

**Minutes of the meeting of the Resources Committee of Ivydale
Governing Body, held via video conference on Tuesday 6th October
2020 at 7:45am.**

Present: Alasdair Buckle (AB) Miriam Facey (MF)
Lynne Gravatt (LG) Helen Ingham (HI) (**Head**) (Items 1-5)
Suzy Kirk (SK) (**Chair**) Peter Lilford (PL)

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

Clerk: Nicole Galea

1	<p><u>Apologies for Absence</u></p> <p>SK welcomed committee members to the virtual meeting following the continued coronavirus pandemic.</p> <p>The absence of RW was noted [POST MEETING NOTE: - apologies were received from RW after the meeting following an error with the meeting time]. HI advised that she would need to leave the meeting by 8:30am. The Clerk confirmed that the meeting was quorate.</p> <p>SK highlighted the importance of committee members' attendance to ensure consistency in decision making. The Clerk advised that the committee generally had good attendance throughout 2019 / 20 and could include the attendance data with the minutes.</p>	Clerk
2	<p><u>Declarations of Interest</u></p> <p>SK reminded Governors to declare any interests for items on the agenda; no declarations were made.</p>	
3	<p><u>Election of Chair</u></p> <p>The Clerk reminded Governors of the annual need to elect a committee Chair, noting the SK would be resigning from the Board following this meeting. It was agreed to return to this item at the end of the meeting.</p>	
4	<p><u>Minutes of previous meetings – 29/1/20, 30/4/20 and 24/6/20</u></p>	
4.1	<p>Approval of Minutes</p> <p>The minutes of the above meetings had been circulated in advance. The Clerk stated that advice during the lockdown measures in place during the summer term was for meetings to focus on time critical items only and so these minutes had not been approved. Governors RESOLVED to approve the minutes as presented.</p>	
4.2	<p>Matters Arising</p> <p>There were no matters arising that did not appear elsewhere on the agenda.</p>	
5	<p><u>Review Terms of Reference and Annual Work Plan</u></p> <p>SK reported that she had discussed both documents with LG upon taking on the Chair and suggested that the new Chair also does the same.</p> <p>Governors reviewed both documents and agreed that the standing items should also include the monthly budget monitoring report and the Budget Recovery Plan in order that</p>	

	<p>the committee can maintain a clear overview of the budget. The Clerk undertook to update the workplan to reflect this.</p> <p>AS advised that the last budget report was August which is of limited use in terms of school cash flow but undertook to forward it to members with a commentary. There has been no time to analyse the September report due to the work on the Q2 report; this will show budget variations and help with discussions around the deficit.</p>	<p>Clerk</p> <p>AS</p>
6	<p><u>Agree Pupil Premium Link Governor</u></p> <p>HI reported that with the departure of SK a new Pupil Premium Link Governor is needed. This would entail</p> <ul style="list-style-type: none"> • visiting the school to monitor practice • challenge the funding allocation • overview the annual report published on the website • attend the late autumn meeting of the Standards Committee to discuss the school's position on PP <p>AB volunteered to take on this role and to attend the Standards Committee meeting on 17/11/20.</p>	<p>AB</p>
7	<p><u>Confirm members of the Pay Committee</u></p> <p>The members of the Pay Committee were confirmed as CM, LG and BS.</p> <p>LG advised that the Resources Committee is responsible for the ratification of the decisions made by the Pay Committee and the Head's Performance Management Panel (LG, FR and AT).</p>	
8	<p><u>Personnel</u></p> <p>HI reported that the school is fully staffed; there is a 'revolving door' of Covid related staff absence but no positive cases to date. Staff absence has been related to those: displaying possible symptoms, having been in close contact with someone who has tested positive, having someone within their household with symptoms or a positive test or childcare issues due to school or nursery closure (the latter have done a very good job at minimising the impact on Ivydale). It is anticipated that the situation will worsen with the increase in seasonal illnesses.</p> <p><i>PL asked what an average day's absence level is.</i> HI stated that it is around 3 – 4 members of staff from a team of 80 but the impact of their absence is dependent on who it is and the role(s) they fill. Where possible, the absence is covered internally although sometimes it is necessary to use supply, the cost of which has a financial impact.</p> <p>HI advised that as a cost saving option, the intention was to reduce the size of the Premises Team by one Assistant at the end of the autumn term, retaining one Assistant and one Manager. HR advice was to terminate both posts (which are on fixed term contracts) and advertise internally for just one. However, the daytime Covid cleaning requirements make both posts a necessary expense at present and so this has been put on hold.</p>	
9	<p><u>Health and Safety</u></p> <p>HI stated that this area of the school is predictably dominated by Covid-19 at present. 2 cleaners are employed to be in school during the day to clean touch points and the lunch</p>	

