

**Minutes of the meeting of the Resources Committee of Ivydale
Governing Body, held at the school on Thursday 24th January 2019 at
7:45am.**

Present: Miriam Facey (MF) Lynne Gravatt (LG) (**Chair**)
Helen Ingham (HI) (**Head**) (Items 1-4,7) Suzy Kirk (SK)

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

Clerk: Nicole Galea

<u>PART 1</u>		
GOVERNOR BUSINESS		
1	<u>Apologies for absence</u> There were no apologies for absence as all committee members were present; the committee welcomed MF to the meeting. The Clerk advised that the meeting was quorate. HI reported that, due to a conflicting commitment, she would need to leave early. It was agreed therefore to take Item 7 after Item 4.	
2	<u>Declarations of interest.</u> The Chair reminded Governors of the need to declare any interests for items on the agenda. No declarations were made.	
3	<u>Minutes of the previous meeting of 21/11/18</u>	
3.1	<u>Approval of the Minutes – Part 1 and Part 2</u> The minutes of the previous meeting had been distributed in advance; SK highlighted some amendments to the wording and undertook to forward them. It was RESOLVED that the Clerk would incorporate these amendments and re - present the minutes to the next meeting for ratification.	SK / Clerk
3.2	<u>Actions Log</u> LG walked Governors through the Action Log which was updated as attached; the following items were discussed more fully: <u>Item 7: Premises</u> AS and HI advised that these actions would be updated as part of the financial update. <u>Item 3.2 (8): Inverton Boundary Wall</u> HI advised that there were no further updates available, it was agreed to keep this action open. .	HI
4	<u>Revised Annual Work Plan</u> The Clerk referred Governors to the amended work plan which had been circulated in advance. It was RESOLVED to ratify the plan.	

STANDING ITEMS		
5	<p><u>Personnel</u></p> <p>HR Audit Governors applauded AS for achieving an outstanding HR Audit and for her hard work in ensuring that all of the relevant documentation is collated in one place. Governors had no queries from the report.</p> <p>Items were recorded under Part 2: Confidential Items.</p>	
6	<p><u>Premises</u></p> <p>Compliance, maintenance , health and safety of Inverton site AS reported</p> <ul style="list-style-type: none"> • the kitchen contract has been issued • problems with the kitchen appliances at Inverton continue to present an additional expense and have required time consuming efforts to establish who is responsible for what at the site when things have gone wrong. A Facilities Management contract is under consideration that will cover both sites. This would provide the school with an indicative cost and cover call out fees, odd jobs as well as provide a co-ordinated system for all appliances and systems. • Overview of the costs of Inverton – AS to forward this information to the committee <p>LG undertook to conduct a health and safety visit later this term, with a focus on strategic factors.</p> <p><i>Governors queried if there has been any progress with the Newlands boundary wall issue, noting that it represents a safeguarding concern.</i> AS stated that although a response to the issue is still required from Newlands it has not been a priority as there have been no further incidents since the summer and the Inverton site has an effective lock down process in place. Governors agreed that it is important that Newlands provides an emergency contact number as requested.</p>	<p>AS</p> <p>LG</p> <p>AS / HI</p>
ITEMS FOR REVIEW		
<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 		
7	<u>Focus Items: Review of Finances</u>	
7.1	<p>Review first draft of budget: consider key issues and continued cost savings Governors thanked AS for circulating the budget update in advance and for including the additional column 'projected year end based on assumptions'.</p> <p>HI stated that they are still working on the current budget; all accept permitted spending has ceased in order to minimise the in year deficit and to facilitate the year end closure of accounts. AS reported that the LA has not provided information on either the year end close date or the 2019 / 2020 budgets which is not helpful for financial planning.</p>	

