

**Minutes of the meeting of the Resources Committee of Ivydale  
Governing Body, held at the school on Wednesday 29<sup>th</sup> January 2020 at  
7:45am.**

**Present:** Alasdair Buckle (AB) Lynne Gravatt (LG)  
Helen Ingham (HI) (**Head**) Suzy Kirk (SK) (**Chair**)  
Peter Lilford (PL) Rosh Wijayarathna (R W)

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

**Clerk:** Nicole Galea

<b><u>PART 1</u></b>	
<b>1</b>	<p><b><u>Apologies for absence</u></b></p> <p>The Head advised that apologies for absence had been received in advance from Miriam Facey, all other Governors were present. The Clerk advised that the meeting was quorate.</p>
<b>2</b>	<p><b><u>Declarations of interest.</u></b></p> <p>The Clerk reminded Governors of the need to declare any interests for items on the agenda. PL reported that he had had initial discussions about becoming a Trustee at the STEP Academy. There were no further declarations made.</p>
<b>3</b>	<p><b><u>Minutes of the previous meeting of 20/11/19 Parts 1 and 2</u></b></p>
<b>3.1</b>	<p><b><u>Approval of the Minutes</u></b></p> <p>The minutes of the previous meeting had been distributed to the committee members in advance. It was <b>RESOLVED that they represented a true reflection of the meeting;</b> the Chair signed the minutes for retention by the Head.</p>
<b>3.2</b>	<p><b><u>Actions Log and Matters Arising</u></b></p> <p>The Action Log was updated as attached. The following were discussed in greater detail: -</p> <p><b><u>Item 3.2: Audit Report</u></b> AS advised that she had received the draft report and provided feedback; the final report has still not been received.</p> <p><b><u>Item 4: templates when engaging contractors</u></b> Governors clarified that this referred to ensuring that clear terms of engagement were in place when the school engages contractors such as used with the Financial Consultant.</p> <p><b><u>Item 7: Status of Pupil Premium payment</u></b> AS reported that the LA has now confirmed that the amount was a cash advance; it is no longer shown as a loan on the school's financial recording spreadsheet.</p> <p><b><u>From 19/6/19</u></b></p> <p><b><u>Item 6.2: Direct Donation Scheme</u></b> HI advised that there has been a delay due to the online vehicle ILOF commissioned; they have confirmed that everything is in place and they intend to publish the information to parents within the next 2 weeks.</p> <p><b><u>Item 6.3: Income generation</u></b> RW reported that he has spoken to Schools Space and is awaiting their data on usage. It was agreed that the data would also be useful when as part of the contract review when it is due after the Easter break.</p>
	<b>RW / AS</b>

	SK and HI undertook to review the historic actions.	<b>SK / HI</b>
<b>4</b>	<p><b><u>Terms of Reference</u></b></p> <p>SK and PL reported that they had had an email conversation regarding the key priorities of the committee to feed into the TOR. It was agreed that the Clerk would forward the current TOR to SK to adapt prior to circulation for the next meeting. The TOR will also include a review of the relevant policies for this committee.</p>	<b>SK / Clerk</b>
<b>5</b>	<p><b><u>Personnel</u></b></p> <p>This item was discussed as part of the Budget Recovery Plan.</p>	
<b>6</b>	<p><b><u>Health and Safety</u></b></p> <p>AB reported that he completed his first visit to the Inverton site in the autumn term but was unable to follow this up as planned to the Bellwood site in January. He undertook to report back on both sites to the March meeting, including observations against the Health and Safety Policy. He stated that the Premises Team are very conscious of health and safety concerns; all of the issues he highlighted during the Inverton visit were already known and steps in place to address where possible. Most issues fall within the contractor's remit to address, including the replacement of items with lower longevity than would reasonably be expected or which were poorly constructed in the first place (eg the grass mound is unstable and so has been fenced off to avoid children using it, some steps need salting when icy due to the use of poor materials). He commented that the constrained budget has had an impact on what is achievable.</p> <p>Governors discussed the on going concerns expressed regarding some quality issues with the Inverton site build and supported the suggestion that AB's report should be copied to the LA with a request that the LA ask the contractors to address the issues.</p>	<b>AB / AS</b>
<b>7</b>	<p><b><u>Focus Items: Review of Finances</u></b></p> <p><b>Review first draft of the 2020/21 budget, including scenario options and key issues.</b></p> <p>AS referred Governors to the Q3 return summary which had been provided in advance. The following points were highlighted and discussed: -</p> <ul style="list-style-type: none"> <li>• The projected in year balance for the revenue budget is £14k with the year end position as £-190k deficit</li> <li>• Staff costs have risen significantly (£45k) since the budget was set, partly due to a technical error with the SBS Online tool but also because of the decision to take on an additional teacher (approved by the Chair).</li> <li>• The PP funding was initially estimated at £160k; £140k of which was provided by the LA as a cash advance in March 2019. The PP funding level was subsequently revised downwards to £116k. The LA offset £10k of the difference from Universal Infants Free School Meals; it is unclear at this point if they will seek to reclaim the outstanding £14k</li> <li>• There has been some school generated income but it tends to be zero balanced as it is in / out or linked to increased spending. However, the exception to this is lettings which was budgeted as £5K but now estimated to be £16k by year end and increasing further next year.</li> <li>• The school's NNDR (Rates) cost has been changed twice this year resulting in a £30k shortfall in the amount reimbursed by Southwark as part of the School Block Share which will not be reimbursed until next year.</li> </ul>	

