

**Minutes of the meeting of the Resources Committee of Ivydale Governing Body, held via video conference on Wednesday 20<sup>th</sup> October 2021 at 7:45am.**

**Present:** Lynne Gravatt (LG) Helen Ingham (HI) (**Head**)  
 Peter Lilford (PL) (**Chair**) Tom Tábori (TT) (from Item 7)  
 Rosh Wijayarathna (RW)

Ayesha Sabri (AS) – (School Business Manager)

**Clerk:** Nicole Galea

<b>1</b>	<b><u>Apologies for Absence</u></b> PL welcomed Governors to the meeting. The Clerk advised that no apologies for absence had been received and that the meeting was quorate. The absence of TT was noted, he arrived at 8:00 am.	
<b>2</b>	<b><u>Declarations of Interest</u></b> PL reminded Governors to declare any interests for items on the agenda. There were no declarations were made. [TT confirmed upon arrival that he also had no declarations.]	
<b>3</b>	<b><u>Election of Chair</u></b> It was <b>RESOLVED</b> to re-appoint PL as Committee Chair for the 2021 / 2022 academic year, to be reviewed at the first meeting of the autumn term 2022.	
<b>4</b>	<b><u>Minutes of the last meeting – 23/6/21</u></b>	
4.1	<b><u>Approval</u></b> The draft minutes had been circulated in advance. It was <b>RESOLVED</b> to ratify the minutes as a true reflection of the meeting.	
4.2	<b><u>Matters Arising</u></b> <u>Item 7.2(b) – lettings noise complaint</u> AS reported that there were no updates on this item.  There were no further matters arising.	
<b>5</b>	<b><u>Review Terms of Reference and Annual Work Plan</u></b> The Terms of Reference (TOR) and current workplan had been circulated in advance. <ul style="list-style-type: none"> <li>• <b>TOR</b> – it was agreed to recommend the document to the FGB without any changes.</li> <li>• <b>Workplan</b> – Governors agreed that it would be sensible to allow flexibility within this document given the current situation. HI advised that there should be greater clarity by January 2022 in terms of the budget provision for 2022 / 23 which will further inform the Budget Recovery Plan and therefore the work flow of the committee.</li> </ul> This item was discussed further and recorded under Part 2: Confidential Items.	<b>Clerk</b>
<b>6</b>	<b><u>Agree Pupil Premium Link Governor</u></b> The Committee discussed whether the Pupil Premium Link Governor would more appropriately sit within the Standards Committee and report back to this committee when required. It was agreed that PL would liaise with Jessica Skinns, Chair of the Standards Committee.	<b>PL</b>

