

**Minutes of the meeting of the Resources Committee of Ivydale Governing Body, held via video conference on Wednesday 3<sup>rd</sup> February 2021 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)

**Clerk:** Nicole Galea

<b>1</b>	<b><u>Apologies for Absence</u></b>  PL welcomed Governors to the meeting.  There were no apologies for absence, the Clerk confirmed that all members were present and that the meeting was quorate.	
<b>2</b>	<b><u>Declarations of Interest</u></b>  PL reminded Governors to declare any interests for items on the agenda; no declarations were made.	
<b>3</b>	<b><u>Minutes of previous meetings – 25/11/20</u></b>	
3.1	<b>Approval of Minutes</b> The minutes of the meeting of 25/11/20 had been circulated in advance. Governors <b>RESOLVED</b> to approve the minutes as presented.	
3.2	<b>Matters Arising</b> There were no matters arising that did not appear elsewhere on the agenda.	
<b>4</b>	<b><u>Review of Finances</u></b>	
4.1	<b>Budget Recovery Plan Update</b> This item was discussed after Item 4.3 and recorded under Item 2: Confidential Items.	
4.2	<b>Budget Monitor</b> AS had provided the Budget Monitor for Period 9 in advance, in addition to the Period 9 Financial Summary. She highlighted that: - <ul style="list-style-type: none"> <li>• The anticipated year end position now stands at -£176, which represents a £30k saving on the original deficit position expected. The cumulative balance at year end is now expected to be -£548k</li> <li>• £24k was spent on precautionary Covid 19 measures, with less than half being recouped from the DfE</li> <li>• £24k Catch Up funding has been received.</li> <li>• The budget was based a reduced level of expenditure and income due to the pandemic, but the impact was larger than anticipated, particularly on the level of income expected from Facilities, Services and Lettings.</li> <li>• £30k had been budgeted for donations and voluntary funds for the year but at the close of Period 9 only £4k had been received, with an anticipated £9k by year end.</li> <li>• More positively, the school received a 62% increase in Early Years Income following the introduction of the 30 hour Nursery places from September 2020 and the increased nursery take up. There was also a saving on catering costs as a result of</li> </ul>	

the catering company's take up of the furlough scheme during the first lockdown, waiting for confirmation of their arrangements for the current lockdown.

- The problem with cash flow has continued to be a stressful issue but the ability for schools to overdraw on the LA bank account has meant that the payroll was covered. It is likely that there will be a similar situation for the March payroll. The LA is unlikely to agree an advance payment like that received last year and instead, the overdraft facility will be used again.
- The cash flow issue was exacerbated by the delay in receipt of the Children's Centre (CC) funding, with Q4 income not received despite Southwark being chased on this matter. The CC is anticipated to close this financial year with an in year deficit of -£37k, reducing the cumulative balance to £51k. It has been impacted by a reduction in income (£13k) and an overspend on salaries.  
HI stated that one reason for the deficit position was that the CC was required to respond to Covid-19 from within the existing budget, without the additional income streams afforded to schools. A meeting took place last week to begin reviewing options for a staff restructure which will bring the budget back in line.
- The capital budget at the end of Period 9 is expected to be £3k, and the cumulative year end figure £75k

**RW asked if the overdraft facility will be available going forward to support the school during pinch points.** AS advised that Southwark has not officially confirmed this to schools but school accounts sit under the umbrella of the LA one; during the earlier cash flow pinch point no payments were stopped or charges made. HI stated that Southwark does not advertise this facility and it is not something that the school is comfortable using but many other schools seem to operate in a similar position.

**LG asked what the position is regarding Southwark's proposal to renegotiate the CC contract.** HI stated that there has been no further information on the proposal; the LA has restructured numerous times and it has proved difficult to track down who to contact on it but will continue to try.

HI reminded Governors that the LA is seeking to re-negotiate the delivery of CC provision across the borough from an SLA to a contracted service. Before stepping away from the Board, Suzy Kirk reviewed the draft contract issued and raised a number of queries with it which have not been responded to or resolved. HI stated that these points will need to be clarified before agreement can be reached; there are no concerns regarding the team's ability to deliver the provision but for the school, there is a longer term question as to whether it wants to continue to be the Lead CC for the locality with the financial and management time implications that that position brings. She advised that the CC has largely moved to the Rye Oak site where the premises is better suited, with Ivydale now acting as a satellite. HI suggested that the issues raised still need to be explored and the way forward may be to continue with the new arrangements for a year before reviewing it and making a decision on whether there is sufficient capacity to continue.

