

**Minutes of the meeting of the Resources Committee of Ivydale
Governing Body, held via video conference on Wednesday 24th June
2020 at 7:45am.**

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

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 imposition of lockdown arrangements due to the coronavirus pandemic.</p> <p>Apologies for absence had been received from MF; the Clerk advised that the meeting was quorate.</p>	
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>Health and Safety</u></p> <p>Covid-19</p> <p>HI advised that the school opened with the risk assessment in place to key worker children from 1/6/20 to test the arrangements. It proved to be very successful with a big increase in this group attending school; these were then joined by Y6 followed by Y1 pupils. Both sites are being used; staff and the unions are happy that the government guidelines and risk assessment are being followed. There are now approximately 200 pupils attending school, with a maximum daily capacity of 185. Staff have been offered face protection and have received training; only positive feedback has been received.</p> <p>HI stated that schools are waiting for the next set of guidance for September opening; it is now unlikely that primary schools will be expected to open to all pupils after 4/7/20 and so the current arrangements will be in place until the end of term.</p> <p><i>SK asked if there are any additional risks that the committee should be aware of.</i> HI confirmed that the risks have not changed but the challenge will be if there is a positive Covid-19 case and therefore a pod is closed. So far, 2 pupils have been unwell and were tested but these proved negative. There may also be implications to schools opening fully in September if the small number of staff who are shielding continue to do so.</p> <p><i>Governors discussed how they can continue to be kept up to date with any concerns regarding Covid-19 related health and safety issues given the advice that Governors should not visit schools during this time.</i> HI reported that she and LG will discuss whether there is a need to continue with the FGB planned for 7/7/20 and if not, she will provide Governors with a clear Head's Report before the end of term. SLT have agreed that the school will be closed over the summer to enable staff to have a well deserved break, although the premises may be used by the LA to run a summer scheme.</p>	

	<p>LG queried the cleaning arrangements in place. HI confirmed that</p> <ul style="list-style-type: none"> • the cleaners are cleaning with an appropriate strength disinfectant daily • Premises staff are cleaning the ‘touch points’ at lunchtimes • All doors (with the exception of fire doors) are wedged open for increased air flow and to reduce the need to touch them. • When classes go out to play, staff follow them disinfecting the bannisters etc as they go • Staff have been very willing to carry out these additional duties <p>RW asked how the school is following up on mental health issues – either officially or unofficially. HI advised that</p> <ul style="list-style-type: none"> • she conducted a well being survey before half term • a weekly well being email is sent to all staff • SLT have an open door policy • An individual Covid-19 risk assessment has been offered to all BAME staff • Face to face risk assessment sessions covering physical and mental health have been offered to all staff <p>There were no further comments.</p>	
4	<p><u>Personnel Issues</u></p> <p>HI reported that there have been no resignations received for the end of term and therefore no need for recruitment. The key for September will be knowing which staff will be available in school and so all staff currently shielding have been asked to see their GP and additional guidance may be needed if they return. Currently, SLT are working out which classes teachers will be assigned to so that online ‘Meet and Greet’ sessions can take place.</p> <p>HI advised that she has contacted the LA again to discuss the proposed restructure but there has been a lack of consistency in the advice received. She stated that whilst the LA has not stopped restructures in theory, in practice, the Trade Unions are unwilling to attend meetings. Furthermore, the Financial Support Panel has not met since March and so, in effect, the advice is to pause arrangements. Other Heads have reported that they are in a similar position. Ivydale will be ready to re-launch the restructure as soon as it is possible to do so in the autumn.</p> <p>SK noted the committee’s previous discussions on the inability of the school to move ahead with the Budget Recovery Plan due to the pause in the restructure and asked if this context as now been added to the Plan. HI confirmed that she has updated the Budget Recovery Plan to reflect this but there has been no response from the LA, no mention of any further finance related meetings and no feedback received on the submitted budget.</p> <p>Governors noted that it would be useful to have written confirmation from the LA reflecting the position to pause the restructure. HI reported that the LA issued guidance early in lockdown regarding HR issues; she stated that she had also asked for confirmation in writing but the verbal response has been that the LA is not saying that schools cannot go ahead but the implication is that there is no point as it will not progress due to the issues outlined above. Practically, there would be a significant amount of work attached to moving this forward at this time which cannot be properly done given all that the school is currently facing.</p> <p>SK questioned that given the lack of clarity around arrangements for September, numbers of staff who will continue to shield, the number of children likely to attend</p>	

