

**Minutes of the meeting of the Resources Committee of Ivydale
Governing Body, held at the school on Wednesday 2nd October 2019 at
7:45am.**

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

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

Clerk: Nicole Galea

<u>PART 1</u>	
GOVERNOR BUSINESS	
1	<u>Apologies for absence</u> Apologies for absence had been received in advance from Suzy Kirk. The Clerk advised that all other committee members were present and that the meeting was quorate.
2	<u>Declarations of interest.</u> 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.
3	<u>Election of Chair</u> It was noted that Suzy Kirk had volunteered to take on the role of Committee Chair but had been unable to attend this meeting; AB agreed to Chair this meeting in her absence. It was RESOLVED to appoint Suzy Kirk as Chair of the Resources Committee with Alasdair Buckle as Acting Chair for this meeting.
4	<u>Minutes of the previous meeting of 19/6/19</u>
4.1	<u>Approval of the Minutes</u> The minutes of the previous meeting had been distributed to the committee members in advance. It was RESOLVED that they represented a true reflection of the meeting ; the Acting Chair signed the minutes for retention by the Head.
4.2	<u>Actions Log and Matters Arising</u> The Action Log was updated as attached. The following were discussed in greater detail: - <u>Item 6.2: Communication to Parents re: Direct Donation scheme</u> HI reported that the letter is waiting to be sent to parents pending further information from ILOF regarding the vehicle scheme to be used and some clarification of the ILOF constitution. There is an ILOF meeting this evening at which the scheme will be launched and information disseminated. It is intended that the scheme details will be published by the autumn half term. LG reported that ILOF did not respond to her regarding the inclusion of the outgoing Y6 in the scheme. HI added that ILOF were experiencing issues with recruiting a Chair this year which may impact on their level of activity.

	<p><u>Item 6.3: Income Generation</u> AS reported that the advertising of the use of the premises and the bookings received through School Space has continued to increase; the income expected for the year was set at £5k but this target has already been reached. MF stated that the Tennant's Association is signposting to School Space when they are unable to accommodate a request. <i>LG queried if the School Space staff are always expected to be present.</i> HI reported that they are not and rotate across both sites. She confirmed that she has raised the school's concerns with School Space management regarding some unwelcome practices and there is now greater awareness of ensuring users are respectful of the facilities and abiding by the terms of the contract.</p> <p>HI reported that following her recent meeting with the LA it is clear they do not have any concrete proposals regarding use of spare space at Inverton during the day, as was previously muted. In addition, the LA's Archive and Costume Library service has now closed and so they will not be renting the top floor at Bellwood.</p> <p><u>Item 6.5: Audit Report</u> AS and HI reported that there were no major concerns voiced during the verbal feedback of the Audit however, the draft report has not been received within the usual 10 days. Governors discussed the lack of report given the context of the relationship with the LA. It was RESOLVED that AB would draft a letter for SK as Committee Chair to send to the Auditors seeking the report, to be followed by a letter from LG as Chair of Governors if this fails.</p> <p>There were no further matters arising.</p>	AB / SK
5	<p><u>Review of Terms of Reference and Annual Work Plan</u></p> <p>PL volunteered to review both documents and bring them back to the November committee meeting for discussion prior to ratification at the December FGB. The Clerk volunteered to forward the CFC Committee work plan for comparison.</p> <p>The committee noted that it had been agreed that a mid-year budget review would be provided for the November committee meeting and should be included in the work plan. The Clerk undertook to include this item.</p>	PL Clerk
	<u>STANDING ITEMS</u>	
6	<p><u>Personnel</u></p> <p>This item was discussed and recorded under Part 2: Confidential Items.</p>	Agenda
7	<p><u>Health and Safety</u></p> <p>AB undertook to conduct the health and safety visit and provide his report for the November meeting.</p>	AB
8	<p><u>Premises</u></p> <p>AS confirmed that the work on the boilers at Bellwood was successfully completed by the LA as part of their Conditions Survey, at no cost to the school. The heating system will now be more efficient on this site; it is currently being commissioned and one small part of the project will be completed during the October half term break.</p>	

	AS reported that the LA advised that associated work to the pipes and radiators should also be carried out but, as this is a longer project, it will need to be scheduled for the Easter break. Confirmation of these arrangements is awaited.	
9	<p><u>Focus Items: Review of Finances</u></p> <p>Setting up for the year ahead. HI and AS advised that this item would be covered under Item 10. The finance consultant will be assisting with setting up the budget for the year going forward.</p> <p>Review of financial procedures and safeguards HI and AS advised that this item would be covered under Item 10.</p> <p>Financial reporting for the year ahead The Budget Monitor had been circulated in advance; <i>queries had been raised by SK regarding 'increases due to a glitch by SBS'</i>. AS advised that the start date for the budget was 1/4/19 but she had started entering details a few days before. This has resulted in the system generated figures reporting end of year figures for greater than the one year period. Because the budget is adjusted quarterly but reported monthly the adjustment for this glitch will not show until Quarter 2 / Period 6 report. In addition, more features have been brought in house since September, the savings for which will be seen in the Period 6 report.</p> <p>An item of Confidential Business was discussed and recorded under Part 2: Confidential Items.</p>	
10	<p><u>Policies</u></p> <p>The following policies were considered: -</p> <p>Scheme of Financial Delegation HI reported that the document had been updated to reflect the changes in personnel within the school.</p> <p>AS confirmed that she had broached the issues that arose regarding the ICT contract with the Auditors but there has been no response to date. It was RESOLVED</p> <ul style="list-style-type: none"> • To forward the query to Dave Richards if there is no response from the Auditors • To agree the name changes noted • Defer agreement on the contractual elements of the document pending further discussion at the next meeting. <p>Financial Procedures Governors noted that there was inconsistency in the levels of delegation within the Scheme of Delegation and the Financial Procedures documents. Following discussion, it was RESOLVED that the Head's level of delegation should be recorded in both documents as £10k or 20% of the budget line, whichever is greater.</p> <p>In addition, AS reported that the school has now moved from cheque to BACS payments. Governors cautioned the importance of checking suppliers account details to ensure that invoices are correctly paid under the new system.</p>	AS Agenda

	<p>Pay Policy HI reported that the LA’s model Pay Policy for which they had undertaken Trade Union consultation was received this morning; the deadline for approval is 31/10/19. The committee noted their general support to adopt the LA model policy and the outcome of union consultation.</p> <p>It was RESOLVED that</p> <ul style="list-style-type: none"> • HI would forward the policy and union recommendations to the committee members • Committee to review the policy by email and forward any comments to HI • Pay Committee to approve the policy. <p>RW withdrew from the meeting at 9:05am.</p>	HI Ctee
11	<p><u>Dates and times of Future meetings</u></p> <p>7:45am</p> <p>2019 / 2020 20/11/19 – mid year budget review / Scheme of Del / Audit Rpt 29/1/20 18/3/20 30/4/20 (evening) 24/6/20</p>	
12	<p><u>Urgent Business</u></p> <p><i>PL queried when Governing Body monitoring of the Asset Register takes place.</i> HI confirmed that this is usually carried out as part of a Governor visit.</p> <p>AS reported that the ICT project was successfully completed over the summer break. HI highlighted that AS had worked with LgFL to secure very good value for money in the school’s on going broadband costs. Governors thanked AS for her hard work in finding such a positive solution.</p> <p>There were no further items and the meeting concluded at 9:10am.</p>	

Signed:.....

Date:.....