

**Minutes of the meeting of the Resources Committee of Ivydale
Governing Body, held at the school on Wednesday 21st November 2018
at 7:45am.**

Present: Lynne Gravatt (LG) (**Chair**) Helen Ingham (HI) (**Head**)
Suzy Kirk (SK) by telephone

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

Clerk: Nicole Galea

<u>PART 1</u>	
GOVERNOR BUSINESS	
1	<p><u>Apologies for absence</u></p> <p>There were no apologies for absence as all committee members were present at the meeting and by telephone. The Clerk advised that the meeting was quorate.</p>
2	<p><u>Declarations of interest.</u></p> <p>The Chair reminded Governors of the need to declare any interests for items on the agenda. No declarations were made.</p>
3	<p><u>Minutes of the previous meeting of 17/10/18</u></p>
3.1	<p>Approval of the Minutes – Part 1 and Part 2</p> <p>The minutes of the previous meeting had been distributed in advance; it was RESOLVED that they were an accurate record of the meeting and the Chair signed them.</p>
3.2	<p>Actions Log</p> <p>LG walked Governors through the Action Log which was updated as attached; the following items were discussed more fully:</p> <p><u>Item 4.2 (4.1) Parental Engagement re Financial Context</u> HI reported that LG and SK had attended the latest Parent Forum meeting to discuss the long term budget, the notes made at which will be forwarded by HI.</p> <p>HI stated that the Forum had been productive, supportive and the best attended for some time. There will be a meeting with Local Councillors and officers, supported by Cllr Vicky Mills (an Ivydale parent and Lead Member for Children’s Services). SB and LG to attend.</p> <p><u>Item 4.2 (7): Statutory Policies list</u> HI reported that the LA model HR policies which have been subject to negotiation and approval with the Trade Unions have been checked and there are no significant issues to change. It was RESOLVED therefore</p> <ul style="list-style-type: none"> • to ratify the model LA HR policies to be signed by the Chair • Model policies (with the exception of the Pay Policy) to be reviewed on a 3 years cycle, subject to any regulatory or legislative updates received • Pay Policy to be reviewed annually

	<p><u>Item 4.2 (9) Workplan</u> SK queried the absence of internal audit as a workplan item. HI advised that an audit is completed by the LA on a rolling 18-24 month time frame; the report is then received by this committee. It was agreed to add an AOB at the end of the workplan to include review of the report when received (ME). In addition, it was noted that over time Governors will be able to have a greater degree of oversight through budget monitoring and link visits could incorporate an element of audit-type checks and review of processes to strengthen oversight between LA formal audits.</p> <p><u>Item 4.2 (11): Capital Budget Plans</u> HI stated that the capital budget plans form part of the bigger picture of the budget recovery.</p> <p><u>Item 8: Solar Panels</u> AS reported that the arrangements are now in place and the benefit should be reflected in the next electricity bill received. She added that a letter has been sent to Andy Brown (Southwark Regeneration) regarding the claim for loss of income but there has been no response to date.</p> <p>HI stated that this was also raised as an issue at the Parents' Forum; Cllr Mills has undertaken to follow up this issue with the Regeneration Dept.</p> <p><u>Item 8: Inverton Boundary Wall</u> HI advised that although there have been no further incursions she has made a number of attempts to contact Newlands with no response; similarly there has been no response from the LA regarding the school's request to review the wall. It was RESOLVED that if the school has not received a response by the end of the autumn term, that Governors would agree how they could provide additional momentum.</p> <p><u>Item 11: Catering Contract</u> AS advised that TUPE arrangements are on going; with meetings taking place between staff, the LA and the company and a meeting with the Trade Unions on 28/11/18. The school has agreed a contract in principle which the LA is finalising.</p> <p>SK asked whether the school is receiving support with the TUPE arrangements. AS confirmed that there is support from Southwark HR.</p>	<p>Clerk</p> <p>HI</p>
4	<p><u>Review Terms of Reference and Annual Work Plan</u></p> <p>It was RESOLVED to recommend that the terms of reference are ratified by the FGB with no changes.</p>	<p>Clerk</p>
STANDING ITEMS		
5	<p><u>Personnel</u></p> <p>Items were recorded under Part 2: Confidential Items.</p>	
6	<p><u>Health and Safety</u></p> <p>LG referred Governors to her Health and Safety visit report which had been circulated in advance and will be retained with the papers for this meeting. She stated that the Premises Manager has health and safety in hand and that overall it has a good status at the school. Future meetings will have a higher strategic focus on strategy and processes with less emphasis on walkabouts.</p>	

