

# CAMPSBOURNE SCHOOL

## Resources Committee

### Minutes of Meeting

Held on Tuesday 12<sup>th</sup> April 2016, at 8.30am at the School

Committee Members	Others
+Satyen Dhana (Chair) +Karen Edgar *Eleanor Jones *David Libbert *Stuart Parker *Jonathan Smith (Headteacher) *Thierry Valancogne	Elizabeth Rarieya, School Finance Consultant Martina Coen, Clerk

\* Denotes present

+ Denotes absence

## PART 1

### 1 Welcome and Apologies for Absence

1.1 Everyone was welcomed to the meeting.

1.2 Apologies were noted from Satyen Dhana and Karen Edgar. David Libbert has agreed to act as Chair for this meeting.

### 2 Minutes of the last meeting and matters arising.

2.1 The minutes of the meeting held on 28<sup>th</sup> January 2016 were agreed as an accurate record and David Libbert duly signed them.

#### 2.2 Matters Arising

2.2.1 Item 2.3.4 - Elizabeth advised that the updated Lettings policy will be submitted to the next Resources committee meeting for agreement. Action: Elizabeth to submit updated Lettings policy to Resources Committee *Outstanding item*

2.2.2 Item 2.3.5 - The committee reviewed the Finance policy and requested several minor amendments. Action: Elizabeth to make amendments and submit to Chair of Governing Body for signing *Outstanding item*

2.2.3 Item 3.5.10 – The committee agreed it would be prudent to develop an ICT fund to prepare for renewal of ICT equipment. *Update: The Headteacher provided a verbal update advising that a review of ICT support is scheduled. A Governor asked about the notice period required to end the current ICT support contract. Action: SBM to confirm notice period.*

2.2.4 Item 4.2 - Committee Chair and Chair of Governing Body to liaise to draft 2016/17 meeting dates *Outstanding item*

2.2.5 Item 6.5 – The Chair asked that the swimming pool is included as a separate line in the budget report. *Update: The SBM confirmed the swimming pool is a separate line in the budget report. The committee discussed receiving a regular breakdown of the income and expenditure relating to the pool.*

2.2.6 Item 7.1 – Stuart and Headteacher to meet to discuss H&S queries *Update: The Headteacher provided a verbal update advising that he has reviewed the last H&S Audit report and is seeking an external provider to review the current H&S policies and undertake an audit. The site manager is reviewing the last H&S Audit and preparing an action plan for outstanding items.*

2.2.7 Item 7.2 – Stuart to confirm details of CDM liability with Fabrice at the local authority. *Update: The committee discussed the CDM liability matter. Action: SBM to contact local authority for a list of approved contractors with CDM liability*

- 2.2.8 Item 7.4 – SBM to confirm details and training of fire wardens. *Update: The Headteacher advised that he is reviewing the current fire evacuation policy and details of fire wardens. Action: Headteacher to provide an update to the next Resources committee meeting*
- 2.2.9 Item. 9.2 - Headteacher to investigate the report card referred to in Schools Bulletin. *Update: David to send article to Headteacher*

### 3 2015/16 Year End review

- 3.1 The SBM introduced the item. The committee noted the Finance report.
- 3.2 The committee noted the year end revenue deficit as £57,461. This is mainly due to committed expenditure agreed in financial year 2014/15 happening as planned. The revised budget was set with an in year deficit of £69,973 to reflect this but the school has managed to reduce this by £12,512.
- 3.3 The committee noted the staffing spend at 72% of the total budget and discussed vacancies and a proposed review of the staffing structure. The Headteacher advised he expects staffing spend in 2016/17 to be approximately 82% of the total budget. The Headteacher advised he anticipates the new structure will include a Deputy Headteacher and a permanent full-time SENCO with a possible change to support staff hours. The SBM advised that the 72% in 2015/16 included a part time SENCO and excluded agency staff.
- 3.4 The committee noted the end of year capital surplus as £22,398. This is because capital reimbursement was received during the summer term for various capital works that was not anticipated from the LA.
- 3.5 The committee reviewed the revenue spreadsheet as at 31<sup>st</sup> March 2016.
- 3.6 The committee reviewed the variances over £5,000 and associated explanations.
- 3.6.1 Income
- 3.6.1.1 I07 – The committee were advised that this included additional income from the Headteacher’s time at Earlham. The income also includes payment for University of East London students to be placed at Campsbourne. The SBM outlined the UEL payment and advised students are volunteers to aid learning, not replace paid staff.
- 3.6.1.2 I08 – **A Governor asked about a breakdown of the income.** The SBM advised income is generated from the Breakfast club, After-school club, play-scheme and lettings such as the Farmer’s Market. The committee asked for details of income from each stream. The committee discussed a review of the Lettings policy including terms and costs. **Action: SBM to include details of income streams in quarterly report**
- 3.6.1.2.1 The committee discussed the letting to a local dog club. **Action: SBM to establish terms of let to the dog club including the permitted areas of the school**
- 3.6.1.3 I09 – The SBM advised that the number of pupils receiving school meals is steady.
- 3.6.1.4 I18 – The SBM advised that this line is for Universal Infant Free School Meals and the Sports Premium. The Headteacher outlined the guidelines for using the Sports Premium; the committee discussed using the premium for the pool.
- 3.6.2 Expenditure
- 3.6.2.1 E01 & E26 – The committee noted the spend on staff and agency staff. **A Governor asked about the SENCO post.** The SBM advised is currently within E26 as an agency role. The Headteacher advised on the actions to appoint a permanent SENCO.
- 3.6.2.2 E03 – **A Governor asked if the figure is expected to remain at the current rate of spend.** The Headteacher outlined the current situation with pupils who require additional support but do not have EHCP or receive additional funding. The Headteacher outlined how the proposed restructure will address the need for TA’s in classes. He advised he expects to meet with Schools HR shortly to discuss the proposed staffing structure. The Headteacher hopes that the 2016/17 budget will be set based on the proposed restructure. **Action: Headteacher to provide update on proposed restructure to Resources committee meeting on 11<sup>th</sup> May 2016**
- 3.6.2.3 E04 – The Headteacher advised that he plans a review of the current cleaning staff arrangements and will obtain quotes from external providers for comparison.
- 3.6.2.4 E12 – The Headteacher advised of a review of spend on maintenance works and repairs.

