



**Markeaton Primary School, Bromley Street, Derby DE22 1HL**

**MINUTES  
Resources Meeting  
Thursday 23<sup>rd</sup> April 2020 at 5.00 pm**

<b><u>Item</u></b>	<b><u>Topic</u></b>	<b><u>ACTIONS</u></b>
14/20	<p><b><u>Present – This was a virtual meeting due to the Coronavirus crisis</u></b></p> <p>Nicki Jenkins, Chair (NJ), Steph Marshall Power (SMP), Ian Johnson, Headteacher (IJ), Matt Ball (MB), Lauren Gascoyne (LG).</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence:</u></b> None received.</p>	
15/20	<p><b><u>Review of Membership</u></b></p> <p>There is one vacancy for a Co-opted Governor which will be addressed at a later date. Also, SMP was due to step down from duties as Chair of the FGB but has agreed to stay on due to the current lockdown. All Governors were in agreement to this and it will be discussed in the following FGB.</p>	
16/20	<p><b><u>Declaration of Interests</u></b></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
17/20	<p><b><u>Review of minutes from Resources meeting 23 January 2020</u></b></p> <p>The minutes had been circulated to Governors prior to this meeting.</p> <p><b>The minutes were accepted by all Governors as a true record of the meeting. They will be signed and dated by the Chair when the current crisis is over.</b></p>	<b>Accepted</b>
18/20	<p><b><u>Matters arising</u></b></p> <p><b>06/19</b> Skills audit now on Governorhub.</p> <p><b>07/19</b> All policies that were amended by MB were returned to SS for adding GDPR paragraphs etc - SS requested help from SMP – SMP has them signed and will bring them in when school reopens. School Bus logins still required. All policies to be signed when business resumes in school.</p> <p><b>09/19</b> Health and safety discussed later in minutes.</p> <p><b>10/19</b> There is no Governor version of the budget training that IJ and SS attended. NJ to circulate the benchmarking report. IJ discussed the format of the Contracts and Terms report with SS.</p> <p><b>No further outstanding items from these minutes.</b></p>	<b>NJ</b>

19/20	<p><b><u>Health and Safety Audit</u></b></p> <p>IJ stated that the most recent Health and Safety audit had not gone too well. However, school had since responded to the points that were raised. There had been some good work in school regarding Health and Safety but there was little documented evidence of this. IJ gave thanks to MB for his valued support in this matter. <b>MB said that the most serious issues had been promptly resolved.</b> The next audit had been planned before the Covid-19 crisis arose and was subsequently cancelled. This will be rescheduled for a later date.</p>	
20/20	<p><b><u>Budget Plan</u></b></p> <p>The following documents had been circulated prior to this meeting:</p> <p>Final Budget Allocation  Budget Guidance Notes  Contracts and Terms 2019-20 (includes DCC Sold Svcs)  Best Value Statement  Value for Money Statement</p> <p>Governors had already raised questions regarding the final budget via email and IJ had responded to them all:</p> <p><b>Q. Budget Guidance Notes. Regarding the funding formula - will we actually get more money?</b></p> <p><b><i>The simple answer to that is yes. More detailed guidance is available on Governor hub but the increase of just over 4% for age weighted pupil funding and the increase in notional SEND funding has made a significant difference. The notional SEND Funding, for example, has increased by slightly over 30% since 18/19, which is a greater increase than that of the number of SEND children over the same period. The lump sum payment is also up by £14,000.</i></b></p> <p><b>Q. Notional SEN - It is important for school governing bodies to monitor this budget separately during the financial year 2020/21 to be fully satisfied that funding is prioritised for vulnerable children with special needs. Are we able to be any clearer on how we financially support SEND?</b></p> <p><b><i>We have been doing this budget plan for three years and I have sent the latest one to NJ. Our deficit is lower than in previous years but still around 50k (staffing vs funding). Although notional funding has increased, per pupil place funding for our VI children is still £4000 less than in previous years and the top up funding (E3) is, on average, lower per pupil.</i></b></p> <p><b>Q. E1504 - Food - why down by £3k for following years?</b></p> <p><b><i>We have committed to certain food contracts next year but once out of these we foresee a small reduction - especially now the numbers are constant at 440. This prediction is based on savings we have made over the last 3 x 12 month periods in certain food purchases. We are also going to try and be more economically friendly so cut out the non reusable plastics which are quite expensive.</i></b></p> <p><b>Q. F1024 - Bought in Professional Services - Curriculum - £35,885 down to £4,410 following years - what is this for please?</b></p> <p><b><i>Our contract with YMCA expires at the end of 2021 so we haven't put in a renewal quote as yet.</i></b></p> <p><b>Q. N5015 to P1006 is not viewable - What's under here please?</b></p> <p><b><i>It is worth noting though that this could be the last of the sport</i></b></p>	

**premium funding - nothing confirmed for future years yet. The figure below is the 5/12ths payment as the funding crosses over two financial years.**

-62,855 N5015	118	Universal Infant FSM Funding	MTH
-31,233 N7001	106	Other Government Grants	MTH
-19,380 N9901	118	PE Grant - Internal	MTH
-35,400 P1001	107	Non-Government Grants	MTH
0 P1006	107	Sports England	MTH