	<p>Financial reporting for the year ahead – Children’s Centre (CC) recharge figures AS confirmed that the CC recharge is done on a quarterly basis and that she will be completing it this week for the Q2 budget return. It was agreed that this would be reviewed at the next meeting as part of the Q2 review.</p> <p>Budget Recovery Plan <i>SK highlighted that during the summer term HI had advised that the LA had stated that it would not support the school’s redundancy proposals and asked if there is any further information regarding the Budget Recovery Plan.</i> AS advised that HI has been in contact with the LA regarding the Budget Recovery Plan and aims to re - present to the Financial Hardship Panel in January 2021.</p> <p>The first phase of the plan concerning the Premises team has begun, the next phase is the wraparound provision to take effect from April 2021. HI is in the process of reviewing the teaching provision as the 2 members of staff expected to leave in the summer did not due to Covid. AS advised that HI is working on the documents to be presented to the panel and will provide an update to this committee in November.</p>	<p>Agenda</p> <p>HI / agenda</p>
12	<p><u>Policies</u></p> <p>Pay Policy (<i>this item was taken out of agenda order to allow HI to leave at 8:30 am</i>) HI stated that there has been a delay in the agreement of the national teachers’ settlement and the publication of the School Teachers Pay and Conditions Document (STPCD) and thus the LA’s draft Pay Policy and negotiation with Trade Unions. She advised that this will have implications for the Pay Committee and a likely delay to the pay awards. It was agreed that the Pay Committee would meet before half term.</p> <p>HI withdrew from the meeting at 8:35 am; she thanked SK for the huge amount of work she has undertaken steering the school’s finances at such a challenging time.</p> <p>Scheme of Delegation It was agreed to review this at the November meeting including the threshold levels for tendering.</p>	<p>Pay Ctee</p> <p>AS / HI Agenda</p>
13	<p><u>Dates of Future Meetings</u></p> <p>25/11/20 –</p> <ul style="list-style-type: none"> • Midpoint budget review • 5 year Premises Plan • Financial Procedures document – Payroll system control update • Update on Budget Recovery Plan <p>3/2/21 17/3/21 4/5/21 at 6:00pm TBC 23/6/21</p>	
14	<p><u>Urgent Business</u></p> <p>Children’s Centre Changes SK queried if there were any further updates to the LA’s proposed changes to the CC arrangements. LG stated that it is still not clear what the LA is asking of the school; updates will come to the FGB. She thanked SK for taking the time to review the contracts.</p>	

	<p>Meeting Dates It was agreed that AS would check the suitability of the meeting dates to the availability of financial information and report back to the November meeting.</p> <p>Chair PL volunteered to take on the committee Chair role. Governors thanked him for agreeing to take it on and thanked SK for her well appreciated robustness whilst in the role.</p> <p>There were no further items and the meeting concluded at 8:55 am</p>	AS
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Signed:.....

Date:.....

IVYDALE: Governor Attendance Resources Committee 2019/ 2020	
Alistair BUCKLE Co-opt 19/3/19 – 18/3/23	5 of 5
Ms Miriam FACEY Parent 6/12/18 – 5/12/22	2 of 5
Ms Lynne GRAVATT Parent 15/12/15 – 14/12/19	5 of 5
Helen INGHAM Head	5 of 5
Suzy KIRK Co-opt 27/3/18 – 26/3/22	4 of 5
Peter LILFORD Co-opt 19/3/19 – 18/3/23	5 of 5
Rosh WIJAYARATHNA Co-opt 26/6/18 – 25/6/22	4 of 5