

# **Resources Committee Meeting**

**05 May 2020**

## **Minutes**

Governors in attendance: Remotely Rachel Williams (RW) (Committee Chair); (Committee Vice Chair); Jonathan Gorrie (JG); Richard Lambert (RL); and Nikki Brown (NB) (Head Teacher).

Also in attendance: Philip Colligan (Chair of Full Governing Body); Tim Fox (School Business Manager - TF); and Sonali Rao (Clerk – SR).

**Apologies:** Caroline Louth

The meeting was quorate.

## **Notice of any other business**

A Governor asked if Staff had the right IT equipment to work effectively from home.

Governors had a short discussion about how the school was coping with the shutdown. NB reported that feedback from parents was very positive and the school appeared to be coping very well

## **Declarations of interest relating to items on this agenda**

None raised.

## **RC minutes 17th March 2020 and matters arising**

Outstanding action for Governors to approve policies - RW has circulated a link to the folder with a table for Governors to confirm their approval.

## **Finance**

The following documents had previously been circulated to governors:

- Budget Notes for Governors

- Period 13 closedown BMR
- Budget Forecast by CFR
- Budget summary (3 years)
- Budget Cost centre with ledger codes
- Budget of analysis
- Capital Budget Plan

TF presented the budget to RC plus Chair of FGB.

Governors recognised the improvement with the 19/20 outturn moving closer to the previous year's budget both in terms of predicted spend and projected income.

TF confirmed that the 20/21 budget reflected the staffing structure approved at the previous RC Meeting. The annual resignation date for teaching staff is being maintained, therefore the two NQT / RQT posts have been advertised. NB will need to consider how interviews are carried out if no teaching can take place in the school. The remaining Finance, TA and HLTA posts are on hold until the lockdown is lifted.

TF noted that there are limited opportunities for furloughing staff as the scheme only applies to individuals that are not publically funded. A Governor cautioned that any financial benefit should be balanced against the time involved in navigating the scheme.

Governors asked questions regarding the carry forward and scrutinised reasons for the surplus increase of 20%. It was agreed that this is a critical time to ensure that the carry forward is reduced year on year.

NB explained that some initial analysis has been done to understand the consistent underspend of 2-3% since 2015 and identify any trends that can inform the 1 year budget and 3 year plan. Governors strongly agreed with the importance of carrying out this analysis outside of the pressure of the budget setting cycle. JG offered additional support to TF if required.

It was noted that there has been delay in some spending due to the current Covid-19 pandemic situation, such as delayed recruitment. Another unexpected underspend came from a member of staff's secondment for which 30% salary is being reimbursed although at time of budget setting, 0% reimbursement was expected.

Governors expressed concern over possible clawback. NB stated that a significant percentage of the carry forward comes from self-generated income from the wraparound care provision, making this unlikely.

Governors discussed the assumptions over income in the coming months and agreed with the approach taken.

Governors discussed possible ideas for additional spend, including furniture, technology and further recruitment. It was noted that although it would be a good idea to invest in additional Chromebooks, there is currently a worldwide shortage of the product.

Governors asked NB to consider whether the school should over recruit - build in a structural surplus - to reflect the reality that the school consistently has unfilled posts. In particular TAs and HLTAs, given difficulties in recruiting and salary versus cost of living in Cambridge.

Governors thanked TF and the school for all their hard work in producing a sound budget in very difficult circumstances.

Governors agreed to forward the budget to FGB for approval on 7<sup>th</sup> May.

### **Buildings and Facilities**

Capital spend priorities were agreed.

### **Policies for approval:**

a. Healthy Eating and Food b.  
Code of Conduct c. Equality and  
Diversity

RC approved above policies. No material changes. Clerk to amend and publish.

### **AOB**

RW raised the importance of looking after all staff working at home and ensuring that they have the correct IT equipment to be working safely and comfortably. NB shared that the school has been responding to any queries/requests for adjustments or equipment as and when received but not proactively asking if anything was needed. RW will share information and leaflets from her work that can be shared with staff should NB wish.

### **Dates of future meetings**

The Full Governing Body meeting to formally approve the budget will take place on 07 May 2020 at 6pm.

The next Resourcing Committee meeting will take place on 30 June 2020.

**Close**

**The meeting concluded at 19:35**