**Q. W6020 - SEN income - left blank for following years because not able to predict?**

**I am cautious mainly because I feel a cut is imminent. That said, our EHCP numbers continue to increase so a figure of approximately 150k would be sensible.**

**Q. We have not done anything like a staffing review as Governors - obviously Ian has ideas and plans for changes and knows more about staff - I just want to check at what stage and level we are at - do we need to have sight of any planned changes - bit late to do this 'before' the Budget Plan is drawn up obviously - but we've not minuted things like this before, should we acknowledge it?**

**As part of the annual budget setting process, there is a review of the staffing structure and its affordability. The outcome is considered by the Governing Body and minuted accordingly.**

**The Governors are involved with the staffing review, which takes place before the Budget Plan is drawn up in February/March by the Headteacher and School Business Manager. Staffing changes are also reported in the Head's Report to Governors.**

**Q. C1021 Premises. Alarms maintenance - static forecast at £2700. Contracts and terms documents stated period is till Autumn 2019. Have these been reviewed and fixed rates?**

**Alarms contract fixed to 2022. The revised budget planner shows 3% increase every year outside of any fixed agreement**

**Q. C1030 Repairs and Maintenance - Schools - £31,809 for 20/21 then drops to less than 20k increasing over the next 3 years. Can you confirm the large expense in the next year?**

**£11,000 has been spent on a school bell system. New fire door latches are also a one-off spend.**

**Q. Other items, excluding Water, do not show an annual increase to allow for inflation.**

**Inflation costs for energy were before the COV-19 crisis. Figures reflect advice from the Finance Officer and are based on a full term closure. If school returns to normal before then IJ will amend. There have been savings from Energy £10k, Swimming £500, Office Resources £1,000, Learning Resources £1010, Food £14,000. There have also been losses throughout this crisis: No wraparound, no lettings, extra cleaning.**

**Q. The forecast to 2024/25 shows an increasing loss. I understand this is due to the ability to forecast the income due to the funding mechanisms but surely we cannot assess the financial sustainability on these figures. Although we accept the loss is less likely or not to the extent shown as the true income figures have not been assessed.**

**The forecast may be incorrect if the funding formulas are changed, revoked or the cohort make up changes, but can we forecast numbers**

	<p>based on current trends and funding on current known figures? As the budget stands we're showing a significant issue.</p> <p><b>Figures for SEND were discussed. Regarding the budget figures, NJ commented that years 1-3 need to look reasonably balanced. IJ said that the numbers of EHCP and SEND children are not going to go down. However, there has been some suggestion that there may be cuts to SEND funding ahead. For this reason IJ has been slightly cautious with the figures.</b></p> <p>There was discussion amongst the Governors regarding all of these questions and the answers given.</p> <p><b>All governors present unanimously agreed to accept the Budget.</b></p> <p><b>Best Value Statement</b>  MB commented that the statements about not wasting time and resources on making savings were inappropriate. Any saving that can be identified is best practice in any industry. He agreed that a disproportionate amount of time should not be spent to save pennies but time and resource should always be encouraged to find savings.</p> <p><b>This statement to be amended and reviewed at a later date.</b></p>	<p><b>Accepted</b></p>
<p>21/20</p>	<p><b><u>Policies/Documents for Ratification – Circulated prior to this meeting</u></b>  The following documents had been circulated prior to this meeting:</p> <p><b>Statement of Internal Control</b>  SMP noted that this has not yet been filled in with the weaknesses that require addressing this year - last year we wrote:  We propose over the coming year to take the following steps to address the weaknesses noted below.</p> <ol style="list-style-type: none"> <li>1. Review termly checks on a sample of invoices by a Governor – this is an area that requires attention and monitoring – to be conducted by Finance Governor</li> <li>2. Revise Schools Financial Value Standard – for the Finance Governor to review the SFVS and the feedback from the auditors</li> </ol> <p><b>LG to amend. SMP and IJ to then sign.</b></p> <p><b>Financial Management Competencies – Governors - March 2020</b>  <b>Financial Management Competencies – Staff - March 2020</b>  SMP queried why this was being brought to the meeting. Governors agreed that if IJ was to change the staffing structure for example then Governors would need to approve it. No changes made.</p> <p><b>Financial Management Policy (revised).</b>  <b>Charging and Remissions Policy</b>  <b>Procedure for handing over monies to the person responsible for banking</b>  <b>Financial Delegations 2020-2022</b></p>	<p><b>LG</b>  <b>SMP/IJ</b>  <b>Approved</b>  <b>Approved</b></p> <p><b>Approved</b>  <b>Approved</b>  <b>Approved</b>  <b>Approved</b></p>
<p>22/20</p>	<p><b><u>Determination of Confidentiality</u></b>  <b>No confidential matters identified.</b></p>	

23/20	<b><u>Date of next meeting and items to include</u></b> Curriculum 14 May 2020 at 5.00 pm - Cancelled. Resources 25 June 2020 at 5.00 pm FGB 16 July 2020 at 5.00 pm	
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**The meeting ended at 5.45 pm**

Signed \_\_\_\_\_ Dated \_\_\_\_\_