	<p>HI stated that as agreed at the December FGB she has been pursuing the LA without success for the date for a further meeting to discuss the school's financial position. SB has now sent a robust email regarding the provision of the LAs full response in writing but this has also not been forthcoming so far. However, the verbal advice from Terry Segarty (Head of School Improvement) continues to be that the school should focus on achieving a balanced budget going forward and to park the deficit. He suggested that the indicative budget should be with schools by February half term and that a meeting will be arranged to discuss Ivydale's position going forward at this time. In the meantime, AS is working hard - reviewing existing contracts with the aim to reduce costs, monitoring the end of year position for 2018 / 2019 and drafting a profile of the structural deficit for the Inverton site.</p> <p>SK noted that there remains an expectation that the school will produce a budget recovery plan, review contracts and expenditure and action the immediate points possible. AS confirmed that she has had discussions with contractors to see where savings can be made including the IT contractors and on the new kitchen contract (this has been very time consuming and is not yet finalised). By the time the indicative budget is received, there should be a clearer picture of the school's financial position. HI stated that the situation is made more challenging because of staffing – there have been no indications so far of anyone planning to resign and so the September staffing position must be based on who is currently in post but there is still ample time for resignations and other contract change requests. AS stated that she has been exploring the opportunities for restructuring which has also been time consuming. The LA has not confirmed whether or not they would pick up any redundancy costs or whether restructuring would actually be cost saving.</p> <p>SK and LG suggested that to improve the committee's visibility of the options for reducing the deficit budget position it would be useful to have one document that clearly lays them out, including pro's and con's. This should cover staffing implications, timings and an exploration of the more practical ideas generated by the Parent Forum. This document should provide assurance of how much the school can estimate in terms of savings and what the LA is being asked to cover. It was noted that this document would provide Governors with greater visibility of the challenge faced and will also be helpful for the next meeting with the LA</p> <p>It was RESOLVED that HI / AS would produce the document and circulate it to the committee.</p>	HI / AS
7.2	<p>SFVS SK undertook to take on this task, LG stated that she would forward the last one to her as a guide.</p>	LG / SK
7.3	<p>Committee / schools skills audit – discussion of any gaps LG undertook to review the audit completed last year; it was noted that there remains vacancies on the Governing Body and therefore potential new members to this committee.</p>	LG
7.4	<p>Review cost saving and income generation suggestions from Parents' Forum HI referred to the ideas generated at the Parent's Forum which had been distributed in advance. She stated that it was a useful brainstorming meeting with some beneficial ideas that can be taken forward as well as some less practical suggestions. She noted that it was important to consult with Parents regarding the school's financial position and be open to support and ideas but parents must be mindful that it is for the school's leadership to make decisions.</p> <p>Governors discussed the proposal to accept voluntary donations from the significant number of parents who are financially well off and who are willing to offer the school</p>	

	<p>financial support in the form covering the costs of their child’s free school meal, overpaying for trips etc to sponsor other pupils. HI stated that it may be possible for the donations to be made anonymously and electronically through ILOF which would then attract gift aid - ILOF would need to clarify whether this is permissible within their current constitution or if amendments are needed. Other discussions included:-</p> <ul style="list-style-type: none"> • how to brand the opportunity to overpay to ensure that those unable or unwilling to donate are not isolated and do not feel stigmatised – • monetary donations from the wider community (extended family etc) • a list of useful donations to the After School Club – food etc • TLC Day – a set day for parents / wider family to assist with odd jobs / decorating around school. <p>HI reported that the next Parents’ Forum will be on 5/2/19 at which she will report back to them on the developments that have occurred and steer them towards the more appropriate opportunities to assist.</p> <p>Governors RESOLVED to support the exploration of direct donation and the use of a time bank / TLC day being mindful of the sensitivity of those who are unable to participate..</p> <p>HI then withdrew from the meeting.</p>	
8	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Discipline Policy • Grievance Policy • Whistleblowing Policy <p>AS confirmed that the policies distributed in advance were model LA policies. It was RESOLVED to ratify them.</p>	
9	<p><u>Dates and times of Future meetings</u></p> <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>	
10	<p><u>Urgent Business</u></p> <p>There were no further items and the meeting concluded at 8:55 am; items of Confidential Business were recorded under Part II: Confidential Items.</p>	

Signed:.....

Date:.....