- 3.6.2.5 E19 – The committee discussed spend on resources. The Headteacher outlined the process for spending resources funds with the Headteacher approving spend requests.
- 3.6.2.6 E24 – The SBM advised that the 2015/16 budget for this line was based on 2014/15 however there has been less maintenance required on the pool during this year.
- 3.6.2.7 E27 – The committee discussed the expenditure related to the Music teacher.
- 3.6.3 Overall the school ends the year with a revenue surplus of £210,328 and a capital surplus of £45,454. The committee discussed the process for agreeing projects to be funded from the surplus and noting committed funds.
- 3.6.4 **A Governor asked about the budget for staff training and development.** The Headteacher advised that spend on 2015/16 is comparable to other schools and the proposed Deputy Headteacher role will assist with staff development. The SBM advised that the External Training budget is separate from the CPD training purchased from Haringey.
- 3.6.5 The committee noted the 2015/16 year end report. The Headteacher and Chair of Governors signed the Year End submission forms. The SBM confirmed she will attend the Full Governing Body meeting on 19<sup>th</sup> May 2016 to assist with the items on the 2015/16 budget and 2016/17 budget.

#### **4 School Financial Value Standard (SFVS)**

- 4.1 The committee reviewed the submission from 2015.
- 4.2 The SBM advised of two changes to the submission form for 2016 which relate to the Pay policy.
- 4.3 The committee discussed and agreed the responses for the 2016 submission. Stuart provided an update on the process to appoint a new Co-Opted Governor with finance experience. The Headteacher advised that the Premises Development Plan will be reviewed after the H&S audit. **Action: The SBM will circulate the 2016 submission to the committee for final comments and approval**
- 4.4 The committee noted that the submission will be agreed at the Full Governing Body meeting held on 19<sup>th</sup> May 2016.

#### **5 Swimming Pool**

- 5.1 The committee noted the report on the swimming pool. The Headteacher confirmed that the report's recommendations have been implemented. The pool's policies and procedures are being reviewed and updated.
- 5.2 The Headteacher advised that he is meeting with the SBM from South Haringay to discuss the business model used for the pool at South Haringay school.
- 5.3 There will be a review of the school's use of the pool and a review of the pool's changing facilities. The Headteacher advised that he plans a review of the pool with the possibility of scheduling swimming lessons in the pool while class teachers undertake PPA activities. The Headteacher explained the current method of using assembly time for interventions.
- 5.4 The committee discussed the pool's current capacity of 26 pupils per hour. The Headteacher plans to meet with the contractor who built the pool to discuss the possibility of increasing the size of the pool therefore increasing the capacity of the pool. The meeting will also discuss the possibility of improving the changing facilities. The committee discussed the possible use of the Sports Premium towards the pool improvements. The Headteacher advised that he will liaise with the Berkeley Homes contact to discuss a feasibility study on the pool. **Action: Headteacher to provide an update on the Berkeley contact meeting to the next Resources committee meeting**
- 5.5 The committee discussed the need to review the maintenance arrangements for the pool which will be considered as part of the arrangement with JustSwim. The Headteacher confirmed the report on the pool has been shared with JustSwim. **Action: Headteacher to provide an update on the JustSwim meeting to the next Resources committee meeting**

## **6 Landscaping Quote**

- 6.1 The Headteacher outlined the three outdoor areas which require attention; the new Early Years space, the playground and the area surrounding the Eco-Pod.
- 6.2 Tim Archer has undertaken some work at Woodlands Park and supplied a quote for the Early Years space. Alternative quotes are being obtained.
- 6.3 The Headteacher advised a review of the whole playground is needed to establish the use of the current space equipment and identify the best design. The Headteacher hopes the new equipment will be funded by the PSA and topped up by the school.
- 6.4 The committee discussed the quote for the area surrounding the Eco-Pod and noted alternative quotes are being obtained. The Headteacher outlined the importance of the correct design for the outdoor area to support learning at the Eco-Pod. **Action: Headteacher to draft a short summary outlining his broader vision for improvements to all the outdoor space at the school, including the Eco-Pod**

## **7 School Website**

- 7.1 The committee noted the quotes submitted for the design and management of the new school website. **Action: David to meet with the Headteacher to discuss the new school website**

## **8 Health & Safety**

- 8.1 There was nothing further to the discussion in item 2.2.6.

## **9 Policies**

- 9.1 The Headteacher advised that he is currently reviewing all policies and the schedule for review. There were no policies for review at this meeting.

## **10 Date and time of next meeting**

- 10.1 The committee noted the details of the next meeting:
- Wednesday 11th May 2016 at 8.30am

## **11 Any other business**

- 11.1 There were no items.

Parts 1 and 2 of the meeting ended at 11.02am

Signed.....Date .....

SATYEN DHANA, CHAIR