

**Minutes of the meeting of the Resources Committee of Ivydale  
Governing Body, held at the school on Wednesday 27<sup>th</sup> March 2019 at  
7:45am.**

<b>Present:</b>	Alasdair Buckle (AB)	Miriam Facey (MF)
	Lynne Gravatt (LG) ( <b>Chair</b> )	Helen Ingham (HI) ( <b>Head</b> )
	Suzy Kirk (SK)	Peter Lilford (PL)
	Rosh Wijayarathna (RW)	
<b>Also Present:</b>	Ayesha Sabri (AS) – (School Business Manager)	
<b>Clerk:</b>	Nicole Galea	

**PART 1****GOVERNOR BUSINESS**

<b>1</b>	<p><b><u>Apologies for absence</u></b></p> <p>Apologies for absence had been received in advance from Ashley Barnard. It was <b>RESOLVED</b> to consent to her absence. The Clerk advised that all other committee members were present and that the meeting was quorate.</p> <p>LG welcomed Alasdair, Peter and Rosh to the committee. To set the committee in context, she stressed that the remit of this committee is wider than finance alone and that the role of School Business Manager has a broad range with a limited team.</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>Minutes of the previous meeting of 21/11/18 and 24/1/19</u></b></p>	
<b>3.1</b>	<p><b>Approval of the Minutes – Part 1 and Part 2</b></p> <p>The minutes of the previous two meetings had been distributed in advance. It was <b>RESOLVED that both sets of minutes represented a true reflection of the meeting;</b> the Chair signed both sets for retention by the Head.</p>	
<b>3.2</b>	<p><b>Actions Log</b></p> <p>LG reviewed the Action Log which was updated as attached; it was noted that some actions were covered by items on the agenda.</p>	
<b>STANDING ITEMS</b>		
<b>4</b>	<p><b><u>Personnel</u></b></p> <p>HI advised that teachers have specific resignation points within the year; the next is 31/5/19. This year teachers have been asked, where able, to inform SLT of their intentions as soon as possible to aid with planning. So far one resignation and one request for flexible working has been received.</p> <p>There was an item of Confidential Business which was recorded under PART 2.</p>	

5	<p><b><u>Premises</u></b></p> <p><b>Health and Safety Visit</b> AB undertook to carry out a strategic focused health and safety visit in the summer term and report back to the committee.</p> <p><b><i>SK expressed a concern that the deficit position is better than expected in part because a number of activities have ceased to occur. She highlighted that the SFVS review raised a query regarding health and safety compliance.</i></b> HI confirmed that the school does a health and safety audit on an 18 month cycle which includes general compliance checks; the last audit was in February 2018. However, AS stated that at the Inverton site there is a need for more specialist support and compliance checks eg for ICT. She stated that despite a request for a one year maintenance contract to ensure that all of the equipment was bedded in properly, the building contractor did not offer this. The LA also did not provide sufficient handover or information of all of the equipment and so AS and others have had to work things out as they have gone along. Governors commented that the Audit is an opportunity to list all of the areas where there was an insufficient handover. AS undertook to include these issues in the next audit, due in the autumn term.</p> <p><b><i>SK stressed the importance of Governors being aware of the risks associated with compliance.</i></b> Governors agreed that the cost analysis of Inverton should also include the identification and cost of additional contracts required to ensure compliance.</p> <p><b>Newlands Boundary Wall</b> For the benefit of the new Governors HI and LG provided some background context to the issues faced:</p> <ul style="list-style-type: none"> <li>• the wall belongs to Ivydale</li> <li>• the boundary and scope of the boundary wall was a key issue with parents during the expansion discussions</li> <li>• Newlands is a secondary school for pupils with behavioural issues and there have been incidents where their pupils have scaled and walked along the wall and one occasion where a pupil then jumped down into the Inverton playground</li> <li>• There is a system in place including a soft lockdown procedure which is used when issues arise.</li> <li>• There are limited measures that can be used to deter the Newlands pupils from scaling the wall.</li> <li>• HI confirmed that pupils' smoking outside the school continues to be an issue.</li> </ul> <p>HI stated that for the 99% of the time there are no issues regarding the boundary; she confirmed that she does have a telephone number for Newlands when issues arise but making contact has not always been possible and there have been numerous Headship changes in the last 2-3 years making it difficult to establish a relationship with the school. Following discussion it was agreed that HI would attempt to establish contact with the new Head and failing that make contact with the Academy chain.</p> <p><b><i>RW queried the use of the old School Keeper's House as raised at FGB.</i></b> HI confirmed that the House, as part of the school site, belongs to the LA but Ivydale is responsible for it and could let it. The House is currently used by the school but it is underutilised as is some space within Inverton which could be similarly let. She stated that she is in discussion with the LA re them using the House temporarily for another school. The LA is planning to open an Autistic Spectrum facility in Camberwell for up to 40 pupils in September 2019 and are looking for suitable premises to accommodate up to 6 EYFS pupils for up to 12 months. Ivydale would benefit from lettings income and specialist training. <b><i>Governors queried what the income would likely be from this.</i></b> HI stated that no figures have been discussed so</p>	<p><b>AB</b></p> <p><b>AS</b></p> <p><b>AS</b></p> <p><b>HI</b></p>
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	<p>far, the LA is looking at all schools with space before making a decision but it would be beneficial in terms of the deficit. If chosen to be the temporary base, Ivydale would not be liable for any adaptations needed and could reorganise space within the school. The space would be returned to the school when it is no longer needed by the LA. HI added that the LA is also looking at opening 3 Resource Bases over the next few years which Ivydale could offer to host – it would come with new school and EHCP funding.</p> <p><b>SK asked if there are other options for income generation available if the LA does not chose to use it.</b> HI stated that her preference would be for the Resource Base if the EYFS opportunity does not come about; this would probably be effective from September 2020 but would require a cultural change for staff.</p> <p>An item of Confidential Business was discussed and recorded under Part 2: Confidential Items.</p>	
<p><b>ITEMS FOR REVIEW</b></p> <p>Strategic Priority: Excellent and sustainable financial management of the expanded school</p> <ul style="list-style-type: none"> <li>• Three year budget created covering scenarios for under-occupancy and changes to the DfE school funding formula</li> <li>• Development of options to make sustainable and value for money savings</li> <li>• Overspend is reduced and ultimately eliminated</li> </ul>		
6	<p><b><u>Focus Items: Review of Finances</u></b></p>	
6.1	<p><b>Budget 2019-20 – following discussion at FGB 19/3/19</b></p> <p>LG confirmed that she has written to the LA again raising previously asked questions such as the extent of their financial planning for the expansion</p> <p>The following updates were provided</p> <p><b>2018 / 2019 Year End accounts</b></p> <p>AS tabled the most recent budget monitor and a brief summary of the 2018 / 2019 Year End accounts confirming that they had been closed on 26/3/19.</p> <ul style="list-style-type: none"> <li>• A deficit of £158k had been brought forward from the 2017 / 18 financial year which was predicted to increase to £404k by the end of 2018/19. However, careful monitoring, contracts changes and delaying planned work has enabled the in year deficit to be reduced to £54k, resulting in an overall deficit position of £212.7k</li> <li>• The in year capital balance is £6.8k in deficit; the closing capital balance is £116k which will be spent in 2019 / 20.</li> <li>• The Children’s Centre ended the year with a £11k in year deficit but a closing balance of £66k</li> <li>• Total closing balance (revenue plus capital) is a deficit of £29.9k</li> <li>• To guard against the possibility of being unable to pay the salary bill in February / March, the school sought a loan from the LA of £140k. Due to savings this funding was not subsequently required but the LA has stated that it has been logged as a cash advance to be recouped from the PP grant. AS to clarify this and confirm the repayment arrangements</li> </ul> <p><b><i>Governors applauded AS’s huge efforts to minimise the deficit However, they commented that this more favourable position would not be possible next year and queried what had been deferred in order to achieve this and how sustainable this is.</i></b></p>	AS

