

**Minutes of the meeting of the Resources Committee of Ivydale
Governing Body, held at the school on Wednesday 19th June 2019 at
7:45am.**

Present: Alasdair Buckle (AB) Miriam Facey (MF) (from Item 3)
Lynne Gravatt (LG) (**Chair**) Helen Ingham (HI) (**Head**)
Suzy Kirk (SK) (Items 1-4) Peter Lilford (PL)
Rosh Wijayarathna (RW)

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

Clerk: Nicole Galea

<u>PART 1</u>	
GOVERNOR BUSINESS	
1	<u>Apologies for absence</u> No apologies for absence had been received in advance; the absence of Ashley Barnard was noted. The Clerk advised that the meeting was quorate.
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 23/5/19</u>
3.1	<u>Approval of the Confidential Minutes</u> The minutes of the previous meeting had been deemed confidential and were distributed to the committee members in advance. It was RESOLVED that they represented a true reflection of the meeting ; the Chair signed the minutes for retention by the Head.
3.2	<u>Actions Log</u> The Action Log was updated as attached; it was noted that some actions were covered by items on the agenda. <u>From 27/3/19</u> <u>Item 6.1: Unused income advance funds</u> AS advised that she has chased Southwark Finance on numerous occasions regarding the unused income advance and to confirm arrangements for re-payment but the LA has not responded; she will continue to pursue the matter. There were no further matters arising.
4	<u>Personnel: - Review of CPD Provision</u> HI advised that there would be an overview of CPD included in her Head's Report for the FGB on 25/6/19. She stated that, where possible, training is kept in house. The focus has moved away from the LA provision and is largely accessed through the London South Teaching School

	<p>Alliance. They provide exciting research based training for nationally certified courses as well as curriculum based sessions; from September they are also looking to extend into NQT support.</p> <p>Training is always linked to either the SDP or is linked to individual's personal journeys. This is having a valuable impact on the career progression of individuals but can also result in training people up to leave, as is the case this year. Governors discussed managing a balance between these two positions and, where people move on as a result of the training provided, that they be asked to provide a testimonial on the value of the course, support of the school etc.</p>	HI
5	<p><u>Premises</u></p> <p>AB undertook to conduct the health and safety visit after the school's (3 day) financial audit or early in September.</p> <p>AS reported the following</p> <ul style="list-style-type: none"> inexplicably one of the sky lights at the Inverton site has developed a deep crack; as a temporary measure the Premises Manager has securely covered the window. The company who installed the windows only gave a 12 month warranty and provided the name of another company for repairs. They in turn quoted £5k for replacement glass as they will only undertake the work via a crane; the Premises Manager is seeking alternative companies. LG commented that this again raised the issue of short warranties and poor information from the LA. <p>SK queried if there is any danger from the temporary fix. AS and HI reported that there is no risk as the glass is secured from the inside and is monitored daily; it is also not in a classroom.</p> <ul style="list-style-type: none"> The astro turf at Bellwood is old and needs replacing at an anticipated cost of £5k. This can be charged to capital funds. Electrical testing has been undertaken at the Bellwood site at a cost of £10k, the report is awaited. 	<p>ABu</p> <p>AS</p>
6	<u>Focus Items: Review of Finances</u>	
6.1	<p>Review Budget Monitor</p> <p>AS had circulated the budget report in advance stating that as this is the first monitor of the new budget there is nothing significant to report.</p> <p>HI advised that the final teacher recruitment will be finalised for the new academic year by tomorrow and they will be in a better position to determine final staffing costs for the year. She added that only NQTs are being interviewed for the final appointments but the posts have been budgeted slightly higher so there should be a saving.</p> <p>Governors queried why the year end projections are already expected to be over budget. AS stated that this is due to the Children's Centre recharge that has not yet been carried out. She advised that she would check the Q1 return and circulate it to Governors.</p> <p>Governors noted their concern that the budget is already £80k over spent and requested further information on the recharge figures and also that additional information and comments is included in the notes section of the monitor.</p>	<p>AS</p> <p>AS</p>