7	<p><u>Premises</u></p> <p>AS highlighted an aspect of the recent walkabout regarding problems with kitchen equipment fitted by the LA at the Inverton site which is faulty in some cases and is outside of the short warranty provided.</p> <p>LG stated that this must form part of the discussion with the LA regarding equipment provided for Inverton that is neither satisfactory nor fit for purpose and with unreasonably short warranties. It was also noted that there was a difference in the standard of the equipment provided between the two sites which was further evidence of the cost cutting exercise undertaken during the expansion.</p> <p>It was RESOLVED</p> <ul style="list-style-type: none"> • HI would include this issue in the meeting with local Councillors and officials • To defer any decisions on repairs / replacements pending the Budget Recovery Plan • Reference to these items with the Budget Recovery Plan to clearly highlight the impact of the cost and why it has arose <p>In addition, AS advised that compliance and maintenance tasks are not being carried out at Inverton due to the budget constraints. She confirmed that she has provided the LA with detailed costs. It was RESOLVED to have an item on the next agenda on the requirements of compliance, maintenance and health and safety, to include projected costs.</p> <p><i>SK asked if the LA had provided expected running costs on Inverton prior to handover as part of their Business Plan for a new building.</i> AS reported that the LA has not provided this information, HI confirmed that it was requested at various points. SK advised that getting a view in the expected business case from Southwark may provide useful understanding of expectations for cost such as maintenance versus a shorter warranty; she undertook to forward her thoughts to the Head. HI undertook to raise the issue with colleagues to see if they have had a similar experience.</p> <p><i>SK also queried whether there was sufficient cash to cover the funding gap and asked that the school sought confirmation from Southwark that the gap would be funded or whether a loan would be needed from Southwark.</i> AS undertook to confirm this.</p>	<p>HI</p> <p>Agenda</p> <p>SK / HI</p> <p>AS</p>
<p>ITEMS FOR REVIEW</p> <p>Strategic Priority: Excellent and sustainable financial management of the expanded school</p> <ul style="list-style-type: none"> • Three year budget created covering scenarios for under-occupancy and changes to the DfE school funding formula • Development of options to make sustainable and value for money savings • Overspend is reduced and ultimately eliminated 		
8	<p><u>Focus Items: Review of Finances</u></p> <p>Budget Recovery Plan</p> <p>HI reported that Southwark has advised her that they do not have a model Budget Recovery Plan and so she is in the process of researching options. It was agreed to defer the discussion on this item to the next meeting, pending the meeting with Local Councillors and Officers.</p>	<p>HI</p>

SK asked if the school has the reserves to meet expected expenditure or will it be necessary to request a loan from Southwark. AS reported that she has raised the monthly cash flow analysis to the year end with Dave Richards (Southwark Finance), who has confirmed that as the school's bank account is with the LA this should not be an issue. However, as a precaution, AS confirmed that she checks the account against payroll before salaries are paid.

SK noted that recent LA Finance training she had attended had impressed the importance of requesting a loan due to cash flow at the earliest opportunity. HI confirmed that if a request is needed, it will form part of the Budget Recovery Plan.

Governors noted that it would be useful if there was greater clarity around this position including separation around the different issues of Budget Recovery Plan and cash flow requirements for 2018/19 as well as how any loan funds might be released.

Budget Information to the committee

LG referred to the format options circulated in advance and stated that she has discussed these with AS, however the format is constrained by the reports generated by the systems used.

Governors highlighted the importance of having information on:-

- actual versus budget
- projected year end versus budget
- information impacting on the expected year end position
- income expected for the whole year
- projected in year deficit and actions taken to address it
- carry forward deficit.

HI stated that the projected in year deficit is currently £46k more than anticipated based on expenditure as it was originally set. However, Governors were advised that there have been some salary related changes (no main scale teachers passed through to the Upper Pay Spine and other salary savings) and savings made in other areas. AS stated that she is also looking at what expenditure items can be delayed to the 2019 / 20 financial year. Governors agreed that it would be useful to have these projected savings included in the notes section of the monitoring information to ensure that the financial information available provides a clear view on the year end deficit in order to understand the full year outturn. AS undertook to forward the updated the financial monitoring information today to show expected outturn adjusting for phasing.

AS

GDPR and information within the school

HI reported that the school has bought into a company that provides compliance, policies and a Data Protection Officer (DPO); there are a number of policies to be reviewed. All staff have completed on line training and there is a higher awareness of data in school. AS confirmed that staff are now more cautious about requests for data and ensure that any data provided is sent securely and password protected.

LG stated that the message from the Information Commissioner's Office (ICO) is that they want organisations to be on a journey towards robust information containment and management, beginning by building GDPR into their thinking about what they are doing.

9	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Data Policies • Freedom of Information • Charging and Remissions <p>The policies had been distributed in advance; it was RESOLVED to ratify them.</p>	
10	<p><u>Dates and times of Future meetings</u></p> <p>Spring 1: 24/1/19 at 7:45am (new date)</p> <ul style="list-style-type: none"> • compliance, maintenance and health and safety <p>Spring 2 : 27/3/19 at 7:45am</p> <p>Summer 1: 30/4/19 at 6:30pm</p> <p>Summer 2: 19/6/19 at 7:45am</p>	
12	<p><u>Urgent Business</u></p> <p>There were no further items and the meeting concluded at 8:45 am; items of Confidential Business were recorded under Part II: Confidential Items.</p>	

Signed:.....

Date:.....