



**Minutes of the Resources Committee Meeting held Thursday 20<sup>th</sup> October 2016 which commenced at 1330 in the Sleaford base.**

Serial No	Item	Comments	Action
1.	Members Present	Mrs Julie Bembridge (Chair) Mr Pete Banks Mr John Gibson Mr Steve Barnes (Head Teacher) Mrs Helen Garrett (School Business Manager) Mr Neil Blackwell (Secretary)	
2.	Apologies	None	
3.	Declaration of Pecuniary Interests	All members were asked to sign a 'Corporate Governance and the disclosure of pecuniary interest' form at the outset of the meeting. All Governors confirmed in this instance that they did not have any pecuniary interests.	All
4.	Minutes of previous meeting	The minutes of the previous meeting were accepted as a true record.	All
5.	Matters arising from last minutes	HG confirmed that the results of the staff wellbeing survey showed an overall increase in staff satisfaction and as this was an agenda item for this meeting then she would elaborate further.  HG confirmed that the school had not received any extra SEN funding last FY; however the Local Authority have requested the number of pupils that the school had supported with SEN, to investigate where the extra funding that should have been provided has been spent. The Committee Members felt that it was important to continue to push the Local Authority for SEN funding for this FY.  PB and HG confirmed that they had begun an FSVS audit on Monday 17 October 2016.	All
6.	Resources Report	The Local Authority had finalised the accounts for the last FY and reported a deficit budget of £22,238. This is currently being contested with the Local Authority as the school was not provided with SEN funding to support pupils with an EHC Plan and a number of outstanding journal entries need to be completed. HG informed the committee that the outstanding monies for SEN funding and pupil premium for singly registered pupils FY 15/16 would cover the budget deficit; the members of the committee agreed that the school continue to pressure SEND management and Local Authority to fund in retrospect.  PB asked if the school had now received pupil premium for this FY. HG confirmed that agreement had been met with the Local Authority that the school would be receiving pupil premium for 10 pupils.  HG informed the committee that as of yet the school had still not received the budget for FY 16/17 and was basing	SB/HG

	<p>the budget on last financial years figures until final agreement is met with the Local Authority.</p> <p><u>Budget 16/17</u> – Not including deficit from FY 15/16</p> <table border="0"> <tr> <td>Estimated Budget</td> <td>£1,235,496</td> </tr> <tr> <td>ASD Centre</td> <td>£120,000</td> </tr> <tr> <td>Total Budget</td> <td>£1,355,496</td> </tr> <tr> <td>Spend to date</td> <td>£713,305 (6 month point 52%)</td> </tr> </table> <p>HG reported that Agresso was still broken which causes the school issues. The main spending line on the budget is staff costs, although a number of staff who were agency last year have been given contracts which overall will reduce costs due to the expensive agency costs. Supply teacher funding will be tight this FY.</p> <p>JG stated that we need to ensure we continue to resource the funding into the service of educating the pupils.</p> <p>PB noted that the school is predicted a 4% overspend this FY based on current figures. All Governors expressed a deep concern on that level of deficit and asked SB to provide a report on what cuts may be necessary to balance the books. SB confirmed that this report could be used to formulate a 5 year plan accordingly. JG and SB agreed that an urgent meeting with Debbie Barnes was required to discuss how the school may move forward based on current financial constraints too support pupils with medical need.</p> <p>HG confirmed that the school had received pupil premium for FY 15/16 from schools who have dual registration except for one school that has refused to contribute.</p> <p>HG suggested to the committee that the 2 agency staff were funded through pupil premium in order to free up some staff costs. The committee were in agreement to this suggestion.</p> <p>HG outlined a number of changes to contracts as requested by staff including changes to working hours. The school had also recruited a new apprentice in the office due to the previous individual leaving.</p> <p>HG confirmed how the 4 bases were progressing and SB stated that he was very impressed with the quality of the displays across the bases.</p> <p>JG asked SB if the school should publish how it uses the pupil premium on the school website. SB confirmed that there is a statement on the website, however confirmed that more information was to be added. JG asked which services the school uses to provide free school meals; HG confirmed that the 4 sites use local providers.</p>	Estimated Budget	£1,235,496	ASD Centre	£120,000	Total Budget	£1,355,496	Spend to date	£713,305 (6 month point 52%)	<p>SB</p> <p>JG/SB</p> <p>SB</p>
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7.	School Fund	HG confirmed that the school fund had been reconciled and signed off. PB asked if the school had a written constitution in respect to the school fund; HG confirmed that she would investigate and update Governors at the next meeting.	HG
8.	Travel Allowance Policy	HG confirmed that she had updated the Travel Allowance Policy for FY 16/17 which now reflects all bases; she also confirmed that the principles remained the same. The committee discussed the policy in light of the budget deficit. The committee agreed the policy. JG reaffirmed that pressure must be placed on the Local Authority to find a viable funding formula so that the school can move forward.	All
9.	Positive Workplace Survey	<p>HG explained that the school uses The Education Support Partnership to conduct an independent on-line anonymised workplace survey. The latest report shows an overall increase in staff satisfaction. JG pointed out that he had a concern with the 'staff under pressure' results' were noticeably lower than other areas of the report. SB explained that staff are working hard and not sure how long this can continue. PB asked whether there had been any indication from staff where morale might be low; SB and HG agreed that whilst there may be occasional niggles they had no specific concerns.</p> <p>SB informed the committee that RSOs are a group which he has the most concerns are over worked due to their caseloads. HG confirmed that RSO caseloads are regularly reviewed and redistributed as necessary. JG stated that it is good that RSOs meet regularly and are able to discuss caseloads and concerns amongst themselves.</p>	
10.	Performance Management	<p>SB confirmed that a full anonymised PM report would be available at the next Full Governors Meeting.</p> <p>SB asked Governors to confirm a pay raise for 3 members of staff who have exceeded all targets of their Performance Management. These were LK; PS and SL. PB raised concerns regarding awarding pay rises in light of the schools current financial position. SB confirmed that the cash implication was £3000 backdating to September 2016 and that this was a contractual obligation. Governors noted that it is an obligated measure and despite the financial position the committee were obligated to fund.</p> <p>HG informed the committee that the school uses Blueway Swift to monitor performance management for teachers and that progress is monitored through the 6 progress checks each year.</p>	SB  All
11.	AOB	SB asked Governors to note that the school would be receiving a visit from a Local Authority Officer from Norfolk LEA to find out how a hospital school operates in Lincolnshire and use the school as a model for setting up in Norfolk.	All
12.	Date and Time of Next Meeting	The meeting finished at 1515 and the next meeting is due to be held on 1 <sup>st</sup> March 2017 at 1330 in Lincoln Base.	All



Minutes compiled by

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N Blackwell

Date:

Minutes agreed as true record

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J Bembridge/Chair

Date: