

**Minutes of the meeting of the Resources Committee of Ivydale  
Governing Body, held at the school on Wednesday 17<sup>th</sup> October 2018 at  
7:45am.**

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

**Also Present:** James Clark (JC) – (Observer)  
Ayesha Sabri (AS) – (School Business Manager)

**Clerk:** Nicole Galea

<b><u>PART 1</u></b>	
<b>GOVERNOR BUSINESS</b>	
<b>1</b>	<p><b><u>Apologies for absence</u></b></p> <p>There were no apologies for absence as all committee members were present; Governors welcomed James Clark, a potential Co-opted Governor. The Clerk advised that the meeting was quorate.</p>
<b>2</b>	<p><b><u>Declarations of interest.</u></b></p> <p>The Chair reminded Governors of the need to declare any interests for items on the agenda. No declarations were made.</p>
<b>3</b>	<p><b><u>Election of Chair</u></b></p> <p>LG stated that she was willing to continue as Committee Chair pending review following the recruitment of new Governors. Governors thanked LG for continuing in the role and <b>RESOLVED</b> to appoint her as Committee Chair for the academic year, pending review.</p>
<b>4</b>	<p><b><u>Minutes of the previous meeting of 19/6/18</u></b></p>
<b>4.1</b>	<p><b>Approval of the Minutes – Part 1 and Part 2</b></p> <p>The minutes of the previous meeting had been distributed in advance; it was <b>RESOLVED that they were an accurate record of the meeting and the Chair signed them.</b></p>
<b>4.2</b>	<p><b>Actions Log</b></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 4.1: Communication with Parents on the school’s financial position</u></p> <p>HI reported that she had provided an initial presentation to parents on the school’s financial sustainability which prompted some emails from parents who had not attended. In HI stated that she will be meeting with LG and the Chair of Governors in November to look at means to engage parents on school funding in general at both the local and national levels.</p> <p><b>SK noted that the LA had previously stated that they would aim to claw back as much of the deficit as possible – is this the case with other schools.</b> HI confirmed that anecdotally and for a number of reasons, a quarter of Southwark schools are in deficit this year and more will reach this point next year; the message is the same to all.</p>

**SB / LG  
/ HI**

	<p><b><i>LG queried if expansion is a cause for any of the schools that have a deficit.</i></b> HI confirmed that this is a pan London issue with the blame placed on the Local Government Associations. Within Southwark, the LA has discussed the reduction of the PAN at a number of schools that similarly expanded. HI highlighted that for Ivydale the issues are:-</p> <ul style="list-style-type: none"> <li>● Resolve the current financial situation</li> <li>● Establish the underlying reasons for the deficit – national cuts to funding, reduction in pupil numbers etc</li> <li>● The LA reneged on their expansion promises, particularly regarding current pupils not being disadvantaged especially in the early years of expansion</li> </ul> <p>HI advised that the LA have requested a long term recovery plan from the school. HI undertook to provide an overview of how much the £300k deficit is due to expansion and how much due to other reasons. To include lack of pupil numbers and operating across two sites.</p> <p><u>Item 6: Health and Safety Walkabout</u> LG undertook to complete a walkabout before the end of term. JC informed the committee that he has experience in this area and would be willing to take on this role if appointed to the Governing Body.</p> <p><u>Item 7: Statutory Policies list</u> HI reported that she has started to work on this area; most of the policies fall into the remit of this committee as they are staff related but this is a strength of Southwark HR who provide very good model policies including trade union consultation. HI undertook to draft a policy review list by committee.</p> <p><u>Item 9: Committee Focus and Workplan</u> LG confirmed that this had been circulated; it will be updated to include the review of CPD.</p> <p><u>Item 11: Capital Budget Plans</u> HI stated that the financial recovery discussions and work has taken priority over outlining plans for the capital budget spend. HI advised that capital funds are used where possible; there is currently £9k in the budget although the argument will be made that each site should receive its own allocation.</p> <p>JC asked what the funds can be used for. HI stated that once the interactive whiteboards are fully installed at the Inverton site the plan is to replicate this at the Bellwood site.</p> <p>It was <b>RESOLVED</b> to review the capital budget and plans at the next meeting.</p>	<p>HI</p> <p>JC / LG</p> <p>HI</p> <p>LG</p> <p>HI</p> <p>Agenda</p>
5	<p><b><u>Review Terms of Reference and Annual Work Plan</u></b></p> <p>It was agreed to defer this item to the next meeting; the Clerk undertook to forward the draft terms of reference in advance.</p>	<p>Agenda</p>
<b>STANDING ITEMS</b>		
6	<p><b><u>Personnel</u></b> HI reported that although the school is fully staffed there are a number of staff who are absent through sickness.</p> <p>Items were recorded under Part 2: Confidential Items.</p>	



