



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

**Resources Committee Meeting**

**Wednesday 31 October 2018**

**MINUTES**

**Key:**

Governor Questions

School Improvements

**Governors Present:** Andrew Pattison, Cathy Carlisle (Head), Eamonn Dorling (Finance Chair), Joel Combes (Resources Chair), Laura Holland, Nicky Baker

**In Attendance:** Jocelyn Sumner (Finance and Operations Manager), Sarah Woods (Clerk)

Meeting opened at 6.30pm

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| 1 | <p><b>Welcome and Apologies</b><br/>Joel Combes (JC) welcomed all to the meeting. Apologies were accepted from Denise Burt, Jenny Johnson, Michaela Southwell, Rod Wynn.</p>  | All to note  |
| 2 | <p><b>Minutes of the Previous Meeting (Resources Committee 16 May 2018)</b><br/>The Resources Committee minutes were agreed as an accurate record. Proposed by Laura Holland (LHO) and seconded by Eamonn Dorling (ED).</p>   | All to note  |
| 3 | <p><b>Agreed Actions Updated</b><br/>High VAT figure in balance sheet - Governors were updated that this is going to be discussed with the auditors and findings will be communicated to Governors.<br/>Budget Cuts- Governors agreed the spend for this school year.<br/>Health Assured Employee Assistant Programme- More detail to be sought. CC to action.<br/>Kidzone Buildings- Legal advice had been sought and now stopped, Kidzone are now out of contract and various options have been explored and discussed to clear the site.</p> | <p>Action:<br/>Cathy Carlisle</p> <p>All to note</p> |
| 4 | <p><b>Declaration of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>• Eamonn Dorling- Independent Financial Advisor, Chair of Finance 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> <li>• Joel Combes- Wife, Sarah Combes is a teacher in school</li> </ul>                   | All to note  |

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| 5 | <p><b>Terms Of Reference</b><br/>Agreed, proposed by JC and seconded by LHO.</p>   | All to note                                  |
| 6 | <p><b>Budget to Date</b><br/>Governors had been given a budget to date report prior to the meeting. It was discussed that our current SIMS software package is up for renewal and that new options are being explored to efficiently manage the budget. <i>Governors asked how the school know they receive the correct amount of additional funding.</i> It was explained that a General Annual Grant (GAG) statement is received at the beginning of each school year that gives the total amount the school receives. The other main revenue funding streams are handled separately with the guidance on allocation and payments being available on <a href="http://www.gov.uk">www.gov.uk</a>. It was explained to Governors that not all funding is paid in equal twelfths and within the academic/academies financial year. A clear understanding of the calendar of payments is being developed to accurately inform cash flow statements/forecasts and budget setting. <i>Governors asked about staff reporting a deduction in numbers of children attending the wrap-around care.</i> Some new childcare facilities have opened locally but this hasn't affected the school financially. CC confirmed to governors that there are no concerns on the budget and that there will be monthly meetings with the Finance and Operations Manager, Governors will be kept up to date with any concerns. Various options were discussed in reducing costs and an option was to collaborate with other schools to save on costings.<br/>Governors were happy with the success of the Pre-school opening. CC confirmed that numbers are high and 95% of available sessions are full for the summer term. It was discussed that with the numbers so high it may be viable for the Pre-school to move to a new building on the old Kidzone site. It was agreed that this would get taken to the next FGB meeting with a view to Governors forming a project group.</p> | All to note<br><br>Action:<br>Cathy Carlisle |
| 7 | <p><b>Responsible Officer Report</b><br/>The meeting was provided with a copy of the Supplementary audit checks from the Responsible Officer visit on 14<sup>th</sup> September 2018. Governors were satisfied with the responses to each Moderate and High risk provided to Governors prior to the meeting within the Budget to Date report.</p>  | All to note                                  |
| 8 | <p><b>School Teachers Pay and Conditions</b><br/>STPCD was tabled to Governors at the meeting informing governors of the staff listed to move to the next incremental pay point. CC confirmed to Governors that this had been included in the budget and all staff listed had met their performance targets. Proposed by ED and seconded by LHO. CC informed Governors that the Teachers Pay Award was applied to the October Payroll and back dated to 1 September 2018. The Teachers Pay Grant allocation has been received to cover the cost to school of the award above the 1% increment already budgeted for. However there is a shortfall and the budget will be adjusted to balance.</p>   | All to note                                  |
| 9 | <p><b>School Trips</b><br/>Prior to the meeting Governors were given a copy of the Charging and remissions policy and DFE Charging for school activities document. Due to the fall in Parental contributions and a rise in trips viability being</p>   | Action:<br>Cathy Carlisle                    |



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|    | questioned it has been agreed that we need to look at re-classifying trips. Many different options discussed, CC agreed to look at and amend 'Charge and Remissions Policy' and write a letter to parents explaining the changes.   |                               |
| 10 | <b>Letter to Trusts accounting officers from ESFA's accounting officer</b><br>The Academies Financial Handbook sets out the requirement for Governors to see annual letters to trust's Accounting Officers from the ESFA's accounting officer.  | <b>All to note</b>            |
| 11 | <b>Update from Site Manager</b><br>Governors were happy with the report and that there has been good communication with the Site Manager. Governors came to the decision that the old Kidzone building would be removed from site and Kidzone to be billed for the costs. Proposed by LHO and seconded by ED. CC to communicate the decision with the Site Manager.   | <b>Action: Cathy Carlisle</b> |
| 12 | <b>Policies to Ratify</b><br>The Data Protection and Privacy & Fair Processing policies was agreed and adopted. Proposed by LHO and seconded by ED.<br>The Safeguarding and Child Protection policy was agreed and adopted. Proposed by LHO and seconded by ED.<br>The Whole School Pay policy was agreed and adopted. Proposed by LHO and seconded by JC.<br>The Best Value Statement was agreed and adopted. Proposed by JC and seconded by LHO.<br>The Critical Incident Policy was agreed and adopted. Proposed by LHO and seconded by NB.<br>The Safer Recruitment policy was agreed and adopted. Proposed by ED and seconded by LHO.<br>The Internal Financial Procedure policy was agreed and adopted. Proposed by JC and seconded by LHO. | <b>Action: Sarah Woods</b>    |
| 13 | <b>Governor Training</b><br>LHO, Denise Burt (DB) and Andrew Pattison attended the termly Governing Briefing.<br>LHO, DB to attend Effective Pupil Premium & Key Performance Data.<br>ED to attend NGA Conference.<br>LHO, JJ, JC, attended the E-Safety evening at Alderman Jacobs, feedback was that it was very informative and would recommend.<br>SWO attended Clerks Termly Briefing and Clerk Induction Training.  | <b>All to note</b>            |
| 14 | <b>Summary of meeting</b> <ul style="list-style-type: none"> <li>Governors agreed that it was good to meet the Finance and Operations Manager and go through the budget to date, all agreed it had answered a lot of their questions.</li> <li>Governors unanimously agreed that the old Kidzone building would be demolished and removed from site.</li> </ul>   | <b>All to note</b>            |

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|           | <ul style="list-style-type: none"> <li>• A separate meeting to be planned to discuss the possibility of Alderman Jacobs Pre-school moving to a new building on the old Kidzone site.</li> <li>• Governors discussed possibly changing from the current software package that we use.</li> </ul> |                    |
| <b>15</b> | <b>Any other business</b><br>There was no other business.   | <b>All to note</b> |

The meeting closed at 8.04pm

Signed as a true record: ..... Date: .....  
Joel Combes (Resources Chair)