	<p><i>and the paused re-organisation and Budget Recovery Plan, is it likely that the school would want to make redundancies with so much unknown. She stated that greater clarity is needed from the LA regarding whether this is still the right plan balanced against the pandemic requirements and September arrangements.</i></p> <p><i>PL queried that if the plan is no longer possible due to the circumstances, is a new plan needed in order to reduce the deficit.</i> HI cautioned that it is difficult to make decisions in the interim; there is currently a period of grace and suggested that the Budget Recovery Plan is reviewed in September in order to agree the way forward.</p> <p>Governors agreed that it would be sensible to inform the LA that the Plan will be reviewed in September and then followed where appropriate during the autumn term.</p>	HI
5	<p><u>Finance Update</u></p> <p>AS had distributed the 2020 / 21 Period 2 (April and May 2020) CFR and Financial Summary in advance. She highlighted</p> <ul style="list-style-type: none"> • The financial year started with revenue brought forward of -£372k • Projected year end is expected to be -£241k resulting in a cumulative revenue balance of -£613k by year end • The actual position at the end of period 2 is £257k • £65k was borrowed from the LA to cover the March payroll costs which will be offset against the February 2021 School Block Share income • The cash flow problems being experienced have been highlighted to the LA since the start of the financial year. There has been no response other than larger than usual amounts provided in various income streams; this is useful but does not address the fundamental problem. Having an LA bank account has enabled the school account to be ‘overdrawn’ as a result of constant balance fluctuations which AS monitors daily to minimise withdrawals and the overall overdraft. • The pandemic has had a significant impact on lettings facilities income which last year raised approximately £50k; no income is predicted from this source until September at the earliest and even then it may not reach the same level. • Negotiations for Support Staff salary increases for 2020 / 21 have been delayed due to Covid-19 • Children’s Centre income has not been received and is unlikely to be paid until July. <p>AS stated that the budget is usually quiet this early in the year. In response to the day to day difficulties with the cash flow situation she is daily monitoring the account position and negotiating with suppliers. The ability to work remotely has helped with the monitoring and she attended an online School’s Forum with SBMs from across a number of LAs. It was reassuring to hear how other schools and LAs are managing, especially those with a deficit position. LAs appear to be accommodating in the circumstances and allowing a year’s grace with Budget Recovery Plans.</p> <p>Governors thanked AS for her clear budget information. <i>SK asked what the level of engagement there has been from the LA in terms of cash flow support.</i> AS stated that the LA seems to want the school to identify how they want to be supported – for example, through a loan or cash assistance. HI stated that the implications and pro’s and con’s of both options need to be reviewed before deciding as well as reminding LA officers of the factors that are unhelpful such as the lack of the CC income stream.</p> <p><i>Governors noted that with the pause in the Budget Recovery Plan, the priority must be to move forward on the cash flow issues before the end of term so that the school finances can be in a better shape for September.</i></p>	

	<p>It was agreed that AS would ask the LA to provide information on the options available as part of a long term plan covering the next 3 – 4 years and that HI would bring further details to the FGB on 7/7/20.</p> <p>HI withdrew from the meeting at 8:30 am</p> <p>PL asked if the expected overall school budget position at the end of this year, projected as -£303k takes the reduced lettings income into account. AS confirmed that she had projected ¼ less income from lettings this year.</p> <p>SK queried if staff have been informed that there will be salary increases this year. AS advised that this has not been communicated; staff are advised about increments only when the school knows that they will happen.</p> <p>SK noted that the level of deficit has already increased by approximately £60k from when the budget was set and asked if there is an additional risk that the deficit will increase. AS advised that it is currently in line with the projections but, moving forward it is likely to be slightly more due to increased cleaning costs. The invoices for additional cleaning should be received soon and will be included into the Quarter 1 reforecasting exercise, along with the change to cleaning both sites.</p> <p>SK asked what other risks are there for Q1. AS confirmed the additional risks as</p> <ul style="list-style-type: none"> • additional catering costs as it was initially assumed that there would be no pupils in school for the whole of the summer term • additional costs associated with re-opening both sites but the extent will not be known until the invoices are received. • Lettings may not return to the usual level post September • There may be less demand for breakfast and after school club in the autumn. <p>SK suggested that it would be useful to have a refreshed view of the budget before the end of term with the best case scenario and cash flow issues highlighted.</p> <p>AS formally recorded her thanks to HI and the SLT for working non stop for the smooth running of the school. Governors mirrored this and also thanked AS for her hard work in providing much clearer information to the committee and also thanks to the Admin and Premises Teams for their hard work and efforts. They noted that the cash flow situation is the big focus for now although the deficit is always in the background and acknowledged the level of uncertainty that all are working under.</p>	<p>AS HI</p> <p>AS</p>
6	<p><u>Dates of Future Meetings</u></p> <p>6/10/20 25/11/20 3/2/21 17/3/21 4/5/21 at 6:00pm 23/6/21</p>	
7	<p><u>Urgent Business</u></p> <p>SFVS AS confirmed that the SFVS had been submitted to the LA.</p>	

	There were no further items and the meeting concluded at 8:50 am	
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Signed:.....

Date:.....