

**Minutes of the meeting of the Resources Committee of Ivydale  
Governing Body, held at the school on Wednesday 20<sup>th</sup> November 2019  
at 7:45am.**

**Present:** Alasdair Buckle (AB) Miriam Facey (MF)  
Lynne Gravatt (LG) Helen Ingham (HI) (**Head**)  
Suzy Kirk (SK) (**Chair**) Peter Lilford (PL)  
Rosh Wijayarathna (RW)

**Also Present:** Ayesha Sabri (AS) – (School Business Manager)

**Clerk:** Nicole Galea

<b><u>PART 1</u></b>	
<b>1</b>	<p><b><u>Apologies for absence</u></b></p> <p>All Governors were present. The Clerk advised that the meeting was quorate.</p>
<b>2</b>	<p><b><u>Declarations of interest.</u></b></p> <p>The Clerk reminded Governors of the need to declare any interests for items on the agenda. LG reported that if the committee discussed the appointment of an accountant for the forensic accountancy exercise that she had prior contact with the agency but did not stand to gain financially from the commission. There were no further declarations made.</p>
<b>3</b>	<p><b><u>Minutes of the previous meeting of 2/10/19 Parts 1 and 2</u></b></p>
<b>3.1</b>	<p><b><u>Approval of the Minutes</u></b></p> <p>The minutes of the previous meeting had been distributed to the committee members in advance. It was <b>RESOLVED that they represented a true reflection of the meeting</b>; the Chair signed the minutes for retention by the Head.</p>
<b>3.2</b>	<p><b><u>Actions Log and Matters Arising</u></b></p> <p>The Action Log was updated as attached. The following were discussed in greater detail: -</p> <p><u>Item 4.2 (6.2): Information to Parents re Direct Donation Scheme</u> HI reported that the letter to parents has not been sent and is pending additional information from ILOF.</p> <p><u>Item 4.2: (6.5): Audit Report</u> HI advised that the draft report has now been received and will be checked for accuracy; some queries had been identified regarding the processes followed. She added that the verbal feedback and the draft report are very different in places. LG stated that as Chair of Governors she had seen the draft report in preparation for a meeting with Terry Segarty and noted that the audit appeared to have been written with that audience in mind. The final report and the school's response will be circulated to the committee members when available.</p> <p><u>Item 10: Scheme of Delegation – Contracts Queries</u> AS reported that she received advice from Southwark's Financial and Contracts Legal Team that the level of the IT contract would have been considered small at £40k and that only contracts worth £100k or more would require a full tendering process.</p>
	<b>AS / HI</b>

	<p>Governors discussed their concerns regarding the transparency of the tendering process; it was agreed that PL would review the contracts section of the amended version of the Scheme of Delegation and feedback to the next committee meeting.</p> <p><u>Item 10: Financial Procedures</u> Governors discussed the decision made at the previous meeting regarding the Head's level of delegation in both this document and the Scheme of Delegation recorded as £10k or 20% of the budget line, whichever is greater. It was <b>RESOLVED</b> to amend this to £10k or 20% of the budget line, whichever is <b>lower</b>, with the exception of the staff budget line. It was further agreed to keep this decision under review.</p> <p><u>Item 10: Pay Policy Ratification</u> LG confirmed that the Pay Policy had been ratified by the Pay Committee as agreed.</p> <p>There were no further matters arising.</p>	<b>PL</b>
<b>4</b>	<p><b><u>Terms of Reference and Annual Work Plan</u></b></p> <p>SK suggested that in the interests of the time available, that the committee approve and recommend the current terms of reference for ratification at the FGB. Committee members will then have the opportunity to review the document and bring any changes back to a future meeting for discussion and approval. Governors <b>RESOLVED</b> to recommend the existing terms of reference to the FGB unchanged and to bring any suggestions to the next meeting.</p> <p>In addition, MF suggested that the school establish templates to be used when engaging contractors. HI and AS undertook to take this suggestion forward.</p>	<b>Clerk</b>  <b>AS / HI</b>
<b>5</b>	<p><b><u>Personnel</u></b></p> <p>This item was discussed and recorded under Part 2: Confidential Items.</p>	
<b>6</b>	<p><b><u>Health and Safety</u></b></p> <p>AB reported that he will be coming into school for the health and safety visit on 27/11/19 and will provide his report for the January committee meeting on 29/1/20.</p>	<b>AB</b>
<b>7</b>	<p><b><u>Focus Items: Review of Finances</u></b></p> <p><b>Mid Year Review of the 2019 / 2020 budget</b> AS referred Governors to the Budget Monitor distributed. The following was highlighted and discussed: -</p> <ul style="list-style-type: none"> <li>• The technical issue with SBS's online system in the previous report which resulted in the wrong pension and NI costs being shown has been resolved and the figures are correct</li> <li>• Concern was expressed that the projected year end figures have not been updated to reflect the full year, projected on the half year figures – for example the lettings or where spending is above or below at the half way mark</li> <li>• AS confirmed that the 'allocated' figures have only been changed if the difference is significant or guaranteed eg lettings income has increased from £5k to £8k already, this is expected to increase further by the end of the year but because it is not guaranteed income it has been left at £8k</li> <li>• The in year deficit at the start of the financial year was projected to be £156k, this has now increased to £273k based on the school's current position, but this can be</li> </ul>	