	<p>HI advised that the committee meeting dates have been scheduled next year to coincide with the availability of financial information so that Governors will receive up to date information in advance of meetings.</p>	
6.2	<p>Direct Donation Working Group Update HI and RW reported that a positive meeting with key parents has taken place; a draft letter to parents regarding the direct donation scheme has been circulated and the group are waiting for feedback and further information on the options for providers. The proposal for donations to go live in September is still on track, progress will be picked up again following the summer fayre on 22/6/19. LG stated that she would liaise with ILOF regarding contributions that can be sought from Y6 parents before the end of term.</p>	<p>HI / RW LG</p>
6.3	<p>Update of progress on Revenue Generation RW stated that he is waiting for a breakdown of the prospective revenue generation streams and will then analyse them. He and HI will meet to discuss and provide an update at the October committee meeting.</p> <p>SK asked if there were any opportunities for additional lettings before October. HI stated that she does anticipate an increase in lettings over the summer but that this must be balanced against the need for various building related projects to be completed. School Space advise the school of bookings 2 weeks in advance. RW stated that he will also look at how the lettings are marketed.</p> <p>HI added that there are now an increasing number of regular bookings from franchises but this has raised an issue with how the building is treated by some lettings; this will be brought to the attention of the new area manager.</p> <p>Governors discussed the importance of managing expectations of parent users and School Space and reiterating users having respect for the building raised through the school newsletter.</p>	<p>HI / RW RW HI</p>
6.4	<p>IT contract LG stated that an issue with expenditure and controls has been raised by the IT contract and there has been numerous emails circulated to discuss this item. The contract falls into a grey area of the Financial Controls because it is a combination of a re-negotiated and reduced contract (and so a full tender is not required) but there is also an IT equipment replacement which is a new contract (but will come from the capital budget).</p> <p>AS stated that by January 2020 the current IT equipment at the Bellwood site will no longer be compliant and they have been advised that the software will not work. In addition there are also a host of issues with the current non standard cabling which need to be addressed. The upgrade / replacement work will take 12-14 working days to complete and will therefore need to take place in the coming summer holidays. The current provider developed the system incrementally which is not conducive to long term sustainability as they are not providing the best service for the school.</p> <p>AS advised that the IT support contract will be for 12 months.</p> <p>PL asked if the quote is a mixture of capital and revenue. AS confirmed that the one off pieces of work and set up will be met by the capital budget whilst the on going support will be from revenue and will need to be factored into the budget moving forwards.</p>	

	<p>However, AS reported that the school is currently paying LGfL £7.5k for each site; as part of the change in IT support the plan is to move to a combined connection thus making a saving on LGfL and broadband fees.</p> <p>Following a lengthy discussion, Governors RESOLVED that on this occasion the Financial Procedures have not been followed correctly but that this must be balanced against the priority of the school being fit for purpose. They noted that 3 quotes had been received (Europe Electric [current provider], Advanced IT Services and School Care [preferred provider])</p> <p>Governors discussed their concern regarding the problems associated with the school's capacity and expertise to fully analyse the information received in a timely manner when contracts are put out to tender.</p> <p>In addition, it was agreed that moving forward,</p> <ul style="list-style-type: none"> • The Financial Procedures document should be reviewed (the suggestion that the Auditors could provide advice with this) • Tenders should be received by this committee in advance of a meeting • AS to ask Dave Richards (Southwark Finance) about average levels of delegation across the borough • Aim to develop a small group of Governors from a number of schools to undertake various benchmarking activities. <p>HI advised that the school website is now operational.</p>	HI / AS
6.5	<p>School Fund – Audit Report The School Fund Audit Report had been circulated in advance; the committee agreed to review it and forward any comments.</p>	Ctee
6.6	<p>Updated Financial Procedures It was noted that the document had been approved in October 2018; AS highlighted that some amendments had been made.</p> <p>It was RESOLVED to ratify the amendments made and to ensure that the levels of delegation are reviewed in the autumn.</p>	
7	<p><u>Policies</u></p> <p>The following policies had been distributed in advance:-</p> <p>Lettings Policy It was RESOLVED to ratify the policy with the following amendments:-</p> <ul style="list-style-type: none"> • To include reference to the importance of respecting the building • References to ban on e cigarettes <p>Health and Safety Policy HI confirmed that Fire Drills do take place, training is up to date and risk assessments are conducted for key activities. She undertook to update the references to lift safety (for Inverton) and to include comments to be forwarded from LG. It was RESOLVED to ratify the policy subject to these alterations.</p>	<p>HI</p> <p>HI</p>

	<p>Accessibility Plan HI advised that Inverton is fully accessible but the architecture of the Bellwood site is more challenging and lift access would be problematic and costly. She added that reasonable adjustments could be made to accommodate a child with access issues at Bellwood, the school tries to pre-empt needs.</p> <p>HI stated that as part of this policy the consistency of signage is under review, including symbols for vulnerable groups. This action feeds into the SDP.</p> <p>It was RESOLVED to ratify the policy as presented.</p> <p>Premises Management policies and overarching plan HI reported that they are working on an overarching policy and reviewing all premises related policies that would sit below it. She confirmed that asbestos is managed at the Bellwood site.</p>	
8	<p><u>SDP Priorities 2019 / 2020</u></p> <p>LG and HI advised that it is appropriate for the current headline priorities to continue.</p> <p><i>PL suggested that it would be useful to include on going monitoring of the budget and the variances that arise that the 3 year budget plan be refreshed in November.</i> It was agreed to include these as actions of the committee.</p> <p>HI undertook to update the SDP Priorities following the CFC Committee tomorrow and present the revised document to the FGB.</p>	HI
9	<p><u>Dates and times of Future meetings</u></p> <p>7:45am</p> <p>2019 / 2020 2/10/19 20/11/19 29/1/20 18/3/20 30/4/20 (evening) 24/6/20</p>	
10	<p><u>Urgent Business</u></p> <p>HI reported that she, LG and SB will be meeting the LA on 18th July.</p> <p>There were no further items and the meeting concluded at 8:55am.</p>	

Signed:.....

Date:.....