9	<p><b>Focus Items: Review of Finances</b></p> <ul style="list-style-type: none"> <li>● Setting up for the year ahead.</li> <li>● Review of financial procedures and safeguards</li> <li>● Financial reporting for the year ahead</li> <li>● Budget Recovery Plan</li> </ul> <p><b><i>LG referred to the budget monitor which had just been circulated and noted that it recorded a significant overspend within a number of budget lines in addition to the deficit. SK stated that it would be beneficial to know if the deficit is being built up.</i></b></p> <p>AS stated that the setting of the budget was very tight with a number of reductions made</p> <ul style="list-style-type: none"> <li>● the overspends are largely salary related and explanations of the variance provided.</li> <li>● There is an issue with the tool that projects salary increases which the school has requested be reviewed and the reasons for the variances are being discussed with the Finance Consultant</li> <li>● Salary increases were projected but some support staff had higher than expected increases</li> <li>● £40k will be recharged from E01 / E04 / E05 to the Children’s Centre; recharging will now happen monthly</li> </ul> <p><b><i>SK asked if was possible to share the SLA from SBS so that the committee could understand the service and level of support provided. Governors stated that they need greater clarity and oversight of the budget figures, to understand the underlying financial position including gaps between income, the set budget, reasons for the variances and risks and opportunities as well as review the month to month financial processes to understand the picture around the in year deficit and the expected end year amount.</i></b></p> <p>It was <b>RESOLVED</b> that</p> <ul style="list-style-type: none"> <li>● AS would circulate information on the expected end of in year deficit to the committee during the next week</li> <li>● AS to provide the monthly information available to the committee with a more detailed variance analysis</li> <li>● HI and AS to confirm more suitable committee meeting dates to suit the budget information cycle</li> <li>● AS to confirm the SBS meeting dates and reinforce that SBS must commit to them</li> <li>● The LA would need to be informed if the end of year position has changed</li> </ul>	<p style="text-align: right;"><b>AS</b></p> <p style="text-align: right;"><b>HI / AS</b></p>
10	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>● Scheme of Financial Delegation</li> <li>● Financial Procedures</li> <li>● Whistleblowing Policy – LBS 2016 version</li> <li>● Pay Policy</li> </ul> <p>The policies had been distributed in advance; it was <b>RESOLVED</b> to ratify them.</p>	

11	<p><b><u>Dates and times of Future meetings</u></b></p> <p>Autumn 2: 21/11/18 at 7:45am (new date)</p> <p>Spring 1: 24/1/19 at 7:45am (new date)</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> <p>In addition, it was noted that the Pay Review meeting has been arranged for 29/10/18; HI to forward anonymous information.</p>	
11	<p><b><u>Any Other Business</u></b></p> <p><b>Catering Contract</b></p> <p>HI reported that the contract has been issued, the initial meeting was very positive and it is hoped that the contract will be in place for January 2019, pending LA due diligence on TUPE.</p> <p>SK stated that she had reviewed the catering contract and would pass her comments to HI.</p> <p>There were no further items and the meeting concluded at 9:15 am.</p>	<b>SK</b>

**Signed:**.....

**Date:**.....