



**Alderman Jacobs Primary School (Academy Trust)**

**Resources Committee Meeting**

**Wednesday 16 May 2018**

**MINUTES**

Key:

Governor Questions

School Improvements

**Governors Present:** Abi Shepherd, Andrew Pattison, Cathy Carlisle (Head), Denise Burt, Eamonn Dorling (Finance Chair), Jenny Johnson (Resources Chair), Jonty Bell, Laura Hemmaway, Laura Holland, Nicky Baker

**In Attendance:** Lisa Hatfield (new governor), Micheala Southwell (new governor), Nicola Paterson (new governor), Jocelyn Sumner (Clerk)

Meeting opened at 6.30pm

1	<p><b>Welcome and Apologies</b>          Jenny Johnson (JJ) welcomed all to the meeting. Lisa Hatfield (LH), Micheala Southwell (MS) and Nicola Paterson (NP) were in attendance as new governors. Apologies were accepted from Deborah Sutton and Rod Wynn,</p>	All to note
2	<p><b>Minutes of the Previous Meeting (Finance Committee and Resources Committee 12 February 2018)</b>          The Finance committee minutes were agreed as an accurate record. Proposed by Laura Holland (LHo) and seconded by Eamonn Dorling (ED).          The Resources committee minutes were agreed as an accurate record. Proposed by Jonathan Bell (JB) and seconded by Denise Burt (DB)</p>	All to note
3	<p><b>Agreed Actions Updated</b>          GDPR - Governors were updated that the new regulations come into effect on 25 May 2018. School has been working with the Cambridgeshire ICT Service who completed an audit and the action from it have been completed. Risk Assessments have been undertaken for some PCs which are not encrypted and staff training has been planned. If school is supplied with a report from the Cambridgeshire ICT service then it will be shared with the Resources Committee.          Catering - The tendering process has resulted in seven catering</p>	All to note

	companies who have supplied documentation of their service to be reviewed in one month to inform shortlisting. School has been given promising options.	
4	<p><b>Declaration of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>Jenny Johnson - runs an arts and crafts club at school and is Company Secretary to her father's business</li> <li>Eamonn Dorling - Independent Financial Advisor, Chair of Finance and Policy committee: Whittlesey Town Council, Treasurer: Whittlesey Business Forum, Trust Member of Alderman Jacobs School (Academy Trust)</li> <li>Laura Holland - Trust Member of Alderman Jacobs School (Academy Trust)</li> <li>Nicky Baker - daughter, Ruth Taylor, is a teacher in school</li> </ul>	All to note
5	<p><b>Budget to Date</b></p> <p>The meeting had been given a budget to date report prior to the meeting and were informed that an increase to support staff salaries (2% this year and 2% next year) had been announced since the 2017-2018 budget was set. <i>Governors asked for an approximate figure, which was gauged at around an additional £15,000.</i> It was explained that due to an underspend it is expected that the additional amount would not cause a deficit to the budget line. It was clarified to governors that the Funds budget line variance was because it includes schools carry forward amount. A number of variances were explained to Governors as being due to the budget system automatically proportioning amounts on a monthly basis but the actual spend has been when required and not monthly - including CPD and Auditors Fees budget lines. CC agreed to investigate why the VAT Claim is high. The underspend in Premises costs is being considered for further use where required on site. It was explained that the requirement to challenge more able pupils is funded from the Curriculum Innovation budget line and not the Gifted and Talented budget line. The York trip was confirmed as financially viable.</p>	<p>All to note</p> <p>Action: Cathy Carlisle</p>
6	<p><b>Responsible Officer Report</b></p> <p>The meeting was provided with a copy of the Supplementary audit checks report from the Responsible Officer's visit on 31 January 2018. The moderate risk applied to 2.2 (Review of control over fixed assets) is being addressed by investigating how school can incorporate the fixed assets within the accounting system and year end accounts to the inventory of fixed assets and by looking at adopting a Capitalisation policy. The minor risk applied to 1.1 (Review of the structure of the Board of Directors) has been addressed and there are now five members of the Trust, the majority of which are independent of the board of governors, in accordance to Department</p>	All to note



