

**Minutes of the meeting of the Resources Committee of Ivydale
Governing Body, held via video conference on Wednesday 25th
November 2020 at 7:45am.**

Present: Alasdair Buckle (AB) Lynne Gravatt (LG)
Helen Ingham (HI) (**Head**) Peter Lilford (PL) (**Chair**)
Rosh Wijayarathna (RW)

Also Present: Ayesha Sabri (AS) – (School Business Manager) (from 8:10am - Item 4)

Clerk: Nicole Galea

1	<u>Apologies for Absence</u> PL welcomed Governors to the meeting. There were no apologies for absence; AS had forwarded apologies for lateness due to childcare arrangements. The absence of Miriam Facey was noted The Clerk confirmed that the meeting was quorate.	
2	<u>Declarations of Interest</u> PL reminded Governors to declare any interests for items on the agenda; no declarations were made.	
3	<u>Minutes of previous meetings – 6/10/20</u>	
3.1	Approval of Minutes The minutes of the meeting of 6/10/20 had been circulated in advance. Governors RESOLVED to approve the minutes as presented.	
3.2	Matters Arising There were no matters arising that did not appear elsewhere on the agenda.	
4	<u>Review of Finances</u>	
4.1	Budget Recovery Plan Update This item was discussed and recorded under Item 2: Confidential Items	
4.2	Budget Monitor AS had provided Budget Monitor 6 and 7 in advance, in addition to a Period 6 Financial Summary. She stated that the projected overall deficit by year end is -£490 (this includes Children’s Centre, capital and revenue). The cumulative revenue balance by year end is expected to be -£637 but the in year revenue balance is expected to be -£235 which is better than the -£264 initially anticipated. AS stated that the budget is largely in line with the projections set at the start of the year; the most significant points were highlighted as: - <ul style="list-style-type: none"> • School generated income from lettings and wraparound facilities has fluctuated within this financial year due to the pandemic and response to the changing guidance. The situation is unlikely to improve before year end. • £24k of the £42k Catch Up funding has been received 	

	<ul style="list-style-type: none"> • The school is awaiting confirmation of how much of the £10,700 claimed for Covid-19 expenses will be paid • The LA has paid an additional £8k in PP, above that allocated by the DfE, which will be clawed back at year end. • Early Years income has increased by £30 thanks to the introduction of 30 hours nursery places • Voluntary donations are expected to be £30k • The salaries budget is where it would be expected to be for this point in the year; the backpay for teaching staff is not included in Budget Monitor 6 but is in the whole year projections • There has been an inevitable increase on supply teacher costs due to the pandemic which was not projected; only current costs are reflected in the monitor as it is difficult to project anticipated need • The cleaning budget is currently overspent by £18k due to the enhanced cleaning programme at midday and additional resources purchased • There have been some savings in the catering budget due to staff being furloughed <p>PL queried if the Covid-19 costs have been offset. HI stated that it has been possible to offset some things, others have equalled and balanced, but it was not possible to claim for loss of income (from facilities and lettings), nor could these staff be furloughed.</p> <p>PL asked about the £24k of new income. HI confirmed that this was the first portion of the £42k Catch Up funding grant from the government. The grant is for the academic year and is ring fenced to meet any catch up needs. Schools will be required to account for the allocation similar to PP and Sports Premium funding. It was discussed at the Standards Committee last week and a summary will go to the FGB in December.</p> <p>LG commented that the committee can see that the school is doing what it can to push forward on the BRP but that this is within the Covid-19 context of increasing costs and reducing income. Within this they are claiming all that they can and utilising existing staff to deliver the Catch Up plan. HI stated that staff are working hard to do what needs to be done, aiming for low tech, value for money options. However, she noted that Ivydale is unusual in the local area for not having had any positive Covid-19 cases, which is an indication that the risk assessment and enhanced cleaning provision is effective.</p>	FGB
4.3	<p>Review of financial procedures and safeguards</p> <p>AS undertook to review the actions of the audit; she confirmed that the change to payroll provider was not covered by the Financial Procedures document.</p>	AS
4.4	<p>Financial Audit Report 2019</p> <p>HI referred to the Financial Audit which had been provided in advance. She stated that it is frustrating to have only recently received the final report when the actual audit was conducted in July 2019.</p> <p>The initial report contained many errors and did not reflect the verbal feedback given at the time, which was far more positive. Where issues were identified, they were considered to be less serious than the responses that were given in the final report. She noted that it is difficult to work with such an out of date document and the policies referred to within the audit relate to financial procedures.</p> <p>AS and HI acknowledged that the financial systems could always be improved and at the point of the inspection the school was mid point in changing processes such as HR. AS added that the school had received an outstanding HR Audit shortly before this visit and</p>	