7	<p><b><u>Confirm Membership of the Pay Committee</u></b></p> <p>It was confirmed that the Pay Committee, consisting of LG, CM and BS would aim to meet by the first week in November. LG volunteered to follow this up.</p>	LG
8	<p><b><u>Personnel</u></b></p> <p>HI reported that the school is fully staffed and that there are no major HR issues to report. She provided the following updates: -</p> <ul style="list-style-type: none"> <li>• Government advice in relation to Covid-19 and pregnant members of staff is that they should reduce contact with pupils from 28 weeks. This is a challenge for schools as there is no additional funding to offset this increased cost of cover. An alternative role has been identified for a TA who works with pupils with an EHCP and the in school arrangements have been put in place for the duration until her maternity leave officially begins.</li> </ul> <p><b><i>The Committee asked if the Covid-19 grant to schools could be used to cover the unexpected additional cost?</i></b> HI stated that the Covid Recovery grant has been allocated to Covid and Catch Up recovery but also to maintain Y1 and Y2 as single age classrooms. The purpose of this is to ensure that the significant impact of the pandemic on these cohorts are in receipt of Quality First Teaching.</p> <ul style="list-style-type: none"> <li>• Staff Absence – HI reported that Ivydale has been more fortunate than some other local schools in terms of Covid; there have been no positive cases amongst staff (the majority are double vaccinated) and across the school there has only been an average of 2 pupils off each day. Public Health England advice is being followed - additional measures would need to be put in place if the number of cases in a class reaches 10% / 3 pupils. However, there has been lots of the usual seasonal absences and attendance has averaged at 91%.</li> </ul> <p><b><i>It was noted that the decision to not include staff self isolation as part of sick pay for unvaccinated staff was discussed at the September FGB.</i></b> HI reported that schools have sought clarification on this point to ensure that there is a consistent approach being used but no further updates have been provided. She added that if schools are subsequently advised to pay unvaccinated staff for self isolation they would do so. The Committee agreed to continue with the current practice pending receipt of advice or if issues arise with Trade Unions.</p>	
9	<p><b><u>Health and Safety</u></b></p> <p><b><u>Asbestos Management Plan</u></b></p> <p>AS stated that the LA has appointed a new Health and Safety Co-ordinator who has advised that the Ivydale Asbestos Management Plan should have been updated when work was carried out in the Boiler Room in 2019; the school was not informed of this. Four quotes are required for the tender, the cost of which would be met from the revenue budget as it is a professional service. AS advised that as this cost was not anticipated in the budget forecast, she would see if it can be deferred to the new financial year.</p> <p><b><i>Governors discussed whether the responsibility of the cost of the updated plan should have been included as part of the asbestos work that carried out in 2019, which was funded and managed by the LA.</i></b> Governors agreed however that as a health and safety concern, the plan should not be deferred but, if possible, the cost should be borne by the LA. AS undertook to follow up on this.</p>	AS
10	<p><b><u>Premises</u></b></p> <p><b><u>Bellwood Roof</u></b></p> <p>HI reported that the roof repairs funded by Southwark were carried out over the summer break. Unfortunately, the heavy rain during the first half of term resulted in 3 classrooms being flooded which necessitated their relocation. Upon inspection of the roof, the contractors stated that the problems were caused by rubble being left in the guttering. AS confirmed that she met with the contractors yesterday and two scaffold towers have been erected to resolve the problem.</p>	

11	<p><b><u>SDP – agree strategic priority</u></b>          HI undertook to forward any suggested amendments for comments from the committee.</p>	HI
12	<p><b><u>Review of Finances</u></b></p>	
12.1	<p><b>Review Financial Procedures and Safeguards</b>          AS referred the committee to the Financial Procedures document which had been circulated in advance. She advised that the only changes to the document were connected to the updated operational procedures for audit compliance relating to electronic ordering and invoices (Appendix A attached). <b>Governors queried if there were any changes required to reflect updates from Southwark, Ofsted or the EFA.</b> AS confirmed that there are no changes required.</p>	
12.2	<p><b>Financial Reporting for the Year Ahead</b>          It was noted that the committee monitors the financial position through the committee meetings. Governors requested that future monitoring reports include updates on variances from the budgeted figures. AS and HI undertook to review this with effect from the next meeting.</p>	AS / HI
12.3	<p><b>Monthly Monitoring Reports</b>          AS referred the committee to the Period 6 Financial Summary and Budget monitor circulated in advance.</p> <p><b>Governors highlighted that the deficit is now higher than the anticipated projection and asked why this is the case.</b> AS confirmed that the in year deficit for 2021 / 22 has increased by approximately £20k due to a number of budget adjustments which in themselves are small but add to a cumulative effect resulting in £26k more spent than anticipated and £40k less income received. These arise from: -</p> <ul style="list-style-type: none"> <li>• the planned redundancies which did not go ahead</li> <li>• 1% was saved on support staff pensions due to a reduction on the percentage budgeted, confirmation is awaited on whether the LA will propose an increase</li> <li>• An increase to utility bills</li> <li>• School generated income was reduced due to lettings not returning to pre pandemic levels as anticipated and the impact of the scaffolding at Bellwood over the summer on income generation plans.</li> </ul> <p>AS also reported that without requesting it, Southwark provided a cash advance in August 2021 in the form of the last tranche of school budget share instalment due in February 2022. This is earlier than has been the case in previous years and has resulted in a better cash flow position in school. The overall deficit at year end is expected to be £349k.</p> <p><b>TT asked about Southwark’s benchmarking data provided as part of the commentary and what discussion is there with the LA regarding the data.</b> AS stated that schools share information with the LA via the annual Schools Financial Values Statement (SFVS) which is then used to create the benchmarking data. There are concerns however with the accuracy of the data as it is based on individual school submissions which are dependent on each schools’ context. The data shows that Ivydale spends 83% of the budget on staffing which is at the higher end of the spectrum. LG highlighted that when Ivydale expanded from 2FE to 4FE, the decision was taken to staff accordingly. The school was in a surplus position and the LA had promised that with the expansion, it would support the school as it moved from ‘Requires Improvement’ to ‘Good’. The anticipated LA funding did not arrive and the school is now in a very different financial position. Ivydale has become a victim of its own success in many ways with highly qualified staff who do not want to move on and are thus at the higher end of the salary scale. This is something that will need to be addressed and it is anticipated that the future strategic plans for the school will do so.</p>	

