following the inspection and any cost implications considered. Governors discussed the H&S visit at length and considered possible outcomes and cost implications.</p> <p>Action Further feedback from H&S visit</p>	AJ
13.	<p>Any other urgent business None</p>	
14.	<p>Confidentiality None</p>	
15.	<p>Date of the next meeting The next meeting was agreed as Friday 13th January at 10.30am at All Saints Meeting concluded at 11.50am</p>	

Signed (Chair).....

Date.....