- There has been an overall overspend in the bought in professional services due to the increase in some provision but there have also been savings within this budget line.
- A further £40k in savings is expected before the year end but the school will need to borrow from the LA in order to run the March payroll.
- The in year Capital budget is expected to be £-39k but the year end position is expected to be £76.6k; plans are in place to use some of the funding this year and some next year.
- The Children's Centre in year figure is expected to be £31k with an overall year end position of £97.9k, although this is subject to casual worker fluctuation costs.
- The school's overall projected year end position is £-250k

Governors raised the following queries: -

***Has the LA advised in writing that it will reimburse the £30k NNDR (Rates) shortfall in the next financial year?*** AS stated that this has been confirmed in writing; it will be shown as an accrual on the Q4 template and is included on the current SFVS but the funding will not be received until 2020 / 21.

***How will cashflow be managed until the new budget funding is received?*** AS confirmed that schools come under the LAs umbrella account, however, it is good practice to advise them in advance if additional funding to meet the end of year expenses is required. The LA has confirmed that the cash advance will be made.

***How can the school get on top of the cycle of year end cash advances from the LA which then need to be repaid?*** HI stated that the position will only change if there is a successful Budget Recovery Plan, funding increases or another income injection is received or the school reaches full capacity. She added that it is thought that approximately 25% of Southwark schools are in a similar position; the school is trying to address the situation but the LA seems to be doing little to actively facilitate this.

***The additional £40k in savings by the year end are not included in the forecast, where will these be made?*** HI stated that it is based on similar big savings that were made at the same point in the year last year. Within school there has been much effort on the part of staff to make savings and this committee has been robust in its careful monitoring and questioning.

***How has this been communicated to staff?*** HI stated that it is discussed at staff meetings; there is a project in place at Inverton using a spreadsheet to centrally manage resources. There have also been on going discussions with pupils on minimising waste. Governors asked for their thanks to be fed back to staff and pupils.

***Is the Children's Centre included with the school as a single entity?*** HI confirmed that it is. She stated that although the CC surplus cannot be used to subsidise the school and it is important to keep the budgets separate, it helps with the cash flow. There is a re-charge arrangement in place in order that the school is reimbursed for CC related costs. There will be some streamlining of casual to contracted staff which will impact on the surplus.

Governors thanked AS for the improved style of communication both in the summary document and the comments on the monthly Budget Monitor.

### **Budget Recovery Plan**

This item was discussed and recorded under Part 2: Confidential Items.

	<p><b>5 Year Budget Plan</b> It was agreed to defer this item pending decisions on the Budget Recovery Plan.</p> <p><b>Schools Financial Value Standard (SFVS)</b> SK undertook to meet with AS to work through the document which needs to be returned to the LA by 31/3/20.</p> <p><b>Committee / school skills audit</b> It was agreed to defer this item.</p> <p><b>Review of the contracts section of the Scheme of Delegation</b> It was agreed to defer this item.</p>	<b>SK / AS</b>
8	<p><b><u>GDPR</u></b></p> <p>AS reported</p> <ul style="list-style-type: none"> <li>• There have been 3 minor breaches, 1 of which was reported to the ICO; the ICO has confirmed that they are satisfied and it will go no further</li> <li>• Staff have completed the training</li> <li>• The DPO Audit will take place in February 2020, the report of which will be reviewed by this committee.</li> </ul>	<b>AS</b>
9	<p><b><u>Policies</u></b></p> <p>All policies had been circulated in advance.</p> <p><b>Charging and Remissions Policy</b> HI advised that this policy has been significantly amended to enable Ivydale to offer 30 hour nursery places which is part of the plan for income generation. In order to fit in with the school day and offer more flexibility to families, the hours offered would actually equate to 32.5 per week with the additional 2.5 hours charged for. HI advised that families receive funding for the initial 15 hours, the total charge would be £110, of which £3 is for the additional 2.5 hours. She stated that this feels like a morally correct charge and was reached following a benchmarking activity of local schools.</p> <p><b><i>Governors queried the wording around parental contributions towards costs of residential and day visits.</i></b> HI undertook to clarify the wording and include that additional contributions are welcome. It was <b>RESOLVED</b> to ratify the policy with the amendments noted.</p> <p>HI confirmed that there are no other changes planned for the cost of extended services.</p> <p>SK confirmed that she was content to ratify the remaining policies and withdrew from the meeting at 9:30am.</p> <p>It was <b>RESOLVED</b> to ratify the following policies which had been provided in advance: -</p> <p><b>CCTV Policy</b>  <b>Data Breach Policy</b>  <b>Data Protection Policy (GDPR)</b>  <b>Data Retention Policy</b>  <b>Electronic Information and Communications Systems Policy</b>  <b>Freedom of Information Policy</b>  <b>Information Security Policy</b>  <b>Social Media Policy</b></p>	<b>HI</b>

	In addition, AS undertook to forward the Health and Safety Policy to AB for review, to be brought back to the March meeting for ratification.	<b>AS</b>
<b>10</b>	<b><u>Dates and times of Future meetings</u></b>  7:45am  <b>2019 / 2020</b> 18/3/20 – revised TOR 30/4/20 (evening) 24/6/20	
<b>11</b>	<b><u>Urgent Business</u></b>  There were no further items and the meeting concluded at 9:40 am.	

**Signed:**.....

**Date:**.....