	Headteacher ahead of constructing meeting agendas.	<b>Carlisle</b>
<b>8</b>	<p><b>Letter to trust's accounting officer from ESFA's accounting officer</b></p> <p>The Governance Handbook 2017 sets out the requirement for Governors to see annual letters to trust's accounting officers from the ESFA's accounting officer. It was confirmed that the deadlines detailed in the letter are consistently met either independently or in conjunction with Rawlinsons.</p>	<b>All to note</b>
<b>9</b>	<p><b>Carry Forward</b></p> <p>The meeting was provided with guidance from the model funding agreement for academies and free schools and the Governance Handbook to inform a decision, as requested by the Trust, on the amount of funds the school needs in reserve. Governors discussed the amount of reserve that would be required to cover approximately six months of sick pay/leave for a Teacher. The Headteacher agreed to clarify the structure of the current carry forward funds and identify which is delegated funding and devolved funding. A unanimous decision was agreed to an intention to reserve 3% of the GAG with consideration to operational requirements to allow for any issues to be addressed quickly and review the policy.</p>	<p><b>All to note</b></p> <p><b>Action: Cathy Carlisle</b></p>
<b>10</b>	<p><b>Update from Site Manager</b></p> <p>Governors asked what will happen if the old Kidzone buildings are not moved by the end of June (in accordance to the contracted notice period served). It was agreed that legal advice should be sought to clarify the options available school. Governors requested an update on the installation of the Invacuation alarm to which it was confirmed that it has been completed and training is being planned for pupils and staff. A period of time has purposely been left following hoax emails to school and training will be based on non-terrorist reasons for undertaking the invacuation process. Governors were assured that the delay to the completion of the Energy project is being addressed the PV panels are in place and school has received confirmation of the start date to the Feed-in Tariff (FiT). Governors asked for additional plans to the shade sails to address Sun care to which it was confirmed that letters will be sent to parents/carers and assemblies will be used to inform pupils. Governors expressed their satisfaction with the level of content and structure of the report.</p>	<p><b>All to note</b></p> <p><b>Action: Laura Holland</b></p>
<b>11</b>	<p><b>Update from IT Working Party</b></p> <p>A member of the IT working party provided an update from a recent meeting</p> <ul style="list-style-type: none"> <li>Google for Education was discussed and the Headteacher confirmed this is being implemented with an initial set up fee of £2000 and a minimal ongoing fee</li> </ul>	



	<ul style="list-style-type: none"> <li>Investigating update of smart boards in classrooms which is showing potential for cost savings and increased functionality</li> <li>The use of a terminal server is being explored which stores apps in one place and allows for single updates rather than updating on each device. Further investigation of cost is required</li> <li>Leasing equipment was discussed for in the future when replacements are required</li> </ul>	
<b>12</b>	<p><b>Support for Staff</b></p> <p>Governors were reminded of their responsibility for supporting staff - their mental health and general well-being. Research had been undertaken in to the Health Assured Employee Assistant Programme (EAP) basic package which consists of services such as first day absence management, counselling, legal, financial and childcare support and discounts which can also be made available to spouses and dependent children. There are a variety of packages available from £750 per year for 70 employees. EAPs assist employers in supporting staff and demonstrates the right actions being implemented to help bring people back to work. School would require a package that meets its needs. Communicating that the package is beneficial to staff and intended to support staff would assist staff participation in the programme to maximize its benefits. It was agreed that further, more detailed information would be sought.</p>	<p><b>Action:</b> <b>Jonathan Bell</b></p>
<b>13</b>	<p><b>Policies to ratify</b></p> <p>The First Aid policy was agreed and adopted. Proposed by ED and seconded by JJ.</p> <p>The Flexible Working policy was agreed and adopted, proposed by AS and seconded by JB. JS agreed to update the missing % amount on page 8 and remove the guidance wording.</p> <p>The Asbestos Management policy was agreed and adopted, proposed by ED and seconded by LHem.</p> <p>The Pre-school Pastoral policy was agreed and adopted, proposed by AS and seconded by NB.</p> <p>The Pre-School Sleep policy was agreed and adopted, proposed by DB and seconded by JJ.</p> <p>It was agreed that all Pre-school policies will be reviewed after 1 year and then to 3 year review frequency.</p>	<p><b>Action:</b> <b>Jocelyn Sumner</b></p>
<b>14</b>	<b>Governor Training</b>	<b>All to note</b>

	<p>Governors had attended a Governor/SLT training day on 10 May 2018  LH, JJ and AS attended Safer Recruitment training.  JJ attended training for Succession planning and Headteacher Performance Management  Following advice from the recent Clerks Briefing, Subject Lead Presentations will also be recorded in the Training Matrix.</p>	
<b>15</b>	<p><b>Summary of meeting</b></p> <ul style="list-style-type: none"> <li>• Governors unanimously agreed on a policy to manage school carry forward/reserve funds</li> <li>• Progress has been made by the IT working party, with implementation of Google for Education and further research into more opportunities</li> <li>• Governors were made aware of the potential to support staff through an Employee Assistant Programme including the cost to school and benefits to both school and staff</li> <li>• Meeting planned to address budget cuts</li> <li>• Introduced Headteacher and Chairs meetings</li> </ul>	<b>All to note</b>
<b>16</b>	<p><b>Any Other Business</b>  There was no other business.</p>	<b>All to note</b>

Meeting closed at 8.13pm

Signed as a true record: ..... Date: .....

Jenny Johnson (Chair)