	<p>were told that as a result, the Finance Audit would not include HR functions but this was not the case.</p> <p><i>PL asked what happens to the final report and when will the next audit be.</i> HI stated that the report was sent to the LA but there has been no feedback from them; the audits run on a 3 year cycle so the next one will be in summer 2022.</p>	
5	<p><u>Personnel</u></p> <p>HI advised that all significant issues had been covered by the report on the Budget Recovery Plan.</p>	
6	<p><u>Health and Safety</u></p> <p>AB referred the Committee to the Health and Safety Report circulated, noting that he had conducted the visit last year. He stated that he visited both sites for general observations around Health and Safety. AS and Vic, the Premises Manager were very forthcoming on the issues identified and what they had done / were in the process of doing to address them. He stated that the 2 sites are very different as are their needs –</p> <ul style="list-style-type: none"> • Inverton represents the greater proportion of health and safety issues, largely snagging issues resulting from the construction which it was hoped the contractor would address. Negotiations continue. • Bellwood is a very old building and has issues relating to its age although it has been looked after well over time and there are no major concerns. <p>The committee discussed and agreed that the longer term strategic plan for the premises should be including the within the Health and safety Link Governor role. AB undertook to include this when he next visits.</p>	
7	<p><u>Premises – Updated Capital Plan</u></p> <p>HI reported that she is awaiting the report on the gutter / roof issue previously identified at Bellwood following a recent drone survey. She advised that if the outcome shows that a big project is necessary, this will significantly impact and drive the Capital Plan budget.</p> <p>AS stated that she has chased the report, the contractors were asked to identify all visible issues, provide a priority list and quotes for the work. Then, as the building is Southwark's responsibility, this will be forwarded to them for their comment, before any decisions are made on the priorities.</p>	
8	<p><u>Policies</u></p> <p>The following policies had been made available in advance. HI advised that these are all standard policies which are reviewed every few years; there have been significant changes to the processes used but the policies have been updated to reflect name changes.</p> <ul style="list-style-type: none"> • Data Protection Policy • Electronic Information and Communication Systems Policy • Information Security Policy • Scheme of Delegation • Data Retention Policy • Data Breach Policy • Freedom of Information • CCTV Policy 	

	<ul style="list-style-type: none"> • Financial Procedures • Charging and Remissions • Scheme of Delegation <p>It was agreed to ratify all policies as presented.</p>	
13	<p><u>Dates of Future Meetings</u></p> <p>3/2/21 17/3/21 4/5/21 at 6:00pm TBC 23/6/21</p>	
14	<p><u>Urgent Business</u></p> <p>Children’s Centre HI reported that there were a number of meetings at the start of term regarding the proposed changes to the model of Children’s Centre provision across the borough; then it went silent. The questions raised by SK and PL regarding the proposed new contract were forwarded to Southwark but there has been no response. ; In trying to follow this up, the emails have been repeatedly auto forwarded through a trail of officers who have left or are on leave. HI reported that she will flag this up with KM at their meeting.</p> <p>There were no further items and the meeting concluded at 9:00 am</p>	

Signed:.....

Date:.....