	<p>fine tuned in relation to any changes  <b>SK asked why the projected in year deficit has increased to such an extent and if it will be mitigated by additional revenue, in which case it should be shown so that the 'real position' is recorded.</b>  AS stated that it has increased because it is a fixed budget position and salary figures are different to when it was set.</p> <ul style="list-style-type: none"> <li>• <b>Governors discussed having clarity of information going forward by continuing with the budget monitor but amended to reflect: -</b> <ul style="list-style-type: none"> <li>○ <b>A true forecast for the year end with the 'best estimate' view</b></li> <li>○ <b>A narrative of key in year changes</b></li> </ul> </li> <li>• AS advised that the LA provides the income figures in Feb / Mar for the new financial year. These are used as projections but the variable aspects of income (SEN / PP etc) can then be clawed back, based on the census information.</li> <li>• Despite numerous requests, the LA has still not clarified the position regarding the PP funding (£166k) that was paid as an advance at the end of the 2018 / 19 financial year. The school was advised that this would be a cash advance but the template spreadsheet from Southwark lists it as a loan, to be shown as part of this year's income.  It was <b>RESOLVED</b> that SK would follow up with Southwark Finance whether this figure was a loan or cash advance and how it impacts on the school's financial position.</li> <li>• PL stated that he would forward his queried on the Budget Monitor direct to AS / HI.</li> </ul> <p><b>SK asked if the awarding of these EHCPs results in additional income but also additional costs to the school.</b> HI confirmed that this is the case and is part of the national debate around SEN funding. Or Ivydale's budget, the impact will be felt more next year and in the future.</p> <p><b>PL queried the terms of the EHCPs and if there are other ways to support these pupils.</b> HI advised that the document will state the level of support needed with various stipulations on chunks of time required, but it will be for the school to determine how that is delivered. SLT are currently investigating the possibility of using different structures for future support but this still requires further planning. HI suggested that she could circulate an anonymous EHCP so that Governors can see how they are written.</p> <p><b>Budget Recovery Plan</b>  LG reported that the consultant engaged to complete the forensic accountancy exercise has advised that the report based on her analysis will not be available until 30/11/19.</p> <p>Aspects of this item were discussed and recorded under Part 2: Confidential Items.</p> <p><b>5 Year Budget Plan</b>  It was agreed to defer this item to the January 2020 meeting. Governors requested information on how the school would achieve a balanced budget within that time frame.</p> <p><b>GDPR and information management in school</b>  It was agreed to defer this item to the January 2020 meeting.</p>	<p>AS</p> <p>SK</p> <p>PL</p> <p>HI</p> <p>Agenda</p> <p>Agenda</p>
8	<p><b><u>Policies</u></b></p> <p><b>Scheme of Financial Delegation – Contracts</b>  <b>Data Policies</b>  <b>Freedom of Information Policy</b>  <b>Charging and Remissions Policy</b></p>	<p>Agenda</p>

	It was agreed to defer these policies to the January 2020 meeting.	
9	<b><u>Urgent Business</u></b> There were no further items and the meeting concluded at 9:20am.	
10	<b><u>Dates and times of Future meetings</u></b>  7:45am  <b>2019 / 2020</b> 29/1/20 18/3/20 30/4/20 (evening) 24/6/20	

**Signed:**.....

**Date:**.....