	Parts of this item were discussed and recorded under Part 2: Confidential Items.	
12.4	<p><b>Budget Recovery Plan</b></p> <p>HI stated that in the absence of a clear direction of travel from the Local Authority and the repeatedly changing goal posts, it has not been possible to produce an updated Budget Recovery Plan.</p> <p>She advised that Southwark has been adamant that its preferred option is for Ivydale to revert to 2FE on one site. In February 2021, she was asked to provide a financial model for this. The assumption was that it would be for the Bellwood site as it has more classrooms and the facilities to provide a better quality of education. Southwark initially agreed to this but then decided that Inverton was the preferred site. This raised a different set of costs which were modelled. HI stated that at the LA's request, she worked with a consultant from the ESFA during the summer holidays on the school's current and future financial positions. The final report has been submitted to the LA but has not been forwarded to the school. The Budget Deficit Plan will be updated following sight of this report.</p> <p>Parts of this item were discussed and recorded under Part 2: Confidential Items.</p>	
13	<p><b>CPD</b></p> <p>HI suggested that as she also reports to Standards Committee and FGB on CPD, it should be removed from Resources work planner. It was agreed to do so and that any issues would be raised under the Personnel item.</p>	<b>Clerk</b>
14	<p><b>Policies</b></p> <p>HI referred the committee to the policies that has been circulated in advance, noting that she had asked for comments to be submitted in advance, no comments had been received.</p> <ul style="list-style-type: none"> <li>• Scheme of Financial Delegation</li> <li>• Financial Procedures</li> <li>• Pay Policy</li> <li>• Premises Management Policy</li> <li>• Accessibility Policy</li> </ul> <p><b><i>TT asked if there have been any changes in guidance that should be reflected in these documents.</i></b> AS advised that templates have been used from The Key which are based on government advice and compliance requirements. Any changes flagged by the LA, the Key or required by the school have been highlighted. Governors agreed that this system of policy review is more sustainable and will continue to be used. It was therefore <b>RESOLVED</b> to ratify the policies as presented.</p>	
15	<p><b>Dates of Future Meetings</b></p> <p>7/12/21 at 7:45am / time to be agreed  2/2/22 at 7:45am  8/3/22 at 7:45am  4/5/22 at 6:00pm  15/6/22 at 7:45am</p>	
16	<p><b>Urgent Business</b></p> <p>There was no further business and the meeting concluded at 9:10am.</p> <p>PL advised that he would be in Canada for the next meeting, it was agreed to re-organise the meeting time to a mutually convenient one.</p>	

Signed:.....

**Date:**.....

**IVYDALE:– ACTIONS LOG v 20/10/21**

<b>RESOURCES 20/10/21</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>WHOM</b>	<b>STATUS</b>
5	TOR to be presented to Nov FGB for ratification	Clerk	
6	PP Link Governor to come from Standards Ctee	PL	
7	Pay Committee to meet by 1 <sup>st</sup> week Nov	LG	
9	Follow up on Asbestos Management Plan with LA	AS	
11	Suggestions on updated SDP committee priority aims to be forwarded to ctee	HI	
12.2	Monthly monitoring reports to include variance information	AS/ HI	
13	Remove CPD from work planner	Clerk	

<b>RESOURCES 23/6/21</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>WHOM</b>	<b>STATUS</b>
6	CPD review to be deferred to 2021/22	AS / HI	
7.2(a)	Premises Mgmt / Accessibility Policies to be deferred to aut 21	AS / HI	
7.2(b)	AS to follow up on lettings noise complaints	AS	