LG commented that the CC's position within the Budget Recovery Plan will also need to be considered.

There were no further questions on the Budget Monitor.

#### 4.3 **Budget 2021 / 2022**

HI stated that she had asked AS to provide an initial draft budget based on the indicative figures from the October 2020 census return as this would include those families that have moved away without taking the BRP proposals into account. This resulted in an in year balance of -£447 and an overall deficit of approximately £1m. HI stated that this version does not include the recovery measures or any budgetary refinements, and advised that she is uncomfortable with these figures.

	<p>From 22/3/21 Extended School provision will be let out to an external company which will bring in an income from £17k to £71k but the usual income and costs of wraparound need to be removed from the budget.</p> <p><b>Governors asked why this route had not been taken before and if it has been discussed by the Board.</b> HI confirmed that it was discussed previously as part of the Budget Recovery Plan, to pare back services that are not part of the core business of the school and to reduce the number of staff being managed. The outsourcing of catering was prioritised, with the aim that once this contract was completed it would be followed up by the wraparound provision. However, this was delayed by the pandemic and it was also important to find a company that SLT were happy with and which reflect the Ivydale ethos. The new company will take over the operation on 22/3/21, in time to iron out any issues before the end of term and then run an Easter playscheme. Parents will be informed of the change on their return from half term with the reassurance that the same staff will be in place but with an enhanced service on offer. It will represent a saving for the school but has been a very time consuming process for AS to manage, along with other process such as the change in payroll provider.</p> <p>HI referred the committee to the first draft of the 4 year budget (circulated) generated by AS. She cautioned that it is difficult to be accurate beyond Y2 due to the variances involved. This initial draft is based on</p> <ul style="list-style-type: none"> <li>• the indicative budget figures rather than the guaranteed income from Southwark</li> <li>• it does not take the Budget Recovery Plan into account</li> <li>• the assumption of Ivydale being 3 form entry (3FE) but does not include any bulk payments if an additional Reception class is taken on as there will be 2 x Y6 leaving but 3 x Reception classes joining.</li> </ul> <p>Governors then discussed the Budget Recovery Plan under Part 2: Confidential Items.</p>	
4.4	<p><b>Schools Financial Values Standard (SFVS)</b> AS reported that the document needs to be returned to Southwark for the end of March but that she would prefer to have it finalised by the end of February. This will allow the time needed for the TUPE arrangements in March for the extended schools staff and will mean that it can be completed according to the Q3 figures.</p> <p>It was agreed that AS would populate the DfE template and circulate to the committee for comment, along with last year's document for comparison. PL to review it and provide the final sign off.</p>	<b>AS / PL</b>
4.5	<p><b>Committee / school skills audit</b> This item was deferred.</p>	
4.6	<p><b>Financial Audit Report 2019 – Action Plan for Actions Identified</b> The Action Plan for the Financial Audit 2019 had been circulated in advance. Governors thanked AS / HI. There were no further comments.</p>	
5	<p><b><u>Personnel</u></b> HI covered by the report on the Budget Recovery Plan.</p>	
6	<p><b><u>Health and Safety</u></b> There were no reports.</p>	

7	<p><b><u>Premises – Updated Capital Plan</u></b></p> <p>AS reported that she had asked for a survey of the whole building and a prioritised list of work; she had again chased the company for the report and breakdown of the quote but they are reluctant to provide it. The contractors have stated that they would like to erect scaffolding and undertake all of the work needed rather than specific aspects. AS stated that she is still trying to discuss the options. She undertook to keep AB informed of developments.</p>	<b>AS / AB</b>
8	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• Discipline Policy</li> <li>• Grievance Policy</li> <li>• Whistleblowing Policy</li> </ul> <p>HI reported that the policies circulated in advance are standard Southwark model policies which have been subject to the usual Trade Union consultation. There have been no subsequent changes. It was <b>RESOLVED</b> to ratify all policies as presented.</p>	
9	<p><b><u>Dates of Future Meetings</u></b></p> <p>17/3/21 4/5/21 at 6:00pm TBC 23/6/21</p>	
10	<p><b><u>Urgent Business</u></b></p> <p>There were no further items and the meeting concluded at 9:10 am</p>	

**Signed:**.....

**Date:**.....