	<p><b>Governors sought an explanation for the variance in income and asked if budgeting had been too prudent.</b> HI stated that the income pot includes various amounts of unpredictable funding such as:-</p> <ul style="list-style-type: none"> <li>• high needs top up - at the point of setting the budget there were 5 pupils who each attracted this funding but there are now 9 pupils in school, including 3 in Reception. However, 3 are in Y6 and so will be leaving part way through the 2019 / 2020 budget. Income is assumed on the basis of the April pupil numbers</li> <li>• Pupil Premium Grant - £30k more than anticipated was received but this is in part due to the historical anomalies in this funding, the queries surrounding which have been formally documented. The anomalies should cease when the current Y6 leave.</li> <li>• Self generated income from facilities and services which tends to be a cautious estimation based on the previous years' income. <b>MF asked if marketing for the Easter and Summer play schemes could be increased if these are good sources of income.</b> HI stated that there is a fine balance between places / capacity / staffing. Places are filled by returning and new families from both Ivydale and other schools; places are set at a fixed number based on staffing ratio requirements. The provision is very well regarded by families and the surplus generated this year will be used to support the school however, there is an impact on management time. The situation will be reviewed in 12 months with outsourcing as an option.</li> </ul> <p>Governors discussed the opportunities of using School Space to utilise other areas of the school particularly in the holidays by identifying priority areas and having a clear plan. HI cautioned that although there are opportunities to make greater use of the premises this must be balanced against the need for bigger projects / deep cleaning etc in the summer and for staff to access and set up. HI undertook to remind parents of the ability to book a letting via School Space in the newsletter</p> <p>There were also items recorded under PART 2: Confidential items</p>	HI
6.2	<p><b>Budget 2019-2022</b> It was noted that the budget will be presented for ratification at the meeting on 30/4/19 (6:30pm); <b>Governors stressed the importance of having a 3 year budget plan available to identify key questions moving forward.</b></p> <p><b>Governors asked how else they could assist.</b> HI stated that the ILOF are willing to take forward the proposal for parental direct donation; a working group will be formed which will establish the principles for the scheme that need to be agreed before it can go live. It was <b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>• To establish a working group to agree the principles of the scheme including what the funds can be used for</li> <li>• The group will consist of reps from ILOF / GB and HI</li> <li>• RW volunteered to be the GB rep</li> <li>• Scheme to be agreed by the end of the summer term, to go live from September 2019.</li> </ul>	RW
6.3	<p><b>Audit of voluntary funds</b> The Audit Report had been circulated in advance; there were no queries raised.</p>	
6.4	<p><b>Benchmarking</b> AS confirmed that there was no further benchmarking information available at present.</p>	
6.5	<p><b>Ratification of SFVS</b> SK confirmed that she and AS had reviewed the SFVS and the document had been submitted to the LA.</p>	

7	<b><u>Policies</u></b> There were no policies due for review by the committee.	
9	<b><u>Dates and times of Future meetings</u></b> Summer 1: 30/4/19 at 6:30pm – Budget Ratification Summer 2: 19/6/19 at 7:45am	
10	<b><u>Urgent Business</u></b> There were no further items and the meeting concluded at 9:00 am; items of Confidential Business were recorded under Part II: Confidential Items.	

**Signed